



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

October 12, 2022

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 12, 2022**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on October 12, 2022

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

- G.06 Approval of Minutes for Regular Meeting on September 14, 2022

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the October 12 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

October 12, 2022

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 12, 2022, at 4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments: <https://forms.gle/HsfWNT5CzZ1QqgGr8>.

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 October 12, 2022

G.06 Approval of Minutes for:

- Regular Meeting on September 14, 2022

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

- G.07 Report from the Director of Classified Personnel:
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
- General Comments and Updates
- G.08 Personnel Commissioner Comments/Reports:
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.
- G.09 Communications:
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.
- SEIU Report
 - Board of Education Report
- G.10 Public Comments:
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligible</u>
Athletic Trainer	1
Cafeteria Worker I	3
Campus Monitor	6
HVAC Mechanic	1
Instructional Assistant – Bilingual	2
Library Assistant	8
Plumber	3
Sports Facility Attendant	1
Technology Support Assistant	2

- C.02 Advanced Step Placement:
Jillian Cipresso in the classification of Instructional Assistant - Classroom at Range A-20 Step E
- C.03 Advanced Step Placement:
Sandra Cueva in the classification of Paraeducator-3 at Range A-28 Step C
- C.04 Advanced Step Placement:
Natalie Fuentes in the classification of Instructional Assistant - Classroom at Range A-20 Step C
- C.05 Advanced Step Placement:
Sarah Krenik in the classification of Occupational Therapist at Range A-63 Step D
- C.06 Advanced Step Placement:
Anthony Richardson in the classification of Custodian at Range A-26 Step C
- C.07 Advanced Step Placement:
Aleah Zandi in the classification of Instructional Assistant - Classroom at Range A-20 Step C

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Certification from Another Class List: Library Assistant for Elementary Library Coordinator
- A.02 Classification Specification Revision:
Facilities Technician within the Operations Support Job Unit
- A.03 Classification Specification Revision:
HVAC Mechanic within the Operations Support Job Unit
- A.04 Classification Specification Revision:
Skilled Maintenance Worker within the Operations Support Job Unit

IV. **COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

V. **DISCUSSION ITEMS:**

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

- None

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - September 14, 2022
 - October 6, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 14, 2022
 - October 6, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2022 - 2023
- I.06 Board of Education Meeting Schedule
 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 9, 2022, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the September 14 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

September 14, 2022

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, September 14, 2022, at 4:37 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments: <https://forms.gle/HsfWNT5CzZ1QqgGr8>.

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 4:37 p.m.

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

G.03 Pledge of Allegiance: Commissioner Tate 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: September 14, 2022

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

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

G.06 Motion to Approve Regular Meeting Minutes: August 10, 2022

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on August 10, 2022.**
 - **Training and Experience Evaluation was distributed for Library Assistant.**
 - **The Personnel Commission staff held written exams for Campus Monitor, Technology Support Assistant, and Low Voltage Technician.**
 - **Performance exams were held for Gardener and Cafeteria Worker I.**
 - **Oral exams were administered for the Children’s Center Assistant series, Credential Analyst, the Paraeducator series, Physical Activities Specialist, Cafeteria Worker II, Technology Support Assistant, and Laboratory Technician.**
 - **Final selection interviews were held for Administrative Assistant, Technical Theater Technician, Instructional Assistant – Classroom, Physical Activities Specialist, Custodian, Instructional Assistant – Physical Education, Systems Analyst, Low Voltage Technician, and Credential Analyst.**
 - **Recruitments opened for Technical Theater Technician, Senior Administrative Assistant, Sports Facility Attendant, Cafeteria Worker I, and Campus Security Officer.**
 - **Recruitments continue to be open for Bus Driver, Campus Monitor, Instructional Assistant – Classroom, and the Paraeducator series.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 16 claims since the last regular Personnel Commission meeting in August.**

- Director Kahn informed the Personnel Commission about the SEIU Collective Bargaining Unit being ratified by the Board of Education at their regular September 1, 2022 meeting. It included 10% base wage increase as well as a retroactive pay calculated to July 1, 2021. Additionally, Cesar Chavez and Juneteenth are now paid holidays added to the contract.
- Director Kahn expressed optimism regarding the salary increase as it will assist with recruitment efforts- both attracting more candidates as well as retaining current staff. This increase brings majority of classifications to a competitive market rate.
- Director Kahn informed the Personnel Commission about his involvement to discuss the Salary Survey results during the SEIU/District negotiations.
- Director Kahn reported to the Personnel Commission on the District's convocation that took place on August 15, 2022, at Santa Monica High School Greek Amphitheater.

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.

- None

G.09 Communications:

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

- SEIU Report
 - Mr. Mock, Chief Steward, informed the Personnel Commission about the District's convocation and the SEIU, Local 99 Candidate Townhall meeting endorsing candidates who are currently campaigning for Board of Education seats.
 - Mr. Mock updated the Personnel Commission about the ratification of the tentative agreement between SEIU, Local 99 and the District that includes 10% base wage increase and two extra paid holidays, as well as the change of benefit providers from CalPERS to SISC.
 - Mr. Mock noted that there are still some classifications below the market value that will be adjusted in the next full contract negotiations with the District.
 - On behalf of SEIU, Mr. Mock expressed his gratitude to all unit members for their participation in voting, and to the health benefits committee for their dedication and hard work.
- Board of Education Report
 - None

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers,

the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Campus Monitor	4
Children’s Center Assistant 1	2
Credential Analyst	7
Gardener	1
Instructional Assistant – Classroom	7
Instructional Assistant – Physical Education	1
Low Voltage Technician	1
Paraeducator 1	5
Paraeducator 2	3
Paraeducator 3	3
Physical Activities Specialist	2
Technical Theater Technician	1

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

Physical Activities Specialist	2
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- C.02 Advanced Step Placement:
Michelle Fuller in the classification of Custodian at Range A-26 Step C
- C.03 Advanced Step Placement:
Julianne Kluff in the classification of Instructional Assistant-Classroom at Range A-20 Step E
- C.04 Advanced Step Placement:
Oscar Leon in the classification of Plant Supervisor at Range M-43 Step C
- C.05 Advanced Step Placement:
Ismael Ortega Garcia in the classification of Licensed Vocational Nurse at Range A-36 Step F

- C.06 Advanced Step Placement:
Mary Shalaby in the classification of Paraeducator 3 at Range A-28 Step D
- C.07 Advanced Step Placement:
Gohartaj Veisi in the classification of Payroll Specialist at Range A-38 Step E
- C.08 Advanced Step Placement:
Malcom West in the classification of Lead Custodian at Range A-31 Step C
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-08. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Personnel Commission Annual Report FY 2021-2022
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided an overview of the Personnel Commission main functions, core responsibilities, other activities, and accomplishments in accordance with Education Code 45266 and Merit Rule 2.4.2.
- Director Kahn highlighted the statistics for classification specification revisions, advanced step placement approvals, and recruitments.
- Regarding filled positions, the data shows a significant increase in comparison with the previous year.
- Director Kahn updated the Personnel Commission on the number of the unemployment insurance claims in the last fiscal year with a 63% decrease from FYI 2020-2021, yet a 161% increase in comparison with the pre-pandemic years.
- Director Kahn presented the number of job applications reviewed and processed by the Personnel Commission staff with reduction in comparison to FYI 2020-2021. Fewer applications were received per recruitment, even though there were more recruitments opened than the previous school year.

- Director Kahn introduced other notable activities and accomplishments in the Personnel Commission Office such as conducting a District-wide compensation study and classified employees' disciplinary hearings.
- Director Kahn presented a statistical summary of the Personnel Commission's commitment to diversity and gender equality.
- Director Kahn expressed his gratitude to the Personnel Commission staff for their hard work and dedication to the District.
- Commissioners Robinson and Tarazi expressed their appreciation of the Personnel Commission staff.

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
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- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2022 - 2023
- I.06 Board of Education Meeting Schedule
 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 12, 2022, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at **4:49 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at **5:39 p.m.** and reported on the following action taken in closed session: **The performance evaluation for the Director of Classified Personnel was delivered.**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:40 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Jillian Cipresso

Hire Date: 9/19/2022

ASP Request Submitted: 10/3/2022

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Jillian Cipresso	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Jillian has a Bachelor's of Arts Degree 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<u>Experience:</u> <ul style="list-style-type: none"> • Experience is a preferred qualification. 	<ul style="list-style-type: none"> • Jillian has over five years of experience working with school aged/youth. 	<p>2 (2-year periods) of experience above the required level = 2 Step Advance</p>
<p><u>Total Advanced Steps:</u> Starting Step: B (Accelerated Rate) + 1 (Education) +2 (Experience) = 3 Advanced Step = STEP E</p>		

DIRECTOR'S COMMENTS:

This classification has an accelerated rate and starts at Step B on the salary schedule. Jillian Cipresso's professional training and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step E is \$17.68/hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Sandra Cueva

Hire Date: 8/17/2022

ASP Request Submitted: 9/22/2022

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Sandra Cueva's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step C is \$19.97/hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Natalie Fuentes

Hire Date: 8/17/2022

ASP Request Submitted: 9/15/2022

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Classroom</p>	<p>Employee: Natalie Fuentes</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Natalie has a Bachelor's Degree Mathematics. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Experience is a preferred qualification. 	<ul style="list-style-type: none"> • Natalie meets the minimum requirement for experience. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<p><u>Total Advanced Steps:</u> Starting Step: B (Accelerated Rate) + 1 (Education) +0 (Experience) = 1 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

This classification has an accelerated rate and starts at Step B on the salary schedule. Natalie Fuentes' professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step C is \$16.04/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Natalie Fuentes 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						
Mahshid Tarazi						
Phillip Tate						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Sarah Krenik

Hire Date: 9/12/2022

ASP Request Submitted: 9/13/2022

BACKGROUND INFORMATION:

<u>Classification Title:</u> Occupational Therapist	<u>Employee:</u> Sarah Krenik	<u>Calculation of Advanced Step Recommendation</u>
<u>Education:</u> Bachelor's degree from an accredited college or university in Occupational Therapy or a directly related field.	<ul style="list-style-type: none"> Sarah has a doctorate degree in Occupational Therapy 	<p>1 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)</p>
<u>Experience:</u> One (1) year of experience providing occupational therapy services for children or young adults, preferably in an educational setting.	<ul style="list-style-type: none"> Sarah has four years of experience providing occupational therapy services for children and young adults, including experience in an educational setting 	<p>1 (2-year period) of experience above the required level = <u>1 Step Advance</u></p>
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants	<ul style="list-style-type: none"> The Director has concluded that it would be very challenging to find alternative qualified applicants 	<p>Director concluded challenge of finding alternative qualified applicants = <u>1 Step Advance</u> (Max. allowed)</p>
<u>Total Advanced Steps:</u> 1 (Education) + 1 (Experience) + 1 (Difficulty) = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Sarah's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-63, Step A is \$7,194 monthly, at Step D is \$8,330 monthly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Sarah Krenik at Range A-63, 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						
Mahshid Tarazi						
Phillip Tate						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Anthony Richardson

Hire Date: 09/14/2022

ASP Request Submitted: 09/14/2022

BACKGROUND INFORMATION:

<u>Classification Title:</u> Custodian	<u>Employee:</u> Anthony Richardson	<u>Calculation of Advanced Step Recommendation</u>
<u>Education:</u> Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Anthony Richardson meets the education requirement. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> Anthony Richardson has five (5) years of custodial experience. 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Anthony Richardson's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.84/hour, while Step C is \$18.57/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Anthony Richardson at Range A-26, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Aleah Zandi

Hire Date: 9/14/2022

ASP Request Submitted: 9/20/2022

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Aleah Zandi	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Aleah has a Bachelor's Degree in Liberal Studies. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<u>Experience:</u> <ul style="list-style-type: none"> • Experience is a preferred qualification. 	<ul style="list-style-type: none"> • Aleah meets the minimum requirement for experience. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<p><u>Total Advanced Steps:</u> Starting Step: B (Accelerated Rate) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

This classification has an accelerated rate and starts at Step B on the salary schedule. Aleah Zandi's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step C is \$16.04/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Aleah Zandi 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						
Mahshid Tarazi						
Phillip Tate						

12.2.4 SALARY ON EMPLOYMENT

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Personnel Commission.

16.4 ADVANCED STEP PLACEMENT

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: III.A.01

Certification from Another Class List: Library Assistant for Elementary Library Coordinator

BACKGROUND INFORMATION:

Per Merit Rule 6.2.8, if there is no eligibility list for the class in which the vacancy occurs, certification may be made from an eligibility list of another class at the same or a higher salary level if the duties and qualifications of the class are substantially similar. A vacancy exists for Elementary Library Coordinator (ELC) and an eligibility list was established for Library Assistant (LA) on 10/07/22 with an expiration date of 10/06/23.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed ELC and LA class specs for similarities and differences

ANALYSIS & FINDINGS:

ELC and LA are both within the regular office, technical, and business service job unit. Both ELC and LA are non-exempt and are on range 28 (\$17.68 - \$22.56/hour) of salary schedule A. Relevant information about each class are found below:

Classification	Salary	MQ Education	MQ Experience	Basic Function
Library Assistant	A-28 (\$17.68 - \$22.56/hour)	Two (2) years college-level course work.	One (1) year of paraprofessional or responsible clerical experience in a library or media center.	Under the direction of a Certified Librarian, perform a variety of paraprofessional and specialized clerical duties related to the operation of the Library/Media Center; provide library service to students and instructional personnel; supervise clerks, aides, student helpers and volunteers.
Elementary Library Coordinator	A-28 (\$17.68 - \$22.56/hour)	High school diploma or recognized equivalent.	Two (2) years of clerical experience including electronic recordkeeping, inventory management, and data collection.	Under general supervision, oversee the daily operation of an elementary school library; order, process, store, maintain and circulate a wide variety of library materials, including books, textbooks, audio-visual equipment and software, and related instructional materials; assist teachers in the supervision of students using the library.

While the LAs are found in secondary schools and ELCs found at elementary schools, the two classifications are similar in that they are both responsible for carrying out clerical duties within a library setting, providing support to instructional staff, and providing library services to students.

Based on the class specs, placement in the same job unit, and placement on the same range of the salary schedule, lateral transfers are allowed and have occurred.

If a separate ELC exam were to be administered, all of the current candidates on the LA list would meet the ELC minimum qualifications.

DIRECTOR’S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Personnel Commission approve the certification of eligible Library Assistant candidates for Elementary Library Coordinator vacancies pursuant to Merit Rule 6.2.8.

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



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 541473
SALARY RANGE: A-26

LIBRARY ASSISTANT

BASIC FUNCTION:

Under the direction of a Certified Librarian, perform a variety of paraprofessional and specialized clerical duties related to the operation of the Library/Media Center; provide library service to students and instructional personnel; supervise clerks, aides, student helpers and volunteers.

MINIMUM QUALIFICATIONS

EDUCATION:

Two (2) years of college-level coursework.

EXPERIENCE:

One (1) year of paraprofessional or responsible clerical experience in a library or media center.

EQUIVALENCY:

Experience may substitute for education on a year-for-year basis. A Bachelor's degree may substitute for the experience requirement.

REPRESENTATIVE DUTIES:

1. Perform on-line circulation and related procedures; check materials in and out of the Library; inspect materials for damage and wear; bill and receipt overdue, lost and/or damaged materials; mail overdue, lost and damage notices; collect and account for money due; maintain records of payments; compile and maintain circulation statistics; prepare circulation related reports as required; assure materials' security system is functioning
2. Provide assistance and support to students, instructional personnel and other staff in locating materials and information by using, demonstrating the use of, and assisting in the instruction of the use of print and non-print media, such as reference sources and serials, computers, on-line catalogs, and CD-ROM databases
3. Respond to inquiries and complaints and explain Library policies and procedures, rules and regulations
4. Assist with student supervision by collecting student hall passes and by observing student behavior; advise students of acceptable behavior and refer behavior problems to the Librarian or other appropriate personnel
5. Operate and maintain photocopiers, microfiche reader/printer, computers, fax, TV, VCR and other equipment by making minor adjustments and replacing paper supplies, toner cartridges, bulbs, meter reading and counting, and depositing and crediting proper accounts for coin operated equipment

6. Shelve and supervise the shelving of library materials; assist in determining materials to be bound, mended or discarded, prepare materials for bindery and maintain bindery records; mend damaged materials; assure that materials are maintained in proper order
7. Prepare materials and equipment requisitions and purchase orders in accordance with District procedures and maintain Library budget records and related files
8. Maintain inventory control by assuring regular physical inventories of books, materials and equipment and by maintaining up-to-date inventory records; order and maintain library supplies, such as barcodes, toner cartridges and computer paper
9. Process new books, periodicals and other materials by checking invoices and purchase orders, bar coding, stamping and adding security stripping and labeling materials for location purposes
10. Perform bibliographic checking; maintain publishers catalogs, and other sources of bibliographic information; input bibliographic data into the on-line catalog; modify commercial cataloging under the direction of a Librarian
11. Assist in preparation of reports and type correspondence, notices and bulletins
12. Assist in maintaining an educational and motivational environment; design appropriate displays, bulletins, and exhibits
13. Conduct orientation sessions, book talks, literary reviews and student club meetings as required
14. Performs other 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.*

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Contemporary standard library practices, procedures and equipment, including the Dewey Decimal classification system and basic reference sources
- Current office practices and equipment, including business correspondence, filing systems, computer hardware and software applications
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Principles of training students and providing work direction for clerks, aides, volunteers and others
- Basic arithmetic
- Record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

- Ability needed Perform a variety of paraprofessional and specialized clerical duties related to the operation of the library/Media Center
- Provide library service to students and instructional personnel

- Supervise student helpers and volunteers
- Exercise sound judgment to perform assigned duties
- Work independently and accurately under the pressure of frequent interruptions
- Operate a computer and other equipment as assigned
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Explain policies and procedures of the library
- Assign and review work

WORKING CONDITIONS:

ENVIRONMENT:

Library environment with constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Lifting and carrying moderately heavy objects
- Pushing and pulling book cards
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling or crouching

**DUTIES APPROVED
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**
Revised: December 2000 (Ewing)
Revised/title change: September 2015
Revised: October 10, 2017



CLASSIFICATION DESCRIPTION

BARGAINING UNIT: SEIU LOCAL 99

CLASS CODE: 541450

SALARY RANGE: A26

ELEMENTARY LIBRARY COORDINATOR

BASIC FUNCTION

Under general supervision, oversee the daily operation of an elementary school library; order, process, store, maintain and circulate a wide variety of library materials, including books, textbooks, audio-visual equipment and software, and related instructional materials; assist teachers in the supervision of students using the library.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years of clerical experience including electronic recordkeeping, inventory management, and data collection.

ADDITIONAL REQUIREMENTS/INFORMATION:

Experience working with groups of elementary age children in an academic or structured setting is highly desirable. Experience working in a library is highly desirable.

REPRESENTATIVE DUTIES

- Select, read, and discuss books with groups of students
- Responds to inquiries from students and staff in the selection and retrieval of library material
- Explain library policies and procedures as needed
- Assist students and staff in the use of computers, software, and online resources to retrieve material and information
- Perform on-line circulation and related procedures on the computer
- Evaluates instructional materials for maintenance, replacement, retention or disposal
- Recommends the acquisition of library materials in accordance with state standards, curriculum requirements, and student interest
- Prepare and place orders for a wide variety of instructional materials for use in elementary curriculum, including library books, textbooks, and audio-visual materials and software.
- Enters, updates, audits, and maintains various data, logs, records, and reports using databases and spreadsheets in order to track library materials
- Receive, process, stamp, and distribute new textbooks and supplementary instructional materials; collect textbooks and materials from teachers and students at year-end.
- Maintain applicable budgets; maintain inventory of materials.

- Prepare written reports related to circulation statistics and other usage indicators; maintain library files, including computer on-line card catalogs, shelf lists and others; update materials as needed.
- Conduct annual inventory; prepare and maintain a variety of records and reports related to the inventory and distribution of textbooks and other library and media materials.
- Prepare annual and seasonal library displays and bulletin boards and maintains library in a neat and orderly fashion.
- 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 school Principal. No supervision is exercised over staff.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles and practices of recordkeeping and maintaining documentation
- Principles and practices of inventory management
- Principles and practices of data collection and entry
- Principles, practices, and techniques of information gathering
- Practices of public speaking
- Word processing and spreadsheet software

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data
- Learning Agility – Seeking learning opportunities and applying the lessons to one's work
- Self-Management – Showing personal organization, self-discipline, and dependability
- Attention to Detail – Focusing on the details of work content, work steps, and final work product
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Oral Communication – Engaging effectively in dialogue

WORKING CONDITIONS

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Lifting and carrying moderately heavy objects.
Pushing or pulling book carts
Reaching overhead, above the shoulders horizontally.
Bending at the waist, kneeling or crouching.

REVISED:
February 1997
February 13, 2018
February 12, 2020



PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: III.A.02

Classification Specification Revision: Facilities Technician

BACKGROUND INFORMATION:

A Facilities Technician position is currently vacant and a recruitment is anticipated. The class spec was last revised in 2009.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Construction Supervisor, Elizabeth Villalobos, to review class spec and current duties of a Facilities Technician
- Provided the Construction Supervisor and Director, Maintenance and Operations, Glen Infuso, with proposed revisions to review to receive feedback
- Integrated feedback and distributed proposed revisions to Construction Supervisor and Director, Maintenance and Operations for further review and approval

ANALYSIS & FINDINGS:

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

- Use contemporary formatting
- Revise Basic Function for clarity
- Revise Experience to allow for journey level trades *or* facilities inspection or management experience to meet minimum qualifications
- Remove asbestos certification as an additional requirement
- Revise duties for clarity
- Remove redundant duties
- Revise Knowledge for clarity and consistency with contemporary formatting
- Replace Abilities with Competencies
- Clarify Working Conditions

DIRECTOR’S RECOMMENDATION:

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

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

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

FACILITIES TECHNICIAN



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

~~Classified Employees Salary Range: A-45~~

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560853

FACILITIES TECHNICIAN

Job Summary

~~Under general supervision, implements the maintenance control program through continuous inspection of facilities and ground structures; identifies structural, mechanical and electrical deficiencies; collects data to promote the assessment of site conditions; identifies corrective action to bring facilities up to an established level of maintenance and reduce the number of breakdowns and cost of repairs; develops a deferred maintenance plan to more efficiently utilize labor, material, and contract monies.~~

BASIC FUNCTION

Under general direction, identifies construction and maintenance needs by inspecting District property to evaluate compliance with applicable specifications and codes while also serving as a liaison between the District and outside contractors and vendors.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years of experience in industrial or commercial building and construction inspection, facilities management, construction management, or related field that includes managing projects, estimating costs, and managing budgets.

Or

Two (2) years of journey level buildings and construction trades experience in an industrial or commercial setting, which includes managing projects, estimating costs, and managing budgets.

ADDITIONAL REQUIREMENTS/INFORMATION:

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

Representative Duties REPRESENTATIVE DUTIES

- ~~1. Implements the maintenance control program including the development and maintenance of a continuous inspection program of District buildings, structures, pavements, and utilities; prepares material and labor estimates for projects in the planning phase; updates the deferred maintenance plan annually. **E**~~
- ~~2. Prepares plans, estimates, specifications, bid forms, and contracts for labor, material, services, repair, and construction; performs studies and prepares reports; prepares and submits requisitions using best sources and prices for material, equipment, and supplies. **E**~~

- ~~3. Performs contract administration, including bid solicitation, job walks, pre construction conferences, processing of required contract submittals, progress payments, change order processing, and project close out. —E~~
- ~~4. Inspects contractors' work performance and resolves problems. —E~~
- ~~5. Participates in the planning of Maintenance Department functions, including scheduling, work methods, and budgeting; provides technical guidance on project prioritization, development, and execution. —E~~
- ~~6. Establishes and verifies job priorities and determines availability of resources to properly develop in-house work orders, phased by trade, or contract documents as appropriate. —E~~
- ~~7. Assures work in progress and completed work is in compliance with Building, Health and Safety, and Education Codes and other applicable federal, State, and local laws and regulations. —E~~
- ~~8. Drives a vehicle to inspect job sites prior to commencement of work and coordinates with site administrators to determine best timing for scheduling work; determines best methods for completing work and reviews contract work procedures to assure that proper trade methods are used. —E~~

FACILITIES TECHNICIAN

Page Two

- ~~9. Develops plans and specifications for authorized projects. —E~~
- ~~10. Prepares rough sketches and diagrams of required work, reads, interprets, instructs, and works from plans, blueprints, sketches, diagrams, drawings and specifications. —E~~
- ~~11. Estimates cost of materials, equipment, supplies, and labor for the construction, reconstruction, repair, and maintenance of facilities, properties, and equipment and recommend necessary expenditures. —E~~
- ~~12. Interviews, manufacturer's representatives regarding new or improved products, trade practices, and/or methods and makes recommendations to management on effectiveness.~~
- ~~13. Receives and responds to after hours emergencies as required.~~
- ~~14. Performs related duties as assigned.~~

- **Inspects District facilities, utilities, grounds, and property to evaluate compliance to plans, specifications, codes, and other requirements**
- **Develops, reviews, and updates plans, designs, and specifications of District facilities, utilities, grounds, and property**
- **Develops, updates, and implements planned, continuous, and unplanned inspection programs for District facilities, utilities, grounds, and property**
- **Monitors and documents status of projects in areas including, but not limited to, budget, progress, adjustments to timeline, and change orders**
- **Prepares reports on information including, but not limited to, time, labor, materials, and cost to complete a project**
- **Creates schematics, diagrams, and floor plans**
- **Provides information to District staff regarding projects' status, timelines, schedules, and other details that impact operations**

- Recommends vendors, consultants, contractors, resources, and solutions to address maintenance and repair of District facilities, utilities, grounds, and property
- Inspects and monitors contractors' work to ensure compliance with established specifications, guidelines, codes, and objectives
- Serves as liaison between District and outside contractors and vendors by providing requested materials, addressing questions, and requesting clarification and documentation
- Collects, records, and reviews documents and materials from outside contractors and vendors
- Enters, updates, audits, and maintains various data, logs, records, and reports using databases and spreadsheets
- Leads by guiding, training, and reviewing the work of staff
- Performs other related duties as assigned

Note: The statements herein are intended to describe the general nature and level of work performed by employees, and are not to be construed as an exhaustive list of responsibilities and qualifications of personnel so classified.

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

Supervision SUPERVISION

Supervision is received from the Manager of Maintenance and Construction higher level management. Responsibilities include providing lead direction to operational support staff. No supervision is exercised.

Job Related Qualifications

Knowledge of:

- ~~Materials, tools, equipment, methods, and terminology used in construction and maintenance.~~
- ~~Methods estimating.~~
- ~~Current sources and costs of construction materials.~~
- ~~Health and safety regulations and safe working practices.~~
- ~~Applicable sections of Education, Building, Electrical and Health and Safety Codes and other applicable laws and regulations.~~
- ~~Basic record-keeping.~~
- ~~Basic principles of contract law and public purchasing.~~
- ~~Bid specifications and design.~~
- ~~Basic computer operation.~~
- ~~Oral and written communication skills.~~
- ~~District organization, operations, policies, and objectives.~~
- ~~Technical aspects of field of specialty.~~

JOB REQUIREMENTS

KNOWLEDGE:

- Federal, state, and local laws, codes, and regulations pertaining to building construction, maintenance, and public safety
- Principles, practices, and trends of facilities planning, design, and construction
- Principles, practices, and techniques of facilities, construction, and worksite inspection

- Principles, practices, and procedures of worksite safety
- Principles of purchasing and contract management within a public agency
- Principles and practices of cost estimation
- Principles and practices of budget management
- Principles and practices of recordkeeping and maintaining documentation

Facilities Technician

Page Three

Ability to:

- Estimate accurately repair and construction costs to maintain District facilities.
- Prepare contract documents, including plans and specifications.
- Prioritize and schedule work.
- Utilize departmental computer hardware and software.
- Maintain current knowledge of technological advances in the field.
- Prepare clear and concise reports.
- Work from blueprints, shop drawings, and sketches.
- Read architectural, mechanical, and electrical plans and specifications for appropriate content and accuracy.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Be flexible.

CORE COMPETENCIES:

- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures
- Customer Focus – Attending to the needs and expectation of customers
- Informing – Proactively obtaining and sharing information
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Using Technology – Working with electronic hardware and software applications

EMPLOYMENT STANDARDS

Education:

- Educational attainment equivalent to a high school diploma or its recognized equivalent.
- Two (2) years of satisfactorily completed course work in a technical school or college in architecture, engineering, or a closely related field.

Experience:

Three (3) years experience in the building trades including some experience as a Facilities Inspector, Planner and Estimator, or a Project Manager performing general inspection, planning, and estimating

or project management related to construction, repair and maintenance of schools or similar institutional facilities, buildings or properties.

Educational Equivalency:

Additional experience of the same kind, level or amount as required in the employment standards may be substituted for the educational requirement on a year for year basis.

Licenses and Other Requirements

- Valid California Class C driver's license and be insurable by District's carrier.
- Must possess or be capable of acquiring an "Inspecting Buildings for Asbestos" certificate and Asbestos Abatement Contractor/Supervisor Certificate, which are EPA accredited and AHERA approved.

Special Information

None.

Facilities Technician
Page Four

Working Conditions (Environment)

WORKING CONDITIONS

~~Work is performed in both an indoor and outdoor environment; requires driving a vehicle to conduct work; may require exposure to noise from equipment operation and exposure to adverse weather conditions.~~

ENVIRONMENT:

The work involves moderate risks or discomforts that require special safety precautions. Will be exposed to outdoor weather conditions when inspecting facilities, utilities, grounds, and property. Will be temporarily exposed to irritants such as dust. May be exposed to constant or intermittent sounds of a level to cause marked distraction from HVAC units, compressors, or fire alarms. Frequently works in an indoor, climate-controlled environment. Requires frequent travel by car.

~~Physical demands include kneeling or crouching, pulling, pushing, carrying and lifting heavy objects; climbing ladders, stairs, and scaffolding; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; stooping; twisting/turning; reaching overhead, above the shoulders, and horizontally; dexterity of hands and fingers to safely and efficiently operate specialized tools and equipment; hearing and speaking to exchange information; seeing to perform inspections and read schematics and blueprints, walking to conduct inspections.~~

~~Hazards involve working around and with machinery, moving vehicles, and construction sites; working in inclement weather or under other onerous conditions such as narrow spaces, dust, fumes, dampness, sewage, and foul odors.~~

PHYSICAL DEMANDS:

The work requires some physical exertion. Ascends and descends ladders to access roofs and ceiling crawl spaces. Stands, bends, stoops, and crawls to inspect and evaluate to inspect and evaluate facilities, grounds, and property. Moves to and from various locations in the office or school sites on surfaces that may be inclined, uneven and/or rough to inspect and evaluate facilities, grounds, and property. Detects colors to distinguish wires within panels and equipment. Pushes and pulls aside objects up to 50 lbs. without assistance that are obstructing work areas. Positions self to inspect items and spaces that are underground, ground level, and on rooftops. Uses near visual acuity at 20 inches or less to read plans, specifications, diagrams, and schematics. Uses near visual acuity at 20 inches or less to observe installation, repairs, and maintenance and inspect utilities and property. Uses far visual acuity at 20 feet or more to inspect facilities, grounds, and property.

Perceives distances to safely drive agency vehicles and navigate work spaces during inspections. Exchanges information with co-workers and customers regarding work-related matters. Uses hands, wrists, and fingers repetitively to type. Rotates the head right or left from a neutral position to review work materials and inspect worksite.

DUTIES APPROVED
BOARD OF EDUCATION

No date.

CLASSIFICATION APPROVED
PERSONNEL COMMISSION

Established: November 6, 1995 (Ewing & Co.)

Revised: November 10, 2009

CLASSIFICATION ESTABLISHED:
November 06, 1995

REVISED:
November 10, 2009
PROPOSED: October 12, 2022



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560853

FACILITIES TECHNICIAN

BASIC FUNCTION

Under general direction, identifies construction and maintenance needs by inspecting District property to evaluate compliance with applicable specifications and codes while also serving as a liaison between the District and outside contractors and vendors.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years of experience in industrial or commercial building and construction inspection, facilities management, construction management, or related field that includes managing projects, estimating costs, and managing budgets.

Or

Two (2) years of journey level buildings and construction trades experience in an industrial or commercial setting, which includes managing projects, estimating costs, and managing budgets.

ADDITIONAL REQUIREMENTS/INFORMATION:

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

REPRESENTATIVE DUTIES

- Inspects District facilities, utilities, grounds, and property to evaluate compliance to plans, specifications, codes, and other requirements
- Develops, reviews, and updates plans, designs, and specifications of District facilities, utilities, grounds, and property
- Develops, updates, and implements planned, continuous, and unplanned inspection programs for District facilities, utilities, grounds, and property
- Monitors and documents status of projects in areas including, but not limited to, budget, progress, adjustments to timeline, and change orders
- Prepares reports on information including, but not limited to, time, labor, materials, and cost to complete a project
- Creates schematics, diagrams, and floor plans
- Provides information to District staff regarding projects' status, timelines, schedules, and other details that impact operations
- Recommends vendors, consultants, contractors, resources, and solutions to address maintenance and repair of District facilities, utilities, grounds, and property
- Inspects and monitors contractors' work to ensure compliance with established specifications, guidelines, codes, and objectives
- Serves as liaison between District and outside contractors and vendors by providing requested materials, addressing questions, and requesting clarification and documentation

- Collects, records, and reviews documents and materials from outside contractors and vendors
- Enters, updates, audits, and maintains various data, logs, records, and reports using databases and spreadsheets
- Leads by guiding, training, and reviewing the work of staff
- Performs other related duties as assigned

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

SUPERVISION

Supervision is received from higher level management. Responsibilities include providing lead direction to operational support staff. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Federal, state, and local laws, codes, and regulations pertaining to building construction, maintenance, and public safety
- Principles, practices, and trends of facilities planning, design, and construction
- Principles, practices, and techniques of facilities, construction, and worksite inspection
- Principles, practices, and procedures of worksite safety
- Principles of purchasing and contract management within a public agency
- Principles and practices of cost estimation
- Principles and practices of budget management
- Principles and practices of recordkeeping and maintaining documentation

CORE COMPETENCIES:

- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures
- Customer Focus – Attending to the needs and expectation of customers
- Informing – Proactively obtaining and sharing information
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Using Technology – Working with electronic hardware and software applications

WORKING CONDITIONS

ENVIRONMENT:

The work involves moderate risks or discomforts that require special safety precautions. Will be exposed to outdoor weather conditions when inspecting facilities, utilities, grounds, and property. Will be temporarily exposed to irritants such as dust. May be exposed to constant or intermittent sounds of a level to cause marked distraction from HVAC units, compressors, or fire alarms. Frequently works in an indoor, climate-controlled environment. Requires frequent travel by car.

PHYSICAL DEMANDS:

The work requires some physical exertion. Ascends and descends ladders to access roofs and ceiling crawl spaces. Stands, bends, stoops, and crawls to inspect and evaluate facilities, grounds, and property. Moves to and from various locations in the office or school sites on surfaces that may be inclined, uneven and/or rough to inspect and evaluate facilities, grounds, and property. Detects colors to distinguish wires within panels and equipment. Pushes and pulls aside objects up to 50 lbs. without assistance that are obstructing work areas. Positions self to inspect items and spaces that are underground, ground level, and on rooftops. Uses near visual acuity at 20 inches or less to read plans, specifications, diagrams, and schematics. Uses near visual acuity at 20 inches or less to observe installation, repairs, and maintenance and inspect utilities and property. Uses far visual acuity at 20 feet or more to inspect facilities, grounds, and property. Perceives distances to safely drive agency vehicles and navigate work spaces during inspections. Exchanges information with co-workers and customers regarding work-related matters. Uses hands, wrists, and fingers repetitively to type. Rotates the head right or left from a neutral position to review work materials and inspect worksite.

CLASSIFICATION ESTABLISHED:

November 06, 1995

REVISED:

November 10, 2009

PROPOSED: October 12, 2022



PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: III.A.03

Classification Specification Revision: HVAC Mechanic

BACKGROUND INFORMATION:

An HVAC Mechanic vacancy exists and additional vacancies and subsequent recruitments are anticipated.

METHODOLOGY:

Staff conducted the following activities:

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

ANALYSIS & FINDINGS:

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

- Use contemporary formatting
- Revise title from HVAC Mechanic to HVAC Technician to align with other classifications, including Facilities Technician and Low Voltage Technician, as well as align with the Environmental Protection Agency's definition of Technician
- Clarify language regarding required Universal certification

DIRECTOR'S RECOMMENDATION:

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

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

PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Maintenance
JOB TITLE	HVAC-Mechanic
SALARY RANGE	37



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560848

HVAC MECHANIC TECHNICIAN

BASIC FUNCTION:

Under general supervision, perform skilled work in the repair and maintenance of refrigeration, air conditioning, heating and ventilation, kitchen, and boiler equipment and systems.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years of journey-level HVAC & refrigerant experience.

ADDITIONAL REQUIREMENTS/INFORMATION:

- **Valid California Driver License and be insurable by District's carrier**
- **Valid Universal certification in accordance with Environmental Protection Agency's (EPA) Sec. 608 of the Clean Air Act**

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

REPRESENTATIVE DUTIES:

Task Statement	Code
Installs, maintains, replaces, and repairs electrical and pipefitting duct work: bolts, rivets, welds, brazes, and cuts all types of materials to assure safe and proper operation of heating, air conditioning, refrigeration and boiler equipment.	HVAC-1
Installs, maintains, replaces, and repairs electrical and pneumatic control systems such as switches, gauges, thermostats, valves, tubing transformers, pressure regulators, controllers, fans and pumps: cleans coils, adjusts air flow and replaces gas or fluid in system; replaces and adjust filters and belts; lubricates and oils equipment according to manufacturer's specification and industry standards	HVAC-2
Installs, maintains, replaces, and repairs heating and refrigeration systems such as heaters, heat exchanges, ignition systems, boilers, circulation pumps: flushes boilers, descales tubing, checks control circuits and refrigeration units in order to prevent gas leaks and maintain safe operation	HVAC-3
Installs, maintains, replaces, and repairs ventilation and air control systems such as blowers, exhaust fans, motors, water pumps and chemical injections to maintain proper and safe operation of air conditioning, ventilation, and heating equipment	HVAC-4

Task Statement	Code
Performs <u>preventative maintenance</u> by routinely inspecting and repairing freezers, refrigerators, forced air and convection ovens, steam kettles, ice machines, food warmers, electric warming trays, ovens, stoves, grills and other cafeteria and District kitchen equipment	HVAC-5
Completes <u>work orders</u> and tasks assigned by comprehending and interpreting schematics, plans, sketches, blueprints and work orders	HVAC-6
Assures <u>supplies and parts are adequately stocked</u> ; makes <u>rough working sketches</u> of heating and air conditioning installations to determine parts and equipment needed for maintenance and repair work; requests <u>quotes</u> from vendors and estimates <u>costs</u> of materials, supplies and equipment; submits <u>job estimates</u> ; maintains <u>service records</u> , routine records, and other documentation as needed	HVAC-7
<u>Responds to emergency calls</u> through work order back up to assure a safe work environment and protection for goods and equipment	HVAC-8
<u>Drive a service vehicle</u> to conduct work involved in maintaining heating, air conditioning, and refrigeration and boiler equipment	HVAC-9
Performs other <u>related</u> duties as assigned-	GEN-1

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

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Manager of Maintenance & Construction
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Maintenance Supervisor
Given to:	Skilled Workers
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Manager of Maintenance & Construction and Maintenance Supervisor
Given to:	None

SUPERVISION

Supervision is received from higher level management. Responsibilities include providing lead direction to operational support staff. No supervision is exercised.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

KNOWLEDGE OF:

- Methods, materials, tools, and equipment used in the maintenance and repair of ventilation, refrigeration, heating, and kitchen related equipment such as hand tools, multimeters, refrigerator gauges, and Freon
- Building codes, policies, regulations, and guidelines pertaining to typical School District ventilation and heating systems
- Safe work methods and procedures
- Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers
- Technical aspects of field of specialty
- Beginner level computer usage
- Health and safety regulations

ABILITY TO:

- Perform journey-level repair, maintenance, and installation of ventilation, heating, and food storage refrigeration equipment
- Use hand tools, equipment gauges and meters, metal benders, plasma cutter, rivet gun, and welding equipment
- Use a computer based Building Management System (BMS)
- Work from blueprints, shop drawing, sketches, manuals and diagrams
- Maintain records and prepare complete and concise reports
- Work independently with minimal supervision
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Work efficiently to meet schedules and deadlines
- Maintain work pace appropriate to given work load
- Operate, adjust and service specialized equipment used in the basic trade
- Observe legal and defensive driving practices
- Be flexible

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years journey-level HVAC & refrigerant experience.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Driver's License.
- Insurable by the District's carrier
- Valid Universal EPA certification

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and shop work environment; subject to driving a vehicle to conduct work; subject to fumes and noise from air conditioning and refrigeration equipment

PHYSICAL DEMANDS:

Lifting and carrying heavy objects; climbing ladders; walking and standing for extended periods of time; bending at the waist; kneeling or crouching; reaching overhead, above the shoulders, and horizontally; perform heavy physical labor; hearing and speaking to exchange information; dexterity of hands and fingers to safely and efficiently operate hand tools and specialized equipment; visual and auditory acuity sufficient to maintain safety standards.

HAZARDS:

Electrical power supply and high voltage; working in a cramped or restrictive work chamber; exposure to vapors and fumes.

~~HVAC Specialist June 1977~~

~~Revised: March 7, 1994~~

~~HVAC Mechanic Revised: April 17, 1995 (Ewing & Company)~~

~~Revised: February 4, 2015~~

~~Revised: March 10, 2015~~

~~Revised: August 11, 2015~~

CLASSIFICATION ESTABLISHED:

June 1977

REVISED:

March 07, 1994

April 17, 1995

February 04, 2015

March 10, 2015

August 11, 2015

PROPOSED: October 12, 2022



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560848

HVAC TECHNICIAN

BASIC FUNCTION

Under general supervision, perform skilled work in the repair and maintenance of refrigeration, air conditioning, heating and ventilation, kitchen, and boiler equipment and systems.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years of journey-level HVAC & refrigerant experience.

ADDITIONAL REQUIREMENTS/INFORMATION:

- Valid California Driver License and be insurable by District's carrier
- Valid Universal certification in accordance with Environmental Protection Agency's (EPA) Sec. 608 of the Clean Air Act

REPRESENTATIVE DUTIES

- Installs, maintains, replaces, and repairs electrical and pipefitting duct work: bolts, rivets, welds, brazes, and cuts all types of materials to assure safe and proper operation of heating, air conditioning, refrigeration and boiler equipment
- Installs, maintains, replaces, and repairs electrical and pneumatic control systems such as switches, gauges, thermostats, valves, tubing transformers, pressure regulators, controllers, fans and pumps: cleans coils, adjusts air flow and replaces gas or fluid in system; replaces and adjusts filters and belts; lubricates and oils equipment according to manufacturer's specification and industry standards
- Installs, maintains, replaces, and repairs heating and refrigeration systems such as heaters, heat exchanges, ignition systems, boilers, circulation pumps: flushes boilers, descales tubing, checks control circuits and refrigeration units in order to prevent gas leaks and maintain safe operation
- Installs, maintains, replaces, and repairs ventilation and air control systems such as blowers, exhaust fans, motors, water pumps and chemical injections to maintain proper and safe operation of air conditioning, ventilation, and heating equipment
- Performs preventative maintenance by routinely inspecting and repairing freezers, refrigerators, forced air and convection ovens, steam kettles, ice machines, food warmers, electric warming trays, ovens, stoves, grills and other cafeteria and District kitchen equipment

- Completes work orders and tasks assigned by comprehending and interpreting schematics, plans, sketches, blueprints and work orders
- Assures supplies and parts are adequately stocked; makes rough working sketches of heating and air conditioning installations to determine parts and equipment needed for maintenance and repair work; requests quotes from vendors and estimates costs of materials, supplies and equipment; submits job estimates; maintains service records, routine records, and other documentation as needed
- Responds to emergency calls through work order back up to assure a safe work environment and protection for goods and equipment
- Performs other related duties as assigned

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

SUPERVISION

Supervision is received from higher level management. Responsibilities include providing lead direction to operational support staff. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Methods, materials, tools, and equipment used in the maintenance and repair of ventilation, refrigeration, heating, and kitchen related equipment such as hand tools, multimeters, refrigerator gauges, and Freon
- Building codes, policies, regulations, and guidelines pertaining to typical School District ventilation and heating systems
- Safe work methods and procedures
- Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers
- Technical aspects of field of specialty
- Beginner level computer usage
- Health and safety regulations

ABILITY TO:

- Perform journey-level repair, maintenance, and installation of ventilation, heating, and food storage refrigeration equipment
- Use hand tools, equipment gauges and meters, metal benders, plasma cutter, rivet gun, and welding equipment
- Use a computer based Building Management System (BMS)
- Work from blueprints, shop drawing, sketches, manuals and diagrams
- Maintain records and prepare complete and concise reports

- Work independently with minimal supervision
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Work efficiently to meet schedules and deadlines
- Maintain work pace appropriate to given work load
- Operate, adjust and service specialized equipment used in the basic trade
- Observe legal and defensive driving practices
- Be flexible

WORKING CONDITIONS

ENVIRONMENT:

Indoor and shop work environment; subject to driving a vehicle to conduct work; subject to fumes and noise from air conditioning and refrigeration equipment

PHYSICAL DEMANDS:

Lifting and carrying heavy objects; climbing ladders; walking and standing for extended periods of time; bending at the waist; kneeling or crouching; reaching overhead, above the shoulders, and horizontally; perform heavy physical labor; hearing and speaking to exchange information; dexterity of hands and fingers to safely and efficiently operate hand tools and specialized equipment; visual and auditory acuity sufficient to maintain safety standards.

HAZARDS:

Electrical power supply and high voltage; working in a cramped or restrictive work chamber; exposure to vapors and fumes.

CLASSIFICATION ESTABLISHED:

June 1977

REVISED:

March 07, 1994

April 17, 1995

February 04, 2015

March 10, 2015

August 11, 2015

PROPOSED: October 12, 2022



PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 12, 2022

AGENDA ITEM NO: III.A.04

Classification Specification Revision: Skilled Maintenance Worker

BACKGROUND INFORMATION:

A Skilled Maintenance Worker vacancy and subsequent recruitment is anticipated. The class spec was last revised in 1995.

METHODOLOGY:

Staff conducted the following activities:

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

ANALYSIS & FINDINGS:

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

- Use contemporary formatting
- Include custodial work as qualifying Experience to meet minimum qualifications

DIRECTOR'S RECOMMENDATION:

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

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

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: SKILLED MAINTENANCE WORKER



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560832

SKILLED MAINTENANCE WORKER

BASIC FUNCTION:

Under general supervision, perform a variety of skilled construction, maintenance, and repair work on school grounds, building facilities, and equipment.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years of experience in general construction, maintenance, custodial, or repair work.

ADDITIONAL REQUIREMENTS/INFORMATION:

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

REPRESENTATIVE DUTIES:

- Performs a variety of skilled construction, maintenance and repair work on school grounds, building facilities, and equipment; assists maintenance personnel in the daily activities of the department and special projects. €
- Cleans roofs at school sites; cleans gutters; inspects roofs for problems. €
- Drives a District vehicle to conduct work. €
- Assists maintenance trades in the repair or renovation of District buildings, facilities, and equipment, including plumbing, carpeting, glazier, painting, HVAC, electrical, and other trades as assigned; works independently on work orders as assigned. €
- Cleans and maintains swimming pools in a safe and sanitary condition; conducts chemical tests of water; applies chemicals as appropriate to maintain proper pH and chemistry levels. €
- Operates and maintains a variety of hand and power tools and equipment. €
- Prepares and maintains work order records. €
- Performs other related duties as assigned.

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

SUPERVISION:

~~Direct supervision is received from the Manager of Maintenance and Construction. Technical and functional supervision is received from the Lead Person Building Trades and the Lead Person Mechanical Trades depending on work assigned. Work supervision may be received from the journey-level tradesperson to whom assigned.~~

~~Exercise no supervision.~~

Supervision is received from higher level management. No supervision is exercised.

KNOWLEDGE AND ABILITIES:

JOB REQUIREMENTS

KNOWLEDGE OF:

- ~~Common tools, materials, equipment, and terminology used in the general maintenance trades.~~
- ~~Rules, regulations, and policies pertaining to the maintenance of school facilities.~~
- ~~Safe work methods and procedures.~~

ABILITY TO:

- ~~Appropriately use tools and equipment common to the maintenance trade.~~
- ~~Safely and efficiently operate tools and equipment used in general maintenance work.~~
- ~~Maintain proper chemistry of swimming pool water.~~
- ~~Prepare routine reports and records.~~
- ~~Understand and carry out oral and written directions.~~
- ~~Establish and maintain cooperative working relationships.~~
- ~~Observe legal and defensive driving practices.~~
- ~~Be flexible.~~

EDUCATION AND EXPERIENCE:

~~Three years experience in general construction, maintenance, and repair work.~~

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor and shop environment; driving a vehicle to conduct work; regular exposure to fumes, dust and odors; seasonal heat and cold or adverse weather conditions.

PHYSICAL ABILITIES-DEMANDS:

Standing and walking for extended periods of time; bending at the waist; pushing and pulling maintenance supplies and equipment; lifting and moving heavy objects; heavy physical labor; climbing ladders; reaching overhead, above the shoulders, and horizontally; climbing ladders, stairs, scaffolding, and ramps; kneeling or crouching; dexterity of hands and fingers to safely and efficiently operate hand and power tools.

HAZARDS:

Working on ladders or scaffolding; fumes from paints and solvents.

~~Skilled Maintenance Worker — June 1977~~

~~Revised: — April 17, 1995 (Ewing & Company)~~

CLASSIFICATION ESTABLISHED:

June 1977

REVISED:

April 17, 1995

PROPOSED: October 12, 2022



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560832

SKILLED MAINTENANCE WORKER

BASIC FUNCTION

Under general supervision, perform a variety of skilled construction, maintenance, and repair work on school grounds, building facilities, and equipment.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years of experience in general construction, maintenance, custodial, or repair work.

ADDITIONAL REQUIREMENTS/INFORMATION:

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

REPRESENTATIVE DUTIES

- Performs a variety of skilled construction, maintenance and repair work on school grounds, building facilities, and equipment; assists maintenance personnel in the daily activities of the department and special projects.
- Cleans roofs at school sites; cleans gutters; inspects roofs for problems.
- Drives a District vehicle to conduct work.
- Assists maintenance trades in the repair or renovation of District buildings, facilities, and equipment, including plumbing, carpeting, glazier, painting, HVAC, electrical, and other trades as assigned; works independently on work orders as assigned.
- Cleans and maintains swimming pools in a safe and sanitary condition; conducts chemical tests of water; applies chemicals as appropriate to maintain proper pH and chemistry levels.
- Operates and maintains a variety of hand and power tools and equipment.
- Prepares and maintains work order records.
- Performs other related duties as assigned.

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

SUPERVISION

Supervision is received from higher level management. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Common tools, materials, equipment, and terminology used in the general maintenance trades
- Rules, regulations, and policies pertaining to the maintenance of school facilities
- Safe work methods and procedures

ABILITY TO:

- Appropriately use tools and equipment common to the maintenance trade
- Safely and efficiently operate tools and equipment used in general maintenance work
- Maintain proper chemistry of swimming pool water
- Prepare routine reports and records
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Observe legal and defensive driving practices
- Be flexible

WORKING CONDITIONS

ENVIRONMENT:

Indoor, outdoor and shop environment; driving a vehicle to conduct work; regular exposure to fumes, dust and odors; seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time; bending at the waist; pushing and pulling maintenance supplies and equipment; lifting and moving heavy objects; heavy physical labor; climbing ladders; reaching overhead, above the shoulders, and horizontally; climbing ladders, stairs, scaffolding, and ramps; kneeling or crouching; dexterity of hands and fingers to safely and efficiently operate hand and power tools.

HAZARDS:

Working on ladders or scaffolding; fumes from paints and solvents.

CLASSIFICATION ESTABLISHED:

June 1977

REVISED:

April 17, 1995

PROPOSED: October 12, 2022

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (10/6/2022)

Req Number	Req Title	Department	Position Type	FTE
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	87.5
22-251	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY ELEMENTARY SCHOOL	Vac	100
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
22-104	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5
22-252	CAFETERIA WORKER I	FS - JOHN ADAMS	Vac	37.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-144	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
23-002	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	12.5
23-031	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
23-062	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	New	25
23-063	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
23-064	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
23-075	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	18.75
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25

22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
23-041	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-042	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-043	CHILDREN'S CENTER ASSISTANT-2	CDS - FRANKLIN	Vac	43.75
23-066	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75
23-072	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	Vac	100
23-021	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	Vac	87.5
23-076	FACILITIES TECHNICIAN	MAINTENANCE	Vac	100
22-235	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-267	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
23-058	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5

22-158	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
22-244	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	40
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
22-281	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
23-044	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	43.75
23-046	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-055	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
23-077	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
23-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
22-240	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
22-255	LIBRARY ASSISTANT	LINCOLN MIDDLE SCHOOL	Vac	75
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
23-011	LICENSED VOCATIONAL NURSE (LVN)	MCKINLEY ELEMENTARY SCHOOL	New	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75

22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-260	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-023	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-026	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-027	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-035	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-036	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-078	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-086	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-087	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-081	PARAEDUCATOR-2	OLYMPIC HIGH SCHOOL	Vac	96.63
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75

22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-015	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
23-017	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
23-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-037	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-040	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-049	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	81.25
23-069	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-070	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	New	75
22-280	SENIOR ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-262	SENIOR BUYER	PURCHASING/WAREHOUSE	Vac	100
22-247	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
23-073	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	Vac	80
23-084	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES	Vac	100
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
22-226	SYSTEMS ANALYST	EDUCATIONAL SERVICES	New	100
22-277	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
23-082	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (10/6/2022)

Req Number	Req Title	Department	Date of Accepted Job Offer
22-232	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	9/29/2022
23-054	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	9/29/2022
22-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	9/16/2022
23-001	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	9/16/2022
23-071	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	9/23/2022
23-074	CAMPUS MONITOR	MALIBU ELEMENTARY SCHOOL	9/23/2022
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	9/12/2022
23-057	CUSTODIAN	EDISON LANGUAGE ACADEMY	9/28/2022
23-010	HVAC MECHANIC	MAINTENANCE	10/6/2022
23-059	LOW VOLTAGE TECHNICIAN	MAINTENANCE	9/12/2022
22-107	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	9/29/2022
23-004	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	9/9/2022
23-079	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	9/29/2022
23-005	PLUMBER	MAINTENANCE	10/3/2022
23-006	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	9/22/2022

**Classified Personnel – Merit
9/14/22**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Barber, Tyjuan Transportation	Bus Driver 7 Hrs/10 Mo/Range: 32 Step: A	8/12/22
Borghese, Metta Rogers LC	Campus Monitor 1.75 Hrs/SY/Range: 13 Step: F	8/17/22
Fuentes, Natalie Roosevelt ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: B	8/17/22
Gul Kessenich, Sahra Roosevelt ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: B	8/17/22
Merino-Orellana, Milagro Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 13 Step: F	8/18/22
Ortega Garcia, Ismael Santa Monica HS	Licensed Vocational Nurse 8 Hrs/10 Mo/Range: 36 Step: B	8/16/22
Quick, Alma Special Ed-Edison LA	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	8/17/22
Randolph, Jayon Roosevelt ES	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: A	8/17/22
Reyes-Jimenez, Roxana Rogers LC	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: B	8/17/22
Shalaby, Mary Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	8/17/22
Soong, Angela Special Education	Certified Occupational Therapy Assistant 8 Hrs/SY/Range: 36 Step: A	8/17/22
Sumaria, Urvashi Special Ed-Lincoln CDC	Paraeducator-1 4.5 Hrs/SY/Range: 22 Step: A	8/17/22
Veisi, Gohartaj Fiscal Services	Payroll Specialist 8 Hrs/12 Mo/Range: 38 Step: A	8/22/22

PROMOTION

		<u>EFFECTIVE DATE</u>
Griffis, Crystal Santa Monica HS	Administrative Assistant 8 Hrs/12 Mo/Range: 33 Step: E From: Instructional Assistant-PE: 8 Hrs/SY	8/17/22

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Miller, Karen Grant ES	Senior Office Specialist 8 Hrs/Day	8/8/22-8/10/22
White, Andrew Malibu ES	Elementary Library Coordinator Not to exceed: 70 Hrs	6/20/22-7/30/22

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Carraby Tyler, Antoine Operations	Custodian	8/23/22-6/30/23

Davis, Jalynn Human Resources	Senior Office Specialist	8/8/22-6/30/23
Hansberry, Felicia Human Resources	Office Specialist	8/16/22-6/30/23
Haro, Frank Operations	Custodian	7/1/22-6/30/23
McClain, Edward Operations	Custodian	8/25/22-6/30/23
Rickard, Renee Educational Services	Instructional Assistant-Physical Education	8/18/22-6/12/23
Smith-Harris, James Educational Services	Instructional Assistant-Physical Education	8/24/22-6/9/23
Thompson, Isiah Educational Services	Physical Activities Specialist	8/17/22-6/12/23

PROFESSIONAL GROWTH

EFFECTIVE DATE

Araya, Karla Special Ed-Adams MS	Paraeducator-1	9/1/22
De Noya, Michael Special Education	Speech Language Pathology Assistant	9/1/22
Gaglione, Lisa Lincoln MS	Senior Office Specialist	8/1/22
Medina, Elvia FNS-Santa Monica HS	Cafeteria Worker I	9/1/22

CHANGE IN ASSIGNMENT/INVOLUNTARY TRANSFER

EFFECTIVE DATE

Barnes, Brian Rogers LC	Physical Activities Specialist 6 Hrs/SY From: 4 Hrs/SY/Muir ES	8/17/22
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CHANGE IN ASSIGNMENT/VOLUNTARY TRANSFER

EFFECTIVE DATE

Moore, Sandra FNS-McKinley ES	Cafeteria Worker II 7 Hrs/SY From: 6 Hrs/SY/FNS-Muir ES	8/17/22
Ratliff, Sheleita Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers LC	8/17/22
Sanders, Justin Operations-Malibu ES	Custodian 8 Hrs/12 Mo From: 2.4 Hrs/12 Mo/Operations	8/23/22

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Alvarez, Susana Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
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Bachtell, Amy Special Ed-Rogers LC	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
Brito, Maria Rogers LC	Instructional Assistant-Classroom 3.5 Hrs/SY From: 3.5 Hrs/SY/Muir ES	8/17/22
Claunch, Eboni Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
Davis, Jonathan Special Ed-CDS-Washington West	Paraeducator-3 4.5 Hrs/SY From: 4.5 Hrs/SY/Special Ed-Muir ES	8/17/22
Fuller, Michelle Operations-Malibu MS/HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Olympic HS	7/1/22
Gershuni, Katherine Rogers LC/SMASH	Health Office Specialist 6 Hrs/SY From: 6 Hrs/SY/Muir ES	8/17/22
Gomez, Martha Rogers LC	Instructional Assistant-Classroom 3.5 Hrs/SY From: 3.5 Hrs/SY/Muir ES	8/17/22
Hallum, Cheryl Rogers LC	Campus Monitor 1.5 Hrs/SY From: 1.5 Hrs/SY/Muir ES	8/17/22
Harris, Tracey Operations-SMASH	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Muir ES	7/1/22
Howard, Leslie Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
Iverson, Ocea Special Ed-Franklin ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	8/17/22
Jackson, Donte Operations-SMASH	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Muir ES	7/1/22
Jackson, Latasha Special Ed-McKinley ES	Paraeducator-2 7.5 Hrs/SY From: 7.5 Hrs/SY/Special Ed-Muir ES	8/17/22
Mack, Taylor Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
Madiraju, Vidya Rogers LC	Instructional Assistant-Classroom 3.5 Hrs/SY From: 3.5 Hrs/SY/Muir ES	8/17/22

Montes, Linda Special Ed-Rogers LC	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
Mulligan, Sara Special Ed-CDS-Washington West	Paraeducator-1 4.5 Hrs/SY From: 4.5 Hrs/SY/Special Ed-Muir ES	8/17/22
Murcia, Karina Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
Murcia, Karina Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
Nash-Johnson, Keshia SMASH	Elementary Library Coordinator 8 Hrs/SY From: 8 Hrs/SY/Muir ES	8/17/22
Navarro, Nancy PPBL	Administrative Assistant 8 Hrs/10+10 Mo From: 8 Hrs/10+10 Mo/Muir ES	8/4/22
Padilla Lopez, Carolina SMASH	Instructional Assistant-Classroom 3.5 Hrs/SY From: 3.5 Hrs/SY/Muir ES	8/17/22
Perez, Maria Operations-CDS-Business Office	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Olympic HS	8/17/22
Reynolds, Luz Rogers LC	Instructional Assistant-Classroom 3.5 Hrs/SY From: 3.5 Hrs/SY/Muir ES	8/17/22
Rodriguez, Maria Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations	8/4/22
Rovetto, Nicole SMASH	Health Office Specialist 6 Hrs/SY From: 6 Hrs/SY/Muir ES	8/17/22
Santino, Susan Rogers LC	Instructional Assistant-Classroom 3.5 Hrs/SY From: 3.5 Hrs/SY/Muir ES	8/17/22
Soria, Michelle Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
Sotoj, Elizabeth Rogers LC	Instructional Assistant-Classroom 3.5 Hrs/SY From: 3.5 Hrs/SY/Muir ES	8/17/22
Ulantzeff, Elena Roosevelt ES/SMASH	Bilingual Community Liaison 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Muir ES	8/11/22

Worthington, Jamie Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
<u>VOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Lopez, Saby FNS-Edison LA	Cafeteria Worker I 3 Hrs/SY From: 3 Hrs/SY/FNS-Santa Monica HS	8/17/22
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Sernas, Angelica McKinley ES	Campus Monitor CFRA	8/17/22-11/9/22
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Nwaigwe, Moses Transportation	Vehicle and Equipment Mechanic Personal	8/29/22-9/28/22
Sernas, Angelica McKinley ES	Campus Monitor Child Care	11/10/22-1/2/23
<u>ABOLISHMENT OF POSITION</u>		<u>EFFECTIVE DATE</u>
	Paraeducator-1 6 Hrs/SY/Special Ed-McKinley ES	1/3/22
	Paraeducator-3 6 Hrs/SY/Special Ed-Adams MS	6/9/22
<u>DISQUALIFICATION FROM PROBATION</u>		<u>EFFECTIVE DATE</u>
MP7034240	Campus Monitor	9/15/22
<u>RESIGNATION</u>		<u>EFFECTIVE DATE</u>
Chavez, Luis Rogers LC	Campus Monitor	6/9/22
Davidson, Jessica McKinley ES	Instructional Assistant - Classroom	6/10/22
Kuyama, Keiko Roosevelt ES	Campus Monitor	8/16/22
Morales, Steve Operations-Edison LA	Custodian	9/9/22
Sotoj, Elizabeth Rogers LC	Instructional Assistant - Classroom	8/5/22
Torres, Corina Roosevelt ES	Campus Monitor	8/9/22

**Classified Personnel – Merit
10/6/22**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Cipresso, Jillian Grant ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: B	9/19/22
Krenik, Sarah Special Education	Occupational Therapist 8 Hrs/SY/Range: 63 Step: A	9/12/22
Leon, Oscar Operations	Plant Supervisor 8 Hrs/12 Mo/Range: 43 Step: A	9/1/22
Richardson, Anthony Operations-Grant ES	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	9/14/22
Rickard, Renee Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	9/19/22
Zandi, Aleah Malibu ES	Instructional Assistant-Classroom 3.9 Hrs/SY/Range: 20 Step: B	9/14/22

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Lo Greco, Vincent Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: F	8/18/22-2/17/23

PROMOTION

		<u>EFFECTIVE DATE</u>
Pollack, Bridget Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: F From: Instructional Assistant-Classroom: 3 Hrs/SY	9/19/22
Ruiz, Juliana Operations-Grant ES	Custodian 8 Hrs/12 Mo/Range: 26 Step: B From: Cafeteria Worker I: 3 Hrs/SY	9/1/22
Valdivia, Brenda Operations-Washington West	Custodian 5 Hrs/12 Mo/Range: 26 Step: B From: Cafeteria Worker I: 3 Hrs/SY	9/12/22
Ybarra, Jose, Jr. Grounds	Gardener 8 Hrs/12 Mo/Range: 28 Step: F From: Custodian: 8 Hrs/12 Mo	9/22/22
Zurich-Lunsford, Kathleen Superintendent's Office	Administrative Assistant 8 Hrs/12 Mo/Range: 33 Step: D From: Senior Office Specialist: 6.4 Hrs/10 Mo	9/15/22

PROVISIONAL ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Rusk-Kosa, Matthew Educational Services	Physical Activities Specialist 6 Hrs/Day	9/20/22-6/12/23

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Lopez Velazco, Sarah CDS-Santa Monica HS-ITC	Children's Center Assistant-2 6.5 Hrs/SY/Range: 20 Step: F	8/17/22

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Reuther, Theresa Special Ed-Santa Monica HS	Paraeducator-1 Not to exceed: 5.5 Hrs	8/8/22
Solis, David Special Ed-Santa Monica HS	Paraeducator-1 Not to exceed: 5.5 Hrs	8/8/22

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Alba, Julio Education Technology Services	Technology Support Assistant [overtime; school technology support]	7/1/22-6/30/23
Alvarado, Nancy FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Alvarez, Guillermina FNS-Roosevelt ES	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Aquino, Gilda CDS-Grant ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Ballat, Nawal FNS-Rogers LC	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Barrett, Kenny Education Technology Services	Technology Support Assistant [overtime; school technology support]	7/1/22-6/30/23
Brown, Lincoln CDS-SMASH	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Cabrera, Jennifer CDS-McKinley ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Carbajal, Patricia CDS-Roosevelt ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Carpenter, Eddie FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Ceron, Gloria CDS-Edison LA	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Cornejo, Ana FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Cortez, Griselda CDS-Lincoln MS Preschool	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Cortez, Maria FNS-Edison LA	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Cruz, Carmen CDS-Washington West	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Cruz-Aguilar, Julia FNS-Grant ES	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Diaz, Delfina CDS-Rogers ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Fernandez, Angelica CDS-Santa Monica HS-ITC	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23

Garcia, Gabriel Facility Use	Custodian [additional hours; Facility Use events support]	6/30/22-6/30/23
Garcia, Gabriel Facility Use	Custodian [overtime; Facility Use events support]	7/1/22-6/30/23
Gheewala, Mehrun CDS-McKinley ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Gibson, Leticia FNS-McKinley ES	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Gil, Moises FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Girgis, Salwa FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Gonzalez, Andrea CDS-Santa Monica HS-ITC	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Gonzalez, Cecilia CDS-Adams MS Preschool	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Gonzalez, Martha FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Gonzalez, Martina FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Gonzalez Ortiz, Luz FNS-McKinley ES	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Griffis, Denise FNS-Malibu ES	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Haker, Lorenzo FNS-Malibu HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Haker, Lorenzo FNS-Malibu HS	Cafeteria Worker I [overtime; cafeteria operations support]	8/15/22-6/12/23
Herring, Areole Education Technology Services	Technology Support Assistant [overtime; school technology support]	8/1/22-6/30/23
Holloway, Shirlene FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Hoorizadeh, Shayesteh CDS-Roosevelt ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Hunter-Sallustio, Dominique CDS-Rogers ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Islas, Gloria FNS-Grant ES	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Johnson, Lore CDS-McKinley ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23

Kaur, Kulwinder FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Landaverde, Elmer Grant ES	Campus Monitor [additional hours; student supervision]	8/18/22-6/12/23
Linskey, Kenneth Franklin ES	Instructional Assistant - Classroom [additional hours; student support]	8/17/22-6/12/23
Lopez, Francisco FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Lopez, Saby FNS-Edison LA	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Lopez De Luis, Asuncion FNS-Rogers LC	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Lopez Velazco, Sarah CDS-Grant ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Magallanes, Joy Educational Services	System Analyst [overtime; Aeries implementation]	8/1/22-6/30/23
Manjarrez, Maria FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Manzano, Elva CDS-Roosevelt ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Manzur, Juan Education Technology Services	Senior Technology Support Assistant [overtime; school technology support]	7/1/22-6/30/23
Martinez, Santiago Education Technology Services	Technology Support Assistant [overtime; school technology support]	7/1/22-6/30/23
Medina, Elvia FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Orozco, Cecilia FNS-Lincoln MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Ortiz Ortiz, Alma FNS-Lincoln MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Padilla, Elizabeth CDS-Grant ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Palmore, Renata FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Pannu, Jessica FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Patterson, Pete Education Technology Services	Technology Support Assistant [overtime; school technology support]	8/1/22-6/30/23
Razon-McMillan, Monica CDS-Adams MS Preschool	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Richards, Ingrid FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23

Rodriguez, Cecilia CDS-Edison LA	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Rodriguez, Sara Special Ed-Rogers ES	Paraeducator-1 [additional hours; student support]	8/22/22-6/12/23
Rosas, Rosemarie FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Ruiz, Julianna FNS-Grant ES	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Sampson, Claudia CDS-McKinley ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Seklawi, Sara CDS-McKinley ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Serrano, Elva FNS-Lincoln MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Shih, Jennifer CDS-Franklin ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Smith, Darlene FNS-Roosevelt ES	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Stanton, Kevin Dean Education Technology Services	Computer Operator [overtime; school technology support]	7/1/22-6/30/23
Taylor, Christian CDS-Franklin ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Trujillo, Maria CDS-Business Office	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Valdivia, Brenda FNS-Franklin ES	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Veisi, Gohartaj Fiscal Services	Payroll Specialist [overtime; payroll support]	8/22/22-6/30/23
Vielman-Hernandez, Miriam FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Villa, Maria FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria operations support]	8/15/22-6/12/23
Walsh, Leslie CDS-Roosevelt ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23
Webb, Kevin Maintenance	Sports Facility Attendant [additional hours; pool level check]	7/1/22-7/15/22
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk [additional hours; FNS operations support]	8/15/22-8/6/23
Womack, Raven CDS-Rogers ES	Children's Center Assistant-2 [additional hours; student support]	8/17/22-6/12/23

SUBSTITUTESHernandez, Rita
Child Development Services

Children's Center Assistant-2

EFFECTIVE DATE

8/17/22-6/12/23

Linskey, Kenneth
Franklin ES

Instructional Assistant-Classroom

8/17/22-6/12/23

Mulligan, Tiffany
Webster ES

Instructional Assistant-Classroom

8/18/22-6/12/23

Ramirez, Carol
McKinley ES

Elementary Library Coordinator

8/15/22-6/15/23

TeMaat, Matthew
Educational Services

Instructional Assistant-Physical Education

9/21/22-6/12/23

CHANGE IN ASSIGNMENTPham, Nhi
Grant ESInstructional Assistant-Classroom
6 Hrs/SY
From: 3 Hrs/SY/Grant ES**EFFECTIVE DATE**

8/17/22

Tamte, Gilda
Edison LAInstructional Assistant-Bilingual
6 Hrs/SY
From: 3.5 Hrs/SY/Edison LA

8/17/22

Villanueva, Nallely
Edison LAInstructional Assistant-Bilingual
3.5 Hrs/SY
From: 3 Hrs/SY/Edison LA

8/17/22

Williams, Steven
Food and Nutrition ServicesStock and Delivery Clerk
7 Hrs/SY
From: 6.5 Hrs/SY/Food and Nutrition Services

8/17/22

INVOLUNTARY TRANSFERClaunch, Eboni
Special Ed-Santa Monica HSParaeducator-1
6.5 Hrs/SY
From: 6 Hrs/SY/Special Ed-Muir ES**EFFECTIVE DATE**

8/17/22

Islas, Gloria
FNS-Santa Monica HSCafeteria Worker I
3 Hrs/SY
From: 3 Hrs/SY/FNS-Grant ES

8/23/22

LEAVE OF ABSENCE (PAID)Manjarrez, Lisette
Special Ed-Santa Monica HSParaeducator-2
Medical/FMLA/CFRA**EFFECTIVE DATE**

8/19/22-10/19/22

Moya, Kimberly
TransportationBus Driver
Medical/FMLA/CFRA

9/12/22-10/31/22

Torres, Corina
Roosevelt ESInstructional Assistant-Classroom
Medical Maternity/FMLA

8/17/22-9/8/22

Torres, Corina
Roosevelt ESInstructional Assistant-Classroom
CFRA

9/9/22-12/2/22

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Freire, Juana Special Ed-SMASH	Paraeducator-3 Personal	8/22/22-12/14/22
Gottlieb, Galit Special Ed-Franklin ES	Paraeducator-3 Personal	8/17/22-1/5/23
Machare, Viviana Grant ES	Campus Monitor Personal	8/18/22-9/19/22

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Cline, Wendy Operations	Custodian From: Cafeteria Worker II	8/18/22-2/17/23
Fuentes, Mario Grounds	Equipment Operator/Sports Facilities From: Gardener	7/11/22-11/11/22
Griffis, Denise FNS-Malibu HS	Cafeteria Worker II From: Cafeteria Worker I	8/17/22-12/31/22
Haker, Lorenzo FNS-Malibu HS	Cafeteria Worker II From: Cafeteria Worker I	8/17/22-12/31/22
Kachurka, Sabrina Operations	Custodian From: Cafeteria Worker II	8/18/22-2/17/23
Martin, Eric Maintenance	Skilled Maintenance Worker From: Lead Custodian	7/18/22-11/29/22
Nolen, Henry Operations	Custodian From: Cafeteria Worker II	8/18/22-2/17/23
Suaste, Eduardo Operations	Plant Supervisor From: Lead Custodian	7/1/22-9/9/22
Viesca, Joseph Maintenance	Skilled Maintenance Worker From: Custodian	7/25/22-12/2/22

RESIGNATION

		<u>EFFECTIVE DATE</u>
Delgado, Eduardo Special Ed-Santa Monica HS	Paraeducator-1	8/5/22
Osanitsch, Gregory Special Ed-Roosevelt ES	Paraeducator-1	8/10/22
Quick, Alma Special Ed-Edison LA	Paraeducator-1	8/31/22

**Classified Personnel – Non-Merit
9/14/22**

AVID TUTOR

Huq, Ahin	Santa Monica HS	8/25/22-6/12/23
Rocha, Sebastian	Santa Monica HS	8/25/22-6/12/23
Ruvolo, Morgan	Santa Monica HS	8/25/22-6/12/23

COACHING ASSISTANT

Harper, Emily	Santa Monica HS	7/1/22-6/12/23
Kramer, Quinton	Malibu MS/HS	8/1/22-6/12/23

TECHNICAL SPECIALIST – LEVEL I

Buenrostro, Guadalupe	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/22-6/9/23
Diaz, Christian	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/22-6/9/23
Matyus, Brittany	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/22-6/9/23
Morell, Julian	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/22-6/9/23
Salas Fernandez, Lizbeth	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/22-6/9/23
Sidney, Jacob	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/22-6/9/23

TECHNICAL SPECIALIST – LEVEL II

Al Hussein, Jessica	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Buenrostro, Guadalupe	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Diaz, Christian	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23

Gonzalez, Juan	Educational Services [4 th of July Parade Coordinator] - Funding: Measure "R"	7/1/22-7/30/22
Hoke, Katherine	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Hoved, Elizabeth	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Leggett, Madison	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Matyus, Brittany	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Mazzucco, Alyssa	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Morell, Julian	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Reyes, Stephany	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Salas, Lizbeth	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
Sidney, Jacob	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23

TECHNICAL SPECIALIST – LEVEL III

Gonzalez, Juan	Santa Monica High School [Colorguard Choreographer] - Funding: Measure "R"	5/2/22-5/31/22
Harper, William	Facility Use [Permit and Production Coordinator] - Funding: Permits	6/1/22-12/31/22

**Classified Personnel – Non-Merit
10/6/22**

COACHING ASSISTANT

Bennett, Matthew

Malibu MS/HS

9/16/22-6/12/23

TECHNICAL SPECIALIST – LEVEL I

Le Gand Azarian, Valerie

Malibu Middle/High School
[MS Service Learning Program Developer]
- Funding: Malibu Education Foundation

8/3/22-8/4/22

TECHNICAL SPECIALIST – LEVEL II

Sperry, Adam

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

7/1/22-12/31/22

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

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

SMMUSD Board of Education Meeting Schedule 2022-23

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

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

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

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

District Office (DO): 1651 16th Street, Santa Monica.

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

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items (as needed) 9. Major Items 10. Continuation of General Public Comments (if needed) 	<ol style="list-style-type: none"> 1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments 	<ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items 9. Major Items 10. Continuation of General Public Comments (if needed)

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, November 9, 2022, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: