



PERSONNEL COMMISSION MEETING AGENDA

December 11, 2019

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

I. General Functions:

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

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

- G.06 Approval of Minutes for Regular Meeting on November 13, 2019

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

December 11, 2019

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

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

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 December 11, 2019

G.06 Approval of Minutes for Regular Meetings on November 13, 2019

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

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

II. **CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant - Music	8
Translator/Interpreter	4

- C.02 Advanced Step Placement:
Scott Andrews in the classification of Physical Activities Specialist at Range A-26 Step D
- C.03 Advanced Step Placement:
Amy Bachtell in the classification of Paraeducator-1 at Range A-20 Step D
- C.04 Advanced Step Placement:
Gabriel Bautista in the classification of Paraeducator-1 at Range A-20 Step D
- C.05 Advanced Step Placement:
Chrisauna Chery in the classification of Instructional Assistant-Classroom at Range A-18 Step D

- C.06 Advanced Step Placement:
Karina Hernandez in the classification of Instructional Assistant-Classroom at Range A-18 Step D
- C.07 Advanced Step Placement:
Patricia Motoyama Hughes in the classification of Administrative Assistant at Range A-31 Step B
- C.08 Advanced Step Placement:
Sandra Pipkin in the classification of Paraeducator-3 at Range A-26 Step B
- C.09 Advanced Step Placement:
Becky Turk in the classification of Instructional Assistant-Classroom at Range A-18 Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Campus Security Officer within the Student Services job family
- A.02 Classification Revision:
Carpenter within the Facilities job family

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion Items

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VI.D.2 (for SMMUSD School Board Agenda)
- November 21, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)

- November 21, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Position & Classification Studies	Commissioner Training	1/8/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, January 8, 2020, at 4:30 p.m. - *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

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

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

November 13, 2019

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, November 13, 2019**, at **4:37 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:37 p.m.

G.02 Roll Call: Commissioners Stewart and Waterstone were present. Commissioner Robinson joined the meeting later.

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

G.03 Pledge of Allegiance: Ms. Jana Hatch, Administrative Assistant, 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: November 13, 2019

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

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

G.06 Motion to Approve Minutes: October 10, 2019

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn commended the District's Administration for the prompt communication to parents and employees about closing school sites and the District Office during the October wild fires. The Personnel Commission also quickly informed candidates about cancelled written exams and qualification appraisal interviews due to the District Office closure and rescheduling them at appropriate future times.**
 - **Director Kahn informed the Personnel Commission about the new commissioner recruitment which will open on November 18, 2019 to January 3, 2020. There is a viable pool of applicants from the previous recruitment who are still interested in serving the District.**
 - **Director Kahn informed the Personnel Commission about Ms. Caldera organizing the Personnel Testing Council of Southern California (PTC-SC) annual conference that will take place this Friday.**

G.08 Personnel Commissioner Comments/Reports:

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

- **On behalf of the Personnel Commission, Commissioner Waterstone expressed her gratitude to the District for the swift and effective communication to parents regarding schools' closure during the October wild fires.**
- **Commissioner Waterstone congratulated Ms. Caldera on her role within PTC-SC.**
- **Commissioner Waterstone thanked Director Kahn for providing the Personnel Commission with a monthly update.**

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 notified the Personnel Commission about SEIU continuous negotiations with the District scheduled for November 26, 2019.**
 - **Mr. Mock informed the Personnel Commission about a communication with Bilingual Community Liaisons to address the classification and compensation study.**
 - **Mr. Mock informed the Personnel Commission about the continuous efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments that will meet next week.**
- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's transition from Non-Merit Noon Duty Aids to the permanent classification of Campus Monitor due legislation that took effect on January 1, 2019.**
 - **Dr. Kelly informed the Personnel Commission about the Board of Education's update from the Facility Improvement Projects department regarding a proposed renovation plan for Malibu High School and the former Cabrillo Elementary School campuses.**
 - **Dr. Kelly stated that a recommendation to approve school year calendars for the next three (3) years will be presented at the following Board of Education meeting on November 21, 2019.**
 - **Dr. Kelly announced that Superintendent Drati has been meeting with various stakeholders regarding the District's budget.**

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):

Classification

Eligibles

Children's Center Assistant-2	1
Children's Center Assistant-3	1
Lead Translator/Interpreter	3
Metal Worker	5
Painter	6
Paraeducator-1	11
Paraeducator-3	6
Physical Activities Specialist	5

- C.02 Advanced Step Placement:
Joel Agaton in the classification of Technology Support Assistant at Range A-38 Step D
- C.03 Advanced Step Placement:
Andrew Carbajal in the classification of Instructional Assistant-Bilingual at Range A-20 Step C
- C.04 Advanced Step Placement:
Jasmine De Los Santos in the classification of Paraeducator-2 at Range A-25 Step D
- C.05 Advanced Step Placement:
Virginia Mastroianni in the classification of Paraeducator-1 at Range A-20 Step E
- C.06 Advanced Step Placement:
Christopher Mock in the classification of Chief Steward at Range A-40 Step E
- C.07 Advanced Step Placement:
Brenda Osaki in the classification of Senior Office Specialist at Range A-25 Step C
- C.08 Advanced Step Placement:
Miguel Ramirez in the classification of Senior Office Specialist at Range A-25 Step C
- C.09 Advanced Step Placement:
LaShann Simms in the classification of Sports Facility Attendant at Range A-24 Step D
- C.10 Advanced Step Placement:
Amariah Taylor in the classification of Senior Office Specialist at Range A-25 Step D
- C.11 Advanced Step Placement:
Monica Williams in the classification of Senior Office Specialist at Range A-25 Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.11. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Director of Purchasing within the Fiscal Services job family

