



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Annual Report 2016 - 2017

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Joseph Pertel
Julie Waterstone

Clare Caldera
Michael Cool
Jana Hatch
Cindy Johnston
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**OFFICE OF THE PERSONNEL COMMISSION
1651 SIXTEENTH STREET, SECOND FLOOR
SANTA MONICA, CALIFORNIA 90404**

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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
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

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, 2016 through June 30, 2017.

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.

PERSONNEL COMMISSIONERS

Barbara Inatsugu (Chair)

Peter Lippman (Vice-Chair)

Joseph Pertel (Member), *Julie Waterstone* (Member)

Review, discuss, and approve actions pertaining to classified employee recruitment, appointment, and due process rights using the guidance of Merit System, Education Code, staff, District, and bargaining unit feedback.

DIRECTOR OF CLASSIFIED PERSONNEL

Michael Cool

Carry out all the Merit System rules and regulations functions of the Personnel Commission; plan, organize, and direct the personnel management program for the classified employee workforce in conformance with the Education Code; supervise and evaluate the performance of assigned staff. The Director leads or participates in many committees dedicated to District initiatives.

PERSONNEL ANALYST

Clare Caldera, Brooke Lamping

Review and conduct employment recruitment, testing and selection for confidential, supervisory and management positions; research and design structured examination methods to meet the District's need for qualified employees; conduct position classification and compensation studies; analyze personnel policies, rules, and legal issues; administer the web-based recruitment and applicant tracking system; and serve as a team leader for career development workshops, and procedural forms development.

HUMAN RESOURCES TECHNICIANS

Cindy Johnston, Rosalee Merrick, Julie Toma

Conduct employment recruitment, testing and selection for bargaining unit classification; coordinate substitute assignments and summer (and inter-session) employment assignments, process non-merit employees, perform employment verifications, process unemployment claims, develop seniority lists; support the development and facilitation of career development workshops; assist in performing job analyses, salary surveys, and exam development; provide information to the Director regarding accommodation and layoff matters; and participate in meetings and committees related to School District operations, such as the District Leadership Team and Safety Committee.

ADMINISTRATIVE ASSISTANT

Jana Hatch

Prepare Personnel Commission agendas, supporting documentation, and minutes; maintain department files and records, and respond to various requests for information. Prepare the Board of Education merit and non-merit reports. Track all performance evaluation records for both permanent and probationary classified employees; prepare department payroll; process advanced step placements, disciplinary hearings, layoff actions, requisitions, and rater requests received from external agencies.

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	230
Transfer Bulletins	50
Job Interest Cards Submitted	587
Recruitments	75
Applications Received	3655
Eligibility Lists Promulgated	92
Eligibility Lists Extended	3
Number of Eligible Candidates	485
Employment Activities	
Advanced Step Approvals	47
Summer Assignment Requests	664
Summer Assignments	352
Ancillary Activities	
Employment Layoff Meetings	3
Disciplinary Notices	9
Merit Rules Chapter Revisions	2
Rater Requests Received	246
Rater Panel Participation	11
Personnel Commission Agendas	12

Classification Activities	
Classifications Revised	4
Re-classifications	2
New Classifications	2
Applicant EEO Summary Data	
Gender	
Female	2143
Male	1406
Unknown/Decline to State	106
Ethnicity*	
White	817
Hispanic or Latino	1198
Filipino	59
Black or African American	1035
Asian or Pacific Islander	216
American Indian or Alaska Native	40
Multiracial	115
Unknown/Decline to State	336
*Applicants could select more than one option which inflated the total number of applications	



SIGNIFICANT COMMISSION ACTIVITIES 2016-2017

- **New Personnel Analyst**

The recruitment and selection process for Personnel Analyst began in May 2016. Former Personnel Analyst, Brooke Lamping, separated from the District in July 2016 and incoming Analyst, Clare Caldera joined the SMMUSD Personnel Commission on July 26, 2016.

- **New Personnel Commissioner**

Mr. Joseph Pertel served on the Personnel Commission from October 2012 until October 2016. The search for a new Commissioner began in September 2016, and concluded with Ms. Julie Waterstone attending her first official Personnel Commission Meeting in May 2017.

- **Merit Rule Revisions**

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

- Chapter XI: Vacations, Leaves of Absence & Holidays
July 12, 2016
- Chapter XII: Salaries, Overtime Pay, and Benefits
December 13, 2016
- Chapter V: Recruitment and Examinations
March 21, 2017

- **Budget Adoption**

The Commission conducted a public hearing and adoption of the 2017-2018 Personnel Commission budget on May 9, 2017.

- **Classified Employee Celebration**

The Personnel Commission hosted the annual Classified Employee Celebration at the District Office on May 17, 2017. District management, SEIU, PTA, and Schools First Credit Union made generous donations that went towards refreshments, prizes and activities.

- **Malibu Meeting**

The Personnel Commission held its May 9, 2017 regular meeting at the Webster Elementary School Library. We would like to establish a tradition of holding at least one (1) Personnel Commission Meeting in Malibu per year.

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.

