



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Annual Report  
2014 - 2015

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MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of each month at 4:00 pm in the District Board Room. Agendas for Commission meetings are posted in the Personnel Commission Office, outside the District's building, sent electronically District-wide, and placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

CLASSIFIED EMPLOYMENT

Website: [www.smmusd.org/jobs](http://www.smmusd.org/jobs)

Office: (310) 450-8338 ext. 70279

Fax: (310) 450-0898

PERSONNEL COMMISSION WEBSITE

For additional information regarding the Personnel Commission please visit our website. Our website contains useful information including meeting schedules, complete agendas, minutes, Merit Rules, classification descriptions, and current job openings.

[http://www.smmusd.org/personnel\\_commission/index.html](http://www.smmusd.org/personnel_commission/index.html)

THANK YOU

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process and is greatly appreciated.

The 2015-2016 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2014 through June 30, 2015.

# PERSONNEL COMMISSION OVERVIEW

As a strategic partner with our District, the Office of Classified Personnel is responsible for developing, implementing, and maintaining services and systems to effectively recruit, select, and retain qualified employees within our school District's classified workforce.

## CORE RESPONSIBILITIES

The Personnel Commission has three (3) core responsibilities as defined in the California Education Code.



1. Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
2. Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
3. Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

1. Establish and maintain a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications to salary ranges using standards that provide equal pay for equal work.
2. Adopt guidelines to analyze jobs and develop valid employment examinations.
3. Adopt rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline, and other rules necessary to carry out classified personnel administration.



## PRIMARY DUTIES

To execute its responsibilities, the Commission performs the following major duties:

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which ensures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

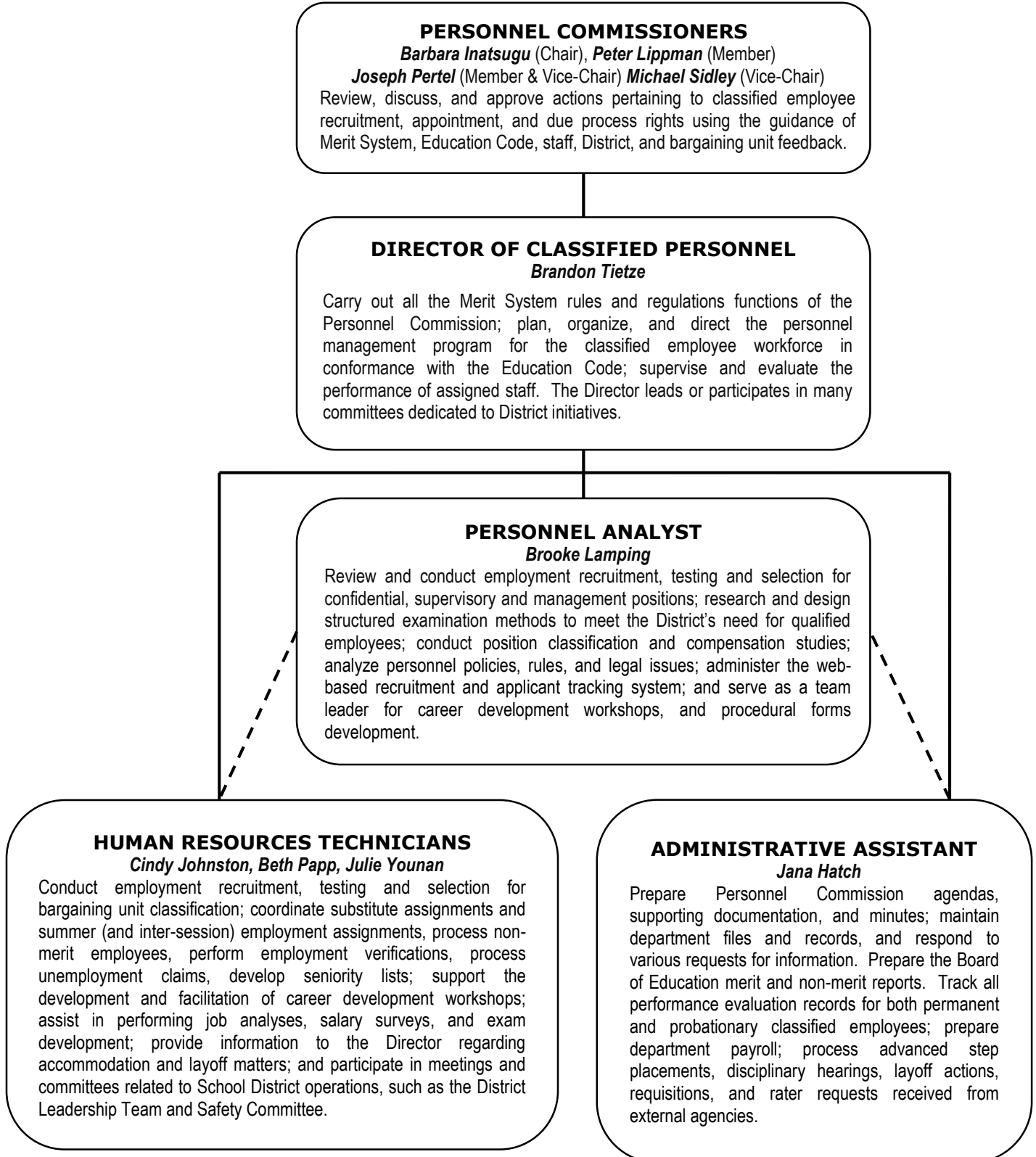
## MERIT SYSTEM PRINCIPLES

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code. The Santa Monica Malibu Unified School District voted in the Merit System in 1938. Today, as in 1936, the Merit System provides personnel selection protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions.



# PC TEAM STRUCTURE

The Office of Classified Personnel is committed to meeting both the goals of the Personnel Commission and the Santa Monica-Malibu Unified School District. The following positions represent the Office of Classified Personnel, with a summation of the essential functions performed as related to the Personnel Commission.





# STATISTICAL SUMMARY

One of the PC's primary initiatives is the ongoing evolution of data capture and analysis. The PC collects information through multiple manual and automated tracking mechanisms.

Recruitment and Examination Activities	
Requisitions	227
Transfer Bulletins	53
Job Interest Cards Submitted	457
Recruitments	106
Applications Received	5184
Eligibility Lists Promulgated	103
Eligibility Lists Extended	5
Number of Eligible Candidates	701
Employment Activities	
Advanced Step Approvals	86
Summer Assignment Requests	358
Summer Assignments	326
Ancillary Activities	
Employment Layoff Meetings	2
Disciplinary Notices	5
Merit Rules Chapter Revisions	1
Rater Requests Received	180
Rater Panel Participation	17
Personnel Commission Agendas	10

Classification Activities	
Classifications Revised	23
Re-classifications	3
New Classifications	4
Salary Reallocations	2
Applicant EEO Summary Data	
Gender	
Female	2822
Male	1975
Unknown/Decline to State	387
Ethnicity*	
White	1321
Hispanic or Latino	1534
Filipino	89
Black or African American	1580
Asian or Pacific Islander	280
American Indian or Alaska Native	82
Unknown/Decline to State	706
*Applicants could select more than one option which inflated the total number of applications	



# SIGNIFICANT COMMISSION ACTIVITIES 2014-2015

- **New Personnel Director**

After two (2) years of dedicated service to the District, Director Tietze accepted a position at another school district. Director Tietze overhauled departmental processes and practices, and implemented many changes that increased the efficiency of services to the District.

- **New Personnel Commissioner**

Commissioner Michael Sidley's term of service ended with his last Personnel Commission meeting on January 22, 2015. Mr. Peter Lippman was appointed to the Personnel Commission on March 10, 2015, and his first Personnel Commission meeting was on April 14, 2015.

- **Commissioner Elections**

The election for Personnel Commission Officers was held on April 14, 2015. Commissioner Inatsugu was re-elected as Chair, and Commissioner Pertel was elected as Vice-Chair.

- **Merit Rule Revisions**

In collaboration with the Advisory Rules Committee, the Personnel Commission revised and adopted the following chapters of the Merit Rules:

- Chapter II: The Personnel Commission  
June 9, 2015

- **Budget Adoption**

The Commission conducted a public hearing and adoption of the 2015-2016 Personnel Commission budget on May 12, 2015.

- **Classified Employee Celebration**

The Personnel Commission hosted the annual Classified Employee Celebration at the District Office on May 12, 2015. District management, SEIU, PTA, and SchoolsFirst Credit Union made generous donations that went towards refreshments, prizes and activities.

## SIGNIFICANT ACTIVITIES



Other than our primary duties related to selection and classification, the Personnel Commission engages in other activities that benefit the classified service and the District, as well as upkeep and maintenance of the department and staffing.

- **2015 SMMUSD Salary Study**

Director Tietze carried out a comprehensive salary study for the Classified Service. Eighty-eight (88) benchmark classifications were compared to thirty-two (32) agencies in our local market. Comparable positions were based on minimum qualifications and duties. Base salary, benefits, and professional growth were factored in.

- **Staff Changes**

Personnel Analyst Brooke Lamping joined the Personnel Commission in August 2014.