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

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

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions. In anticipation of an upcoming recruitment, the Personnel Commission staff reviewed the classification specification in order to ensure the duty statements were up-to-date, and the minimum requirements were appropriate- including the addition of core competencies.
- Director Kahn emphasized the need for consistency within the Purchasing job family as Buyer and Senior Buyer classifications will be also revised in the future.
- Commissioner Waterstone inquired about core competencies replacing abilities. Director Kahn explained that the core competencies are another tool the Personnel Commission staff uses to specify the traits a candidate needs to possess in order to be successful in his position.
- Commissioner Stewart asked about the revised supervisory experience. Director Kahn stated that the requirements were lowered and clarified to allow for candidates who obtained supervisory skills outside of the Purchasing environment.

A.02 Personnel Commission Agenda Format Revision:

Advanced Step Placement Material

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

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

REPORT AND DISCUSSION

- Director Kahn recounted the discussion at the October Personnel Commission meeting where Commissioners provided direction to staff to revise Advanced Step Placement (ASP) agenda material in order to remove superfluous information. Since there is no legal requirement to disclose data regarding gross difference in pay as a result of step advancement, and the data is not utilized by the Personnel Commission staff, Director Kahn recommended to remove it from future Commissioner agenda packets. In addition, the employees' applications will no longer be presented in the Commissioner agenda packets either as all the calculation are already completed by staff and reviewed by Director Kahn before being recommended at a regular Personnel Commission meeting.

IV. COMMISSIONER TRAINING/BRIEFING:

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

CT.01 Working Out of Classification & Reclassification - Introduction

REPORT AND DISCUSSION

- Director Kahn conducted an overview of working out of class and reclassification procedures for the Personnel Commissioners.
- Director Kahn defined and described the qualifying criteria and the complexities of both procedures, illustrating the concepts on specific examples.
- Director Kahn stated that the Personnel Commission's steps for reviewing, making recommendations, and approving them will be defined in a future training.
- Commissioner Stewart inquired about training in relation to higher level duties in working out of class requests. Director Kahn stated that the key in differential pay is the alignment of reasonable expectations and responsibilities for the lower classification.
- Commissioner Robinson asked about the percentage of performing higher level duties in order to be considered for reclassification. Director Kahn stated that the industry standard is generally around twenty-five (25%) percent.
- Commissioner Robinson also asked about higher level duties being assigned at once instead of being increased gradually for longer than the working out of class time limits. Director Kahn stated that it would be submitting a working out of class request, and if this higher level duties assignment is not discussed up front, and if it is retroactive, then the compensation would be for the preceding thirty (30) days. Director Kahn emphasized the intent to present all the crucial information in the beginning of the assignment in order not to burden the employee or the District.

V. DISCUSSION ITEMS:

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

D.01 Working Out of Classification & Reclassification - Introduction

REPORT AND DISCUSSION

- 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. V.D.2 (for SMMUSD School Board Agenda)

- October 17, 2019

Classified Personnel - Merit Report No. VI.D.2 (for SMMUSD School Board Agenda)

- November 7, 2019

Commissioner Stewart inquired about “Involuntary Transfer” criteria.

Director Kahn defined the category providing a specific example.

I.04 Classified Personnel - Non-Merit Report - No.V.D.3 (for SMMUSD School Board Agenda)

- October 17, 2019

Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)

- November 7, 2019

I.05 Personnel Commission’s Twelve-Month Calendar of Events

- 2019 - 2020

I.06 Board of Education Meeting Schedule

- 2019 – 2020

I.07 Personnel Commissioner Recruitment

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Position & Classification Studies		1/8/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:30 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 11, 2019

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Scott Andrews

Hire Date: 10/15/2019

ASP Request Submitted: 12/02/2019

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Scott Andrews	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable 	<ul style="list-style-type: none"> Scott Andrews has a Bachelors' degree in Business 	2 levels of education above MQ =1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> Scott Andrews has over twenty-three years of experience working with children and young people at the YMCA. 	11 (2-year periods) levels of experience above MQ =2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Mr. Andrews' educational and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step D is \$19.06/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Scott Andrews at Range A-26, 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
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 11, 2019

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Gabriel Bautista

Hire Date: 08/21/2019

ASP Request Submitted: 09/06/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Gabriel Bautista	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> Gabriel has a Bachelor's degree in Psychology. Gabriel has three (3) years of experience working with individuals with special needs. 	1 level of education above MQ =1 Step Advance (Max. allowed) 1 (2-year periods) year of experience above MQ =1 Step Advance
Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Mr. Bautista's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step D is \$16.47/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Gabriel Bautista at Range A-20, 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
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 11, 2019

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Chrisauna Chery

Hire Date: 08/21/2019

ASP Request Submitted: 11/12/2019

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Chrisauna Chery	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Chrisauna Chery has a Bachelor's Degree in History. 	2 levels of education above MQ =1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people. 	<ul style="list-style-type: none"> Chrisauna Chery meets the minimum qualifications. 	0 (2-year periods) levels of experience above MQ =0 Step Advance
Total Advanced Steps: Starting Step: C (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Ms. Chrisauna Chery's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step C is \$14.94 per hour, while Step D is \$15.68 per hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 11, 2019

AGENDA ITEM NO:II.C.06

SUBJECT: Advanced Step Placement – Karina Hernandez

Hire Date: 11/06/2019

ASP Request Submitted: 11/20/2019

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Karina Hernandez	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Karina Hernandez has a Bachelor's Degree in Sociology. 	2 levels of education above MQ = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people. 	<ul style="list-style-type: none"> Karina Hernandez meets the minimum experience. 	0 (2-year periods) levels of experience above MQ = 0 Step Advance
Total Advanced Steps: Starting Step: C (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Ms. Karina Hernandez's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step C is \$14.94 per hour, while Step D is \$15.68 per hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 11, 2019

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Patricia Motoyama Hughes

Hire Date: 11/06/19

ASP Request Submitted: 11/17/19

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Patricia Motoyama Hughes	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or evidence of equivalent educational proficiency 	<ul style="list-style-type: none"> Patricia has a Bachelor's degree in English. 	2 levels of education above MQ =1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) or more years of varied administrative, secretarial and clerical support experience 	<ul style="list-style-type: none"> Patricia meets the minimum experience requirements. 	0 (3-year periods) levels of experience above MQ =0 Step Advance
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Ms. Motoyama's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hour, while Step B is \$19.53/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Patricia Motoyama Hughes at Range A-31, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 11, 2019

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Sandra Pipkin

Hire Date: 11/19/2019

ASP Request Submitted: 11/20/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Sandra Pipkin	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; 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 Pipkin has a Bachelor's Degree in Psychology. 	1 levels of education above MQ = 1 Step Advance (Max. allowed)
<u>EXPERIENCE:</u> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Sandra Pipkin meets the minimum experience requirements. 	0 (2-year periods) levels of experience above MQ = 0 Step Advance
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Ms. Pipkin's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 11, 2019

AGENDA ITEM NO: II.C.09

SUBJECT: Advanced Step Placement – Becky B. Turk

Hire Date: 11/06/2019

ASP Request Submitted: 11/06/2019

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Becky B. Turk	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Completed 48 units at an accredited institution of higher learning; OR Obtained an Associate's (or higher) degree 	<ul style="list-style-type: none"> Becky B. Turk has a Bachelor's Degree in Finance. 	2 levels of education above MQ $\boxed{=1 \text{ Step Advance}}$ (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people. 	<ul style="list-style-type: none"> Becky B. Turk meets the minimum experience. 	0 (2-year periods) levels of experience above MQ $\boxed{=0 \text{ Step Advance}}$
<u>Total Advanced Steps: Starting Step: C (Living Wage) + 1 (Education) + 0 (Experience) = 1</u> Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Ms. Becky B. Turk's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step C is \$14.94 per hour, while Step D is \$15.68 per hour.

DIRECTOR'S RECOMMENDATION:

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

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 11, 2019

AGENDA ITEM NO: III.A.01

Classification Description Revision: Campus Security Officer

BACKGROUND INFORMATION:

Historically, recruitments for this classification have yielded a limited number of candidates when compared to the demand for filling vacancies and substitute assignments. In anticipation of an upcoming recruitment, Personnel Commission staff reviewed the classification specification to ensure it was accurate and up-to-date, and to explore whether revisions might help address the ongoing recruitment challenges.

METHODOLOGY:

Staff conducted the following activities:

- Distributed surveys to school principals to garner input and obtain feedback on the current classification specification
- Analyzed survey results and incorporated findings into revisions
- Proposed revisions were provided to principals, incumbents, and union leadership for review

ANALYSIS & FINDINGS:

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

- The classification description format was updated to most recent standards
- Updated Driver License requirement with current standards
- "Previous experience working with youth" removed from Minimum Qualifications and placed under Additional Information
- Minimum Qualifications revised to include security experience
- Clarifications on Basic Function, Job Requirements, and Working Conditions
- Duties are clarified and restructured
- Addition of Core Competencies and Distinguishing Characteristics

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Campus Security Officer classification description as provided.

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



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560709
SALARY RANGE: A-25

CAMPUS SECURITY OFFICER

BASIC FUNCTION

Under ~~general-direct~~ supervision, provide for the safety of students, ~~visitors~~, staff, and personal property ~~at~~ an assigned ~~school-campus~~ District location; ~~enforce State laws and school and District rules and regulations~~; ~~enforce District rules and regulations related to the use of facilities, buildings and grounds~~; ~~enforce traffic regulations and control parking~~; ~~patrol buildings, grounds and other properties of the assigned campus~~.

MINIMUM QUALIFICATIONS

EDUCATION:

~~Educational attainment equivalent to a~~ high school diploma or ~~its~~ recognized equivalent.

EXPERIENCE:

~~Two (2) years experience working with youth in an organized setting.~~

~~One (1) year of professional experience in the field of law enforcement or security.~~

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

- ~~Valid Class C driver's license~~ A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required
- ~~Valid First Aid/AED Certificate and CPR Certificate.~~
- ~~Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 (SB 1626).~~
- ~~Experience working with students in a school setting is highly desirable~~

REPRESENTATIVE DUTIES

- ~~Provide for the safety of students, visitors and personnel; patrol buildings, grounds and other properties of the school campus and off-campus sites.~~
- ~~Issue parking citations, detention slips and readmits according to established procedures; direct traffic on the campus or at special events; prepare written reports on vehicle accidents.~~
- ~~Investigate crimes and other incidents occurring on campus; write crime or incidents reports as required; interview students and witnesses; testify in court as assigned.~~
- ~~Patrol school campus properties as assigned to maintain order and prevent crime; check and secure doors, rooms and building and safeguard equipment; inspect for~~

- vandalism, illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; inform and confer with site administrator regarding student behavior.
- ~~Receive complaints and requests for assistance from students, visitors or staff; assist with escorts and other emergency situations as necessary.~~
 - ~~Assist the site administrator to conduct searches according to established District procedures; contact sheriff and police personnel and fire authorities and assist police investigators as necessary.~~
 - ~~Control crowds at special events or other assemblies, including testing sessions, dances, drama, music and athletic events and other ceremonies.~~
 - ~~Attend and participate in staff and in-service training programs as required.~~
 - ~~Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate.~~
 - ~~Assign and maintain records of student locker issuance.~~
 - ~~Monitor students during campus detention periods.~~
 - ~~Operate and maintain a variety of equipment, including dispatching and other related equipment; drive a vehicle to conduct work.~~
 - ~~Prepare and maintain daily activity logs and reports.~~
 - ~~Conduct home visits as assigned.~~
 - ~~Perform related duties as assigned~~
 - Guard campus entry points to maintain security of buildings, grounds and facilities
 - Observe students during passing periods to ensure timely return to class
 - Patrol campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms, and parking lots to maintain general order and campus security
 - Enforce school and District rules, regulations, and policies for the safety and security of students, staff, visitors and property
 - Inform District site of observed unusual activities or behavior, unauthorized intruders, equipment malfunctions, and hazardous or unexpected conditions
 - Provide information and directions to visitors
 - Write a variety of descriptive reports and maintain logs in order to document incidents and day-to-day activities
 - Survey school campus and district property to inspect for vandalism, illegal entry, theft, or fire
 - Control crowds at campus events including but not limited to dances, musical performances, theater productions, athletic events, and testing sessions
 - Direct vehicle traffic on campus or at special events
 - Interview students and witnesses in order to determine facts
 - Assist police and fire personnel by providing documents and information
 - Perform 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 a certificated site administrator. No Supervision is exercised over other staff.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

KNOWLEDGE OF:

- Applicable federal, State, City, County and District laws, rules and regulations.
- Principles and practices of investigation techniques and procedures.
- Documentation techniques and procedures
- Basic Principles of law enforcement and
- Security methods and procedures.
- Crowd control and vehicle control procedures.
- Record-keeping techniques practices
- District organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

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
- Customer Focus – attending to the needs and expectations of customers
- Environmental exposure Tolerance – Performing under physically demanding conditions
- Fact Finding – obtaining facts and data pertaining to an issue or question
- Handling Conflict – managing interpersonally strained situations
- Informing – proactively obtaining and sharing information
- Listening – fully comprehending spoken communication
- Relationship Building – establishing rapport and maintaining mutually productive relationships
- Safety Focus – showing vigilance and care in identifying and addressing health risks and safety

WORKING CONDITIONS

ENVIRONMENT:

This classification is exposed to indoor and outdoor environments with varying noise levels and weather conditions, and direct exposure to combative or hostile individuals or groups.; driving a vehicle to conduct work; adverse weather conditions.

PHYSICAL ABILITIES:

Reaching overhead, above the shoulders and horizontally standing for extended periods of time; running; walking over rough or uneven surfaces; climbing stairs; bending at the waist, kneeling or crouching; hearing and speaking to exchange in Information.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social Illegal and violent behavior, contact with dissatisfied or abusive individuals.

DISTINGUISHING CHARACTERISTICS

A Campus Security Officer provides for the safety of students, visitors and personnel by guarding campus entry, enforcing regulations and protocols, and patrolling buildings, grounds and other district properties. A Campus Monitor maintains campus safety by monitoring and directing students during classroom and non-classroom activities before, during, and after school hours.

REVISED

Proposed: December 11, 2019



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560709
SALARY RANGE: A-25

CAMPUS SECURITY OFFICER

BASIC FUNCTION

Under direct supervision, provide for the safety of students, staff, and personal property at an assigned District location; enforce State laws and school and District rules and regulations.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

One (1) year of professional experience in the field of law enforcement or security.

ADDITIONAL REQUIREMENTS/INFORMATION:

- A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required
- Valid First Aid/AED Certificate and CPR Certificate
- Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 (SB 1626)
- Experience working with students in a school setting is highly desirable

REPRESENTATIVE DUTIES

- Guard campus entry points to maintain security of buildings, grounds and facilities
- Observe students during passing periods to ensure timely return to class
- Patrol campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms, and parking lots to maintain general order and campus security
- Enforce school and District rules, regulations, and policies for the safety and security of students, staff, visitors and property
- Inform District site of observed unusual activities or behavior, unauthorized intruders, equipment malfunctions, and hazardous or unexpected conditions
- Provide information and directions to visitors
- Write a variety of descriptive reports and maintain logs in order to document incidents and day-to-day activities
- Survey school campus and district property to inspect for vandalism, illegal entry, theft, or fire

- Control crowds at campus events including but not limited to dances, musical performances, theater productions, athletic events, and testing sessions
- Direct vehicle traffic on campus or at special events
- Interview students and witnesses in order to determine facts
- Assist police and fire personnel by providing documents and information
- Perform 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 a certificated site administrator. No Supervision is exercised over other staff.

JOB REQUIREMENTS

KNOWLEDGE:

- Applicable federal, State, City, County and District laws, rules and regulations
- Principles and practices of investigation
- Documentation techniques and procedures
- Principles of law enforcement
- Security methods and procedures
- Crowd control and vehicle control procedures
- Record-keeping practices
- Correct English usage, grammar, spelling, punctuation and vocabulary

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
- Customer Focus – attending to the needs and expectations of customers
- Environmental exposure Tolerance – Performing under physically demanding conditions
- Fact Finding – obtaining facts and data pertaining to an issue or question
- Handling Conflict – managing interpersonally strained situations
- Informing – proactively obtaining and sharing information
- Listening – fully comprehending spoken communication
- Relationship Building – establishing rapport and maintaining mutually productive relationships
- Safety Focus – showing vigilance and care in identifying and addressing health risks and safety

WORKING CONDITIONS

ENVIRONMENT:

This classification is exposed to indoor and outdoor environments with varying noise levels and weather conditions, and direct exposure to combative or hostile individuals or groups.

PHYSICAL ABILITIES:

Reaching overhead, above the shoulders and horizontally standing for extended periods of time; running; walking over rough or uneven surfaces; climbing stairs; bending at the waist, kneeling or crouching; hearing and speaking to exchange in Information.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social Illegal and violent behavior, contact with dissatisfied or abusive individuals.

DISTINGUISHING CHARACTERISTICS

A Campus Security Officer provides for the safety of students, visitors and personnel by guarding campus entry, enforcing regulations and protocols, and patrolling buildings, grounds and other district properties. A Campus Monitor maintains campus safety by monitoring and directing students during classroom and non-classroom activities before, during, and after school hours.

REVISED:

Proposed December 11, 2019



PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 11, 2019

AGENDA ITEM NO: III.A.02

Classification Description Revision: Carpenter

BACKGROUND INFORMATION:

The District's Carpenter incumbent recently accepted an internal promotion. In anticipation of an upcoming recruitment for Carpenter, Personnel Commission staff reviewed the classification specification to ensure the duties were up-to-date, minimum qualifications were appropriate, and core competencies were included.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Director, Maintenance and Operations to learn about the needs of the department and review the current classification specification
- Revisions were made based on findings and provided to the Director and union leadership to review and offer feedback

ANALYSIS & FINDINGS:

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

- The classification description's format was updated to most recent standard
- Minor revisions to Basic Function, Supervision, and Job Requirements
- Minimum qualifications revised to clarify experience must be professional level but not necessarily journey level
- Duties are clarified, consolidated, and restructured
- Addition of Core Competencies and Distinguishing Characteristics

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Carpenter classification description as provided.

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



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560810
SALARY RANGE: A-35

CARPENTER

BASIC FUNCTION:

Under general supervision, performs skilled carpentry work in the construction, alteration, installation, maintenance, and repair of ~~facilities~~ structures and furnishings.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years of journey professional ~~level~~ carpentry experience.

EQUIVALENCY:

~~Successful completion of t~~Three (3) years of experience as a Skilled Maintenance Worker within the Santa Monica-Malibu Unified School District ~~performing duties assisting in the carpentry trade~~ may ~~be~~ substituted for the required experience.

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

~~A~~ Valid Class C California Driver's ~~l~~ icense ~~and be insurable by the District's carrier.~~

REPRESENTATIVE DUTIES

- Performs finish carpentry by installing, modifying, and repairing features such as, but not limited to, trim, molding, hardware, flooring, and gutters
- Performs rough carpentry by constructing, installing, modifying, and repairing interior features such as, but not limited to, frames and forms, insulation, doors, drywall, and roofing
- Assemble, construct, modify, prepare, install, and secure forms and molds for retaining concrete to build foundations or other structures
- Estimate time, labor, and materials to complete a work order
- Updates and maintains records related to inventory, supplies, equipment, and work orders
- Performs woodworking in accordance with specifications, included but not limited to cutting, milling, woodturning, and staining
- Assemble, install, modify, and repair office furnishings
- Installs window panes
- Cleans and maintains tools, equipment, and work area
- Conduct inspections to evaluate integrity of structures and furnishings and assess needs for repair
- Acts as a lead by guiding, training, and monitoring the work of operational support staff

- ~~Perform skilled rough and finish carpentry work in the alteration, renovation, repair, and construction of District facilities. E~~
- ~~Respond to emergency calls at school sites involving repair of facilities to ensure safe environment for students and staff. E~~
- ~~Design and construct walls, shelves and furniture; frame work for sheds and walls. E~~
- ~~Cover frame work with drywall or plywood for roofs; repair floors and roofs. E~~
- ~~Place forms for concrete walks, slabs, and ramps; screed, tamp, and finish concrete with hand and power equipment; drill, cut, and saw concrete for removal; layout and build concrete block walls and foundations.*~~
- ~~Assess work orders; draw plans, estimate project costs, and order materials on a job by job basis; maintain work and material records; order materials and supplies as necessary. E~~
- ~~Perform necessary milling, staining, and finishing work. E~~
- ~~Make and repair school and office furniture, equipment, and wooden fixtures; perform mill and cabinet work. E~~
- ~~Measure jobs; utilize tools in shop to cut wood and pre-assemble units. E~~
- ~~Maintain and repair woodwork of buildings; fit doors, window, sashes, and screens; install partitions and acoustic ceiling tiles; repair Formica. E~~
- ~~Operate lathes, planers, shapers, joiners, sanders, saws, and other woodwork equipment; operate a District vehicle and related equipment; maintain equipment, tools, and work area in a safe, clean, and orderly manner. E~~
- ~~Install white boards, wall maps, movie screens, and similar classroom aids.~~
- Perform 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 General~~ supervision is received from the ~~Manager of Maintenance and Construction Supervisor~~. ~~Work direction may be given to assigned Skilled Maintenance Workers. Provides lead direction to operational support staff.~~ No supervision is exercised.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

KNOWLEDGE ~~OF~~:

- Principles, procedures, and techniques of rough carpentry
- Principles, procedures, and techniques of finish carpentry

- Federal, state, and local codes and regulations related to buildings, construction, and safety
- Principles, procedures, and techniques of wood working
- Principles and procedures of record keeping
- Principles and procedures of worksite safety
- Principles and procedures of tool and equipment maintenance
- ~~Principles, methods, equipment, tools, and materials of skilled rough and finish carpentry work.~~
- ~~Building and safety codes and regulations.~~
- ~~Quality and adaptability of various woods.~~
- ~~Basic record-keeping techniques.~~
- ~~Safe working methods and procedures.~~

COMPETENCY INCORE 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
- Customer Focus – attending to the needs and expectations of customers
- Environmental exposure Tolerance – Performing under physically demanding conditions
- Listening – fully comprehending spoken communication
- Manual Dexterity – using senses, hands, and fingers in manipulating objects quickly and efficiently
- Mechanical Insight – comprehending how mechanical, electrical, and structural systems operate and interact
- Project Management – ensuring that projects are on-time, on-budget, and achieve their objectives
- Relationship Building – establishing rapport and maintaining mutually productive relationships
- Safety Focus – showing vigilance and care in identifying and addressing health risks and safety
- Self-Management – showing personal organization, self-discipline, and dependability
- Teamwork – collaborating with others to achieve shared goals

ABILITY TO:

- ~~Prepare sketches and designs of proposed projects.~~
- ~~Understand and work from blueprints.~~
- ~~Understand and carry out oral and written instructions.~~
- ~~Maintain records.~~
- ~~Work independently with minimal supervision.~~
- ~~Work efficiently to meet schedules and time lines.~~
- ~~Observe legal and defensive driving practices.~~
- ~~Establish and maintain cooperative working relationships.~~

- ~~Maintain work pace appropriate to given work load.~~
- ~~Be flexible.~~

WORKING CONDITIONS

ENVIRONMENT:

Indoor, outdoor, and shop environment; driving to conduct work; noise from equipment operation; exposure to adverse weather conditions.

PHYSICAL ABILITIES:

Kneeling; pulling; pushing; carrying and lifting heavy objects; climbing ladders; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; 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; visual and auditory acuity sufficient to maintain safety standards.

HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; exposure to flying debris or nails.

DISTINGUISHING CHARACTERISTICS

Carpenter is distinguished from Skilled Maintenance Worker in that a Carpenter independently performs skilled carpentry work in the construction, alteration, installation, maintenance, and repair of district facilities, whereas a Skilled Maintenance Worker provides assistance and support to a Carpenter in these areas.

CLASSIFICATION ESTABLISHED:

June 1977

REVISED:

October 13, 1982

December 15, 1982

April 17, 1995

Proposed December 11, 2019



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560810
SALARY RANGE: A-35

CARPENTER

BASIC FUNCTION

Under general supervision, performs skilled carpentry work in the construction, alteration, installation, maintenance, and repair of structures and furnishings.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years of professional carpentry experience.

EQUIVALENCY:

Three (3) years of experience as a Skilled Maintenance Worker within the Santa Monica-Malibu Unified School District may substitute for the required experience.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License.

REPRESENTATIVE DUTIES

- Performs finish carpentry by installing, modifying, and repairing features such as, but not limited to, trim, molding, hardware, flooring, and gutters
- Performs rough carpentry by constructing, installing, modifying, and repairing interior features such as, but not limited to, frames and forms, insulation, doors, drywall, and roofing
- Assemble, construct, modify, prepare, install, and secure forms and molds for retaining concrete to build foundations or other structures
- Estimate time, labor, and materials to complete a work order
- Updates and maintains records related to inventory, supplies, equipment, and work orders
- Performs woodwork in accordance with specifications, included but not limited to cutting, milling, woodturning, and staining
- Assemble, install, modify, and repair office furnishings
- Installs window panes
- Cleans and maintains tools, equipment, and work area
- Conduct inspections to evaluate integrity of structures and furnishings and assess needs for repair
- Acts as a lead by guiding, training, and monitoring the work of operational support staff
- Perform 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 Maintenance Supervisor. Provides lead direction to operational support staff. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles, procedures, and techniques of rough carpentry
- Principles, procedures, and techniques of finish carpentry
- Federal, state, and local codes and regulations related to buildings, construction, and safety
- Principles, procedures, and techniques of wood working
- Principles and procedures of record keeping
- Principles and procedures of worksite safety
- Principles and procedures of tool and equipment maintenance

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
- Customer Focus – attending to the needs and expectations of customers
- Environmental exposure Tolerance – Performing under physically demanding conditions
- Listening – fully comprehending spoken communication
- Manual Dexterity – using senses, hands, and fingers in manipulating objects quickly and efficiently
- Mechanical Insight – comprehending how mechanical, electrical, and structural systems operate and interact
- Project Management – ensuring that projects are on-time, on-budget, and achieve their objectives
- Relationship Building – establishing rapport and maintaining mutually productive relationships
- Safety Focus – showing vigilance and care in identifying and addressing health risks and safety
- Self-Management – showing personal organization, self-discipline, and dependability
- Teamwork – collaborating with others to achieve shared goals

WORKING CONDITIONS

ENVIRONMENT:

Indoor, outdoor, and shop environment; driving to conduct work; noise from equipment operation; exposure to adverse weather conditions.

PHYSICAL ABILITIES:

Kneeling; pulling; pushing; carrying and lifting heavy objects; climbing ladders; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; 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; visual and auditory acuity sufficient to maintain safety standards.

HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; exposure to flying debris or nails.

DISTINGUISHING CHARACTERISTICS

Carpenter is distinguished from Skilled Maintenance Worker in that a Carpenter independently performs skilled carpentry work in the construction, alteration, installation, maintenance, and repair of district facilities, whereas a Skilled Maintenance Worker provides assistance and support to a Carpenter in these areas.

CLASSIFICATION ESTABLISHED:

June 1977

REVISED:

October 13, 1982

December 15, 1982

April 17, 1995

Proposed December 11, 2019

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (12/5/2019)

Req Number	Req Title	Department	Position Type	FTE	Req Status
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-022	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	Open
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	18.75	Open
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-204	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	100	Open
19-205	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5	Open
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	50	Open
19-213	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	37.5	Open
20--078	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU HIGH SCHOOL	Vac	45	Open
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	Vac	48.75	Open
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	30	Open
20-015	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	New	100	Open
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	0.19	Open
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	43.75	Open
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	Vac	50	Open
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	New	100	Open
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	37.5	Open
20-039	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	Vac	62.5	Open
20-040	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	New	43.75	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	31.25	Open
20-055	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	75	Open
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	New	43.75	Open
20-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	100	Open
20-066	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	62.5	Open
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	75	Open
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	100	Open
20-075	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	56.25	Open
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	New	0.29	Open
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	87.5	Open
20-081	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	25	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	43.75	Open
20-091	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	100	Open
20-092	INSTRUCTIONAL ASSISTANT-CLASSROOM	SANTA MONICA HIGH SCHOOL	New	43.75	Open
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	40	Open

20-097	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-102	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	62.5	Open
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	75	Open
20-106	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	Vac	100	Open
20-107	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	43.75	Open
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	75	Open
20-109	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	100	Open
20-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.125	Open
20-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	Open
20-111	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	56.25	Open
20-113	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open
20-114	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-115	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-117	BUS DRIVER	TRANSPORTATION	Vac	75	Open
20-118	CARPENTER	M & O (Maintenance & Operations)	New	87.5	Open
20-120	PARAEDUCATOR-1	STUDENT SERVICES	Vac	100	Open
20-121	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75	Open
20-122	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75	Open
20-124	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	62.5	Open
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Open
20-126	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-127	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	Open
20-128	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open
20-129	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	62.5	Open
20-130	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75	Open
20-131	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75	Open
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open
20-133	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75	Open
20-134	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open

Filled Requisitions (12/5/2019)

Req Number	Req Title	Department	Req Status	Date of Accepted Job Offer
19-175	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	11/8/2019 12:00:00 AM
20-070	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Filled	11/8/2019 12:00:00 AM
20-094	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Filled	11/12/2019 12:00:00 AM
20-098	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Filled	11/8/2019 12:00:00 AM
20-100	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Filled	11/26/2019 12:00:00 AM
20-116	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Filled	11/13/2019 12:00:00 AM
20-119	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Filled	11/26/2019 12:00:00 AM

**Classified Personnel – Merit
11/21/19**

NEW HIRES

EFFECTIVE DATE

Rugamas, Sasha Adult Education	Campus Security Officer 3.2 Hrs/10 Mo/Range: 25 Step: A(Revised date from BOE Agenda: 11/7/19)	10/28/19
Simms, LaShann Facility Use	Sports Facility Attendant 2.4 Hrs/12 Mo/Range: 24 Step: A	11/2/19
Turk, Becky Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: C	11/6/19

SUMMER ASSIGNMENTS

EFFECTIVE DATE

Lazo, Noreen Educational Services	Paraeducator-3 Not to exceed: 13 Hrs	8/14/19-8/15/19
McGrath, Kathleen Adams MS	Senior Office Specialist Not to exceed: 24 Hrs	8/12/19-8/14/19

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Anderson, Anardeen Facility Use	Campus Security Officer [overtime; Facility Use events]	8/21/19-6/30/20
Barrientos, Luis Special Ed-Lincoln MS	Paraeducator-1 [additional hours; bus supervision]	8/22/19-6/10/20
Benitez, Jesus Facility Improvement Projects	Facilities Technician [overtime; FIP projects]	7/1/19-6/30/20
Devis, Juanita Superintendent's Office	Bilingual Community Liaison [overtime; interpretation/translation services]	7/1/19-6/30/20
Ihim, Nnaemeka Operations-Lincoln MS	Custodian [overtime; evening school events]	8/30/19-6/10/20
Lyons, Debra Lincoln MS	Health Office Specialist [additional hours; nurse office support]	8/22/19-6/10/20
Medellin, Diana Special Education	Paraeducator-1 [additional hours; bus supervision]	8/30/19-10/29/19
Patterson, Pete Information Services	Technology Support Assistant [overtime; district projects]	8/1/19-6/30/20
Sarvey, Roxanna Special Ed-Adams MS	Paraeducator-1 [additional hours; ELD meeting child care]	8/29/19
Simms, LaShann Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	11/2/19-6/30/20
Simms, LaShann Facility Use	Sports Facility Attendant [overtime; Facility Use events]	11/2/19-6/30/20
Vargas, Cynthia Special Ed-Adams MS	Paraeducator-1 [additional hours; ELD meeting child care]	9/26/19-6/4/20

LEAVE OF ABSENCE (PAID)

Cardoso Ferreira, Joao Muir ES	Physical Activities Specialist CFRA	<u>EFFECTIVE DATE</u> 10/21/19-10/31/19
Esquivel, Sandra Roosevelt ES	Campus Monitor Medical/FMLA/CFRA	10/9/19-11/13/19
Walker, Anthony Human Resources	Benefits Technician Intermittent CFRA	10/11/19-11/18/19

WORKING OUT OF CLASS

Boothby, Devon Purchasing	Buyer From: Administrative Assistant	<u>EFFECTIVE DATE</u> 10/10/19-2/24/20
Nguyen, Kim Purchasing	Senior Buyer From: Senior Administrative Assistant	10/1/19-2/12/20

EXERCISE OF DISPLACEMENT RIGHTS IN LIEU OF LAYOFF

LaBrie, Marilyn Child Development Services	Office Specialist 8 Hrs/12 Mo	<u>EFFECTIVE DATE</u> 11/5/19
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EXERCISE OF EMPLOYMENT RIGHTS IN LIEU OF LAYOFF

Arriaga, Jennifer CDS-ITC-Santa Monica HS	Children's Center Assistant-2 8 Hrs/SY	<u>EFFECTIVE DATE</u> 11/5/19
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ABOLISHMENT

Child Development Services	Children's Center Assistant-2	<u>EFFECTIVE DATE</u> 8/21/19
Child Development Services	Children's Center Assistant-2	8/21/19
Child Development Services	Children's Center Assistant-2	8/21/19
Child Development Services	Children's Center Assistant-2	8/21/19
Special Ed-Rogers ES	Paraeducator-1	8/20/19
Special Ed-Santa Monica HS	Paraeducator-3	8/21/19

**Classified Personnel – Non-Merit
11/21/19**

COACHING ASSISTANT

Best, Michael	Malibu MS/HS	10/30/19-6/10/20
Boland, Elizabeth	Malibu MS/HS	10/29/19-6/10/20
Harrington, Alexis	Santa Monica HS	7/1/19-8/22/19
Kahler, Sean	Santa Monica HS	9/23/19-6/10/20
Saenz, Derek	Malibu MS/HS	10/9/19-6/10/20
Villegas, Humberto	Santa Monica HS	9/13/19-6/12/20
Wickens, Spencer	Malibu MS/HS	10/14/19-6/30/20

TECHNICAL SPECIALIST – LEVEL I

Dardon Muralles, Sheila	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	8/22/19-6/10/20
Garcia, Alexis	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	8/22/19-6/10/20

TECHNICAL SPECIALIST – LEVEL II

Call, Emily	Educational Services [Strings Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Cortez, Raul	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/16/19
Escobar, Felicia	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/16/19
Gerstmar, Morgan	Educational Services [Strings Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Joaquin, Edgar	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/16/19
Leon, Maria	Educational Services [Voice Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Naziemiec, Karolina	Educational Services [Strings Instructor] - Funding: SMEF Foundation – Library Grant	9/3/19-5/29/20

Pinedo, Symone	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/16/19
Reis, Stephen	Educational Services [Strings Instructor] - Funding: SMEF – Dream Winds Gifts– Instrumental Music	9/3/19-5/29/20
Schneider, Amy	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/16/19
Tamayo, Ninoska	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/16/19
Taylor, Lisa	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/16/19
Thomsen, Ashley	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/16/19

TECHNICAL SPECIALIST – LEVEL III

Gonzalez, Juan	Santa Monica HS [Colorguard Instructor-Band] - Funding: Santa Monica Arts Parents Association	8/22/19-6/30/20
Kaddoura, Mariam	Santa Monica HS [Percussion Instructor-Band] - Funding: Santa Monica Arts Parents Association	8/22/19-6/10/20
Kahn, Diana	Santa Monica HS [Vocal Instructor-Choir] - Funding: Santa Monica Arts Parents Association	10/1/19-6/10/20
Lamell, Guido	Santa Monica HS [Violin Instructor-Orchestra] - Funding: Santa Monica Arts Parents Association	8/26/19-6/10/20
Paik, April	Santa Monica HS [Violin Instructor-Orchestra] - Funding: Santa Monica Arts Parents Association	8/26/19-6/10/20
Strand-Polyak, Lindsey	Santa Monica HS [Viola Instructor-Orchestra] - Funding: Santa Monica Arts Parents Association	8/26/19-6/10/20
Tyler, Charlie	Santa Monica HS [Cello Instructor-Orchestra] - Funding: Santa Monica Arts Parents Association	8/26/19-6/10/20

Windt, Neil

Santa Monica HS

10/1/19-6/10/20

[Vocal Instructor-Choir]

- Funding: Santa Monica Arts Parents Association

Wyant, Allison

Santa Monica HS

8/22/19-6/30/20

[Colorguard Instructor-Band]

- Funding: Santa Monica Arts Parents Association

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

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



Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Position & Classification Studies	Commissioner Training	1/8/20

VIII. Next Regular Personnel Commission Meeting:
Wednesday, January 8, 2020, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

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

XI. Adjournment: