



## **PERSONNEL COMMISSION MEETING AGENDA**

**May 10, 2016**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, May 10, 2016**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

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

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Approval of Agenda for Regular Meeting on May 10, 2016

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

- G.05 Approval of Minutes for Regular Meeting on April 12, 2016

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

- G.06 Report from the Director of Classified Personnel
- G.07 Personnel Commissioner Comments/Reports
- G.08 Communications
- G.09 Public Comments



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**May 10, 2016**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, May 10, 2016**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

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

### **OPEN SESSION**

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

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Approval of Agenda for Regular Meeting on May 10, 2016

G.05 Approval of Minutes for Regular Meeting on March 8, 2016 and April 12, 2016

G.06 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.

- Classified Employees Appreciation Week
- General Comments and Updates
- Advisory Rules Committee Update

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

- G.07 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.08 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.09 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>
Facility Use Manager	4
Human Resources Technician	10
Paraeducator-1	32
Paraeducator-2	2
Paraeducator-3	11

- C.02 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Janet Laird in the classification of Paraeducator-3 at Range: 26 Step: D
- C.03 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Thania Montoya in the classification of Paraeducator-1 at Range: 20 Step: B

- C.04 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Stacy Vela in the classification of Accounting Technician at Range: 29 Step: F

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Public Hearing: Fiscal Year 2016-2017 Proposed Personnel Commission Budget
- A.02 Adoption: Fiscal Year 2016-2017 Proposed Personnel Commission Budget
- A.03 Classification Revision:  
Approval of the revisions to the Custodian classification within the Operations job family.
- A.04 Classification Revision:  
Approval of the revisions to the Lead Custodian classification within the Operations job family.
- A.05 Classification Revision:  
Approval of the revisions to the Personnel Analyst classification within the Personnel Services job family.

**IV. DISCUSSION ITEMS:**

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

- D.01 Assignment of Overtime and Working-Out-of-Class

**V. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.25 (for SMMUSD School Board Agenda)
  - April 14, 2016Classified Personnel – Merit Report – No. A.17
  - May 5, 2016

I.05 Classified Personnel – Non-Merit Report – No. A.26
  - April 14, 2016Classified Personnel – Non-Merit Report – No. A.18
  - May 5, 2016

I.06 Personnel Commission's Twelve-Month Calendar of Events
  - 2015 – 2016

- I.07 Board of Education Meeting Schedule
- 2015 – 2016

**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classified Employees Appreciation Reception		May 2016
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	June 2016

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

Tuesday, June 14, 2016, at 4:00 p.m. – *Webster Elementary School Library*

**VIII. 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.

**IX. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ p.m. pursuant to Government Code Section 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:

**X. ADJOURNMENT:**

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

Submitted by:

\_\_\_\_\_  
Michael Cool  
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)

**March 8, 2016**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, March 8, 2016**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

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

### **OPEN SESSION**

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

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.
- G.02 Roll Call:** Commissioners Pertel and Lippman were present. Commissioner Inatsugu was absent due to a PTA business trip in Sacramento.
- G.03 Pledge of Allegiance:** Ms. Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.
- G.04 Motion to Approve Agenda:** March 8, 2016

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

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.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

**G.05 Motion to Approve Minutes:** February 9, 2016

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

**G.06 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
  - **Director Cool announced that Ms. Beth Papp, Human Resources Technician, accepted a Senior Administrative Assistant position at Malibu High School. He expressed his gratitude to Ms. Papp for her dedicated service and valuable expertise. Ms. Papp will be greatly missed in the Personnel Commission office. Director Cool congratulated Ms. Papp on the promotion wishing her all the best in this new endeavor.**
- Commissioner Reappointment
  - **Commissioner Inatsugu's reappointment was approved by the State Superintendent of Public Instruction on February 10, 2016.**
- Advisory Rules Committee Update
  - **Director Cool informed the Personnel Commission about planned revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays*.**

**G.07 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.

- **Commissioner Lippman reported about attending four (4) sessions at the CSPCA annual conference that took place on February 26, 2016 in Anaheim.**

**G.08 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**
  - **Ms. Cartee-McNeely, Chief Steward, congratulated Ms. Beth Papp on accepting the Senior Administrative Assistant position at Malibu High School.**
  - **Ms. Cartee-McNeely informed the Personnel Commission on progress during negotiations with the District on March 1, 2016. The discussion also included the classification and salary study.**
  - **Ms. Cartee-McNeely informed the Personnel Commission about the collaborative initiatives of the steward council and labor management team in Special Education Department addressing training schedule and better professional support for Paraeducators.**
- **Board of Education Report**
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, provided information about the District's budget for the next school year. At the last Board of Education meeting, Ms. Jan Maez, presented a fiscal report from the State's perspective on the District's status.**
  - **Dr. Kelly updated the Personnel Commission on the unification subcommittee's initiatives and preparations for discussions on Malibu unification within sixty days (60) timeline.**
  - **Dr. Kelly notified the Personnel Commission that on April 7, 2016, the Board of Education will receive a comprehensive report from Dr. Noguera, a renowned sociologist and education leader, on closing the achievement gap in the District.**
  - **Dr. Kelly also informed the Personnel Commission about the District's negotiations with SEIU.**
  - **Dr. Kelly provided information about the Human Resources' school visits for staffing for the next school year.**
  - **Dr. Kelly congratulated to Ms. Papp expressing his appreciation for Malibu High School and confidence that Ms. Papp will be a great addition to the their staff.**

#### **G.09 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

Administrative Assistant	1
Administrative Assistant	9
Children's Center Assistant-1,2,3	5
Lead Vehicle and Equipment Mechanic	1
Senior Administrative Assistant	8
Sports Facility Attendant	6

### C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Jessica Castillo in the classification of Senior Administrative Assistant at Range: 34 Step: C

### C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Catherine Morrison in the classification of Senior Office Specialist at Range: 25 Step: C

### C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Kristell Villacorta in the classification of Accounting Technician at Range: 29 Step: F

### C.05 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Arieus Woodard in the classification of Paraeducator-1 at Range: 20 Step: B

**It was moved and seconded to approve the Consent Calendar – II.C.01 -05 Approval of Classified Personnel Eligibility List(s) and Advanced Step Placements as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

## **REPORT AND DISCUSSION**

- None

### III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Accelerated Hiring Rate:

Authorization to Use the Accelerated Hiring Rate for Lead Vehicle and Equipment Mechanic classification at Range: Step: D – F

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓					
Joseph Pertel	✓						

#### **REPORT AND DISCUSSION**

- None

A.02 Accelerated Hiring Rate:

Authorization to Use the Accelerated Hiring Rate for Vehicle and Equipment Mechanic classification at Range: Step: D – F

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓					
Joseph Pertel	✓						

#### **REPORT AND DISCUSSION**

- None

A.03 Classification Revision:

Approval of the revisions to the Special Education Data Technician classification within the Clerical job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.03 as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

## **REPORT AND DISCUSSION**

- Ms. Cartee-McNeely discussed a training component and level of accountability while serving as a District resource to other data technicians and other staff within the Special Education Local Plan Area (SELPA).
- Ms. Cartee-McNeely requested to re-evaluate the classification specification in order to determine a need for changing the title and/or the salary range in the next six (6) to eight (8) months.
- Director Cool provided a brief history and rationale for these revisions regarding SELPA training.
- Director Cool conducted a salary survey; however, no comparable position including the training component was found in other Districts.
- Director Cool agreed with Ms. Cartee-McNeely that further assessment in this area is needed after the incumbent cooperates with SELPA.

### **A.04 New Classification:**

Approval of the new classification Sports Facility Supervisor within the Facility Use job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.04 as amended. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

## **REPORT AND DISCUSSION**

- Director Cool proposed an edit regarding working conditions/physical demands – ability to lift up to 50 lb., not 15 lb.

### **A.05 Merit Rules:**

Adoption of Second Reading of Changes to Chapter V:  
*Recruitment and Examination*

**It was moved and seconded to approve the Director's recommendations for item III.A.05 as amended. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

## **REPORT AND DISCUSSION**

- Director Cool, in collaboration with the Advisory Rules Committee (ARC), has identified certain sections of Chapter IV that are more appropriately placed in Chapter V. The Advisory Rules Committee was

not planning to review Chapter V in its entirety at this time. However, because certain sections were removed from Chapter IV, unless the language is included in Chapter V, it will be absent from the rules altogether. Therefore, the majority of Chapter V was not reviewed.

**IV. DISCUSSION ITEMS:**

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

- **No Discussion Items**

**V. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.21 (for SMMUSD School Board Agenda)
  - February 18, 2016
- Classified Personnel – Merit Report - No. A.14
  - March 3, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.22
  - February 18, 2016
- Classified Personnel – Non-Merit Report – No. A.15
  - March 3, 2016
- I.06 Personnel Commission's Twelve-Month Calendar of Events
  - 2015 – 2016
- I.07 Board of Education Meeting Schedule
  - 2015 – 2016

**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	April 2016
Preliminary Budget – Fiscal Year 2016-2017	- First Reading	April 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees		May 2016

Appreciation Reception		
---------------------------	--	--

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

Tuesday, April 12, 2016, at 4:00 p.m. - *District Office Board Room*

**VIII. 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.

- **None**

**IX. CLOSED SESSION:**

- **No Closed Session**

**X. 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
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

**TIME ADJOURNED: 4:35 p.m.**

Submitted by:

\_\_\_\_\_  
Michael Cool  
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)

**April 12, 2016**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, April 12, 2016**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

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

### **OPEN SESSION**

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

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:11 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent due to a work engagement.
- G.03 Pledge of Allegiance:** Commissioner Lippman led all in attendance in the Pledge of Allegiance.
- G.04 Motion to Approve Agenda:** April 12, 2016

**It was moved and seconded to approve the agenda with the following amendments. The motion passed.**

- **Agenda item III.A.02 – “Classification Revision - Custodian”**
- **Agenda item IV.D.01 – “Proposed Budget – Personnel Commission Fiscal Year 2016/17”**

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.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Joseph Pertel							✓

**G.05 Motion to Approve Minutes: March 8, 2016**

Of those present, only Commissioner Lippman attended the March 8, 2016 PC Meeting. This item was postponed and moved to the May Personnel Commission meeting.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

**G.06 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
  - Director Cool stated that the new minimum wage in California will increase by fifty (50) cents next year, and then it will gradually rise until it reaches fifteen (15) dollars per hour. These changes will also be implemented by the City of Santa Monica. The District's salary schedules will be adjusted accordingly to reflect the modifications.
  - Director Cool announced that digital time clocks are going to be used in the District. The Personnel Commission, Human Resources, and Fiscal Services will be the departments to participate in the pilot program testing this new technology for attendance. Training is scheduled for next week.
  - Director Cool also informed the Personnel Commission about implementing a digital processing of Position Control forms either using Chalk Schools platform or NEOGOV, which is already utilized for recruitments. Chalk Schools presentation is schedule for next month. Chalk Schools platform is already in practice managing on-line conference and travel reimbursement.  
Commissioner Inatsugu shared her positive experience with electronic processing of travel reimbursement by PTA.
  - Director Cool invited Personnel Commissioners to the Classified Employees Appreciation reception that will be held on Tuesday, May 17, 2016 in the District Board Room.
  - Director Cool updated the Personnel Commission about the Human Resources Technician recruitment. He reached out to personnel analysts at Santa Monica College and Anaheim Union High School District to assess the technical project. Qualification Appraisal Interviews are scheduled for next week. Director Cool expressed his



gratitude to Ms. Lamping for conducting the recruitment efficiently and timely.

- Advisory Rules Committee Update
  - **Director Cool informed the Personnel Commission about planned revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays*. It is a very complex and long chapter that requires extensive discussions.**

**G.07 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.

- **Commissioner Inatsugu expressed gratitude to Commissioner Lippman for chairing the last meeting in her absence.**

**G.08 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
  - **Ms. Cartee-McNeely updated the Personnel Commission on negotiations with the District. Two (2) meetings were scheduled for April 13, 2016 and April 26, 2016 to continue discussions in regards to the salary study and benefits.**
  - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's international convention in Detroit in May 2016. The convention will identify the primary directives for the union for the next four (4) years.**
  - **Ms. Cartee-McNeely notified the Personnel Commissioners about SEIU Local 99's initiative to collect members' signatures in support of voting for extending Proposition 30 that is due to expire next year.**
  - **Ms. Cartee-McNeely commented on Dr. Noguera's presentation on the current state of equity and opportunities to learn in the District. She stated that the presentation brought very meaningful facts and honest observations that bring hope for education of all students and sense of unification in our District.**
- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about Dr. Noguera's report that is available on the District website in its entirety together with the PowerPoint presentation and an executive summary. It is an inspiring presentation including major themes such as coherence, alignment, and student engagement across schools. In terms of equity, ensuring outcomes for student achievement, there is a need for the District to establish common academic expectations.**

- Dr. Kelly updated the Personnel Commission on the unification subcommittee's initiatives and discussions on Malibu unification within sixty days (60) timeline, so that specific recommendations can be made to the Board of Education.
- Dr. Kelly also informed the Personnel Commission about the District's negotiations with SEIU.
- Dr. Kelly recognized Dr. Suzanne Webb, the Director of Human Resources, for her work with several departments regarding supervision and evaluation of classified employees.

#### **G.09 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

Cafeteria Worker I	7
Carpenter	4
Custodian	21
Instructional Assistant - Classroom	10
Office Specialist	11
Paraeducator-1	26
Paraeducator-3	5
Physical Activities Specialist	2
Senior Office Specialist	8
Stock and Delivery Clerk	12

#### **C.02 Advanced Step Placement:**

Approval of the Advanced Step Placement for new employee Curtis Jelks in the classification of Campus Security Officer at Range: 25 Step: D

- C.03 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Katherine Meisel in the classification of Paraeducator-1 at Range: 20 Step: D
- C.04 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Adelma Molina-Carranza in the classification of Laboratory Technician at Range: 26 Step: D
- C.05 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Antonio Rubalcaba in the classification of Facilities Technician at Range: 45 Step: C

**It was moved and seconded to approve the Consent Calendar – II.C.01 -05 Approval of Classified Personnel Eligibility List(s) and Advanced Step Placements as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Joseph Pertel							✓

### **REPORT AND DISCUSSION**

- **Commissioner Lippman voiced his opposition to the policy of advanced step placement (ASP), and stated that he is going to vote in favor of ASP at this meeting only because just two commissioners are present, and he does not want to penalize the employees.**

### **III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Reclassification Study:  
Approval of the reclassification from Sports Facility Coordinator to Sports Facility Supervisor – **Mr. Brian Part**

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Joseph Pertel							✓

### **REPORT AND DISCUSSION**

- **Director Cool stated that the incumbent, Mr. Part, has met the reclassification requirements gradually increasing his duties. After thorough analysis, it was determined that he is performing higher-level**

duties outside the scope of Sports Facility Coordinator, but within the scope of Sports Facility Supervisor.

- **Director Cool clarified what is meant by workload issues and explained the difference between the amount of work allocated to an employee and the nature and complexity of specific duties.**

**A.02 Classification Revision:**

Approval of the revisions to the Custodian classification within the Operations job family.

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Joseph Pertel							✓

**REPORT AND DISCUSSION**

- **Director Cool thanked Ms. Cartee-McNeely for initiating the classification revisions to Custodian and Lead Custodian.**
- **Director Cool provided a brief background and rationale for revising specific tasks performed on the job and clarifying the different types of assignments for crew-based and site-based custodians.**
- **Director Cool also pointed out that a valid Class "C" California Driver license and a good driving record may be required per assignment.**
- **Commissioner Lippman proposed inserting a duty for custodians being responsible for reporting building deterioration.**
- **Director Cool suggested to approve the current version of the classification specification and speak with the management within the Operation Department regarding Commissioner Lippman's proposal.**
- **Commissioner Lippman also recommended a system for overtime rotation.**
- **Director Cool indicated that rules for assigning overtime are negotiated items outlined in the SEIU Bargaining Agreement.**
- **Director Cool suggested to bring contract language to the next regular Personnel Commission meeting in May.**
- **Commissioner Inatsugu requested that approval and revision dates be listed at the end of draft revised classification specifications submitted to the Personnel Commission for approval. That way the Commission will be approving the final document.**

**A.03 Classification Revision:**

Approval of the revisions to the Lead Custodian classification within the Operations job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.03 as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Joseph Pertel							✓

### **REPORT AND DISCUSSION**

- **Director Cool thanked again Ms. Cartee-McNeely for initiating revisions and finding discrepancies and overlap between Custodian and Lead Custodian classification specifications.**
- **Director Cool noted that a requirement to have a valid Class “C” California Driver license and a good driving record has been added.**
- **Director Cool provided an overview of the changes citing SEIU contract language regarding guidance on the authority and roles of lead workers.**
- **Commissioner Lippman proposed inserting a duty for lead custodians being responsible for reporting building deterioration.**
- **Director Cool will bring this proposal to Operations’ management for their consideration.**

#### **A.04 New Classification:**

Approval of the new classification Chief Operations Officer within the Business Services job family.

**It was moved and seconded to approve the Director’s recommendations for item III.A.04 as amended. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Joseph Pertel							✓

### **REPORT AND DISCUSSION**

- **Director Cool stated that the Facility Use Department has continued its reorganization. As a part of that planning, the District has identified specific needs for the Facility Use and also other departments that are impacted by the reorganization. A new job description has been requested to meet these needs overseeing and guiding multiple departments.**
- **Director Cool explained the process of establishing a new classification as the Board of Education approves specific duties that are being further developed and analyzed by the Personnel Commission. If it is determined that these duties fit appropriately within an existing classification, the duties are classified, and the job description is finalized. If the requested duties do not line up with a current classification, a new classification specification is created. In this case, the job description is being presented to the Personnel Commission first. The Board of Education is aware of the situation, but they have not approved it yet. This classification specification has the full support of the Executive Cabinet.**

- Commissioner Inatsugu inquired about whether there is a need for the Personnel Commission to formally abolish a related classification, Executive Director of Facilities, Maintenance and Operations.
- Director Cool noted that there are several classifications that are not currently filled, and they are not archived. In addition, the classification cannot be abolished at this time because a temporary employee serves in that capacity.

#### **IV. DISCUSSION ITEMS:**

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

D.01 Proposed Budget – Personnel Commission Fiscal Year 2016/17 - First Reading

#### **REPORT AND DISCUSSION**

- Director Cool presented the proposed budget for fiscal year 2016-2017.
- Director Cool provided a brief background to developing the budget proposal. He met with Ms. Jan Maez, Assistant Superintendent of Business and Fiscal Services, and Ms. Pat Ho, Director of Fiscal Services, who assisted with the budget process. They have already incorporated salary and benefits increase for next year.
- Director Cool addressed the operating budget that will not significantly differ from the current budget. He informed the Personnel Commission about his intent to increase the account 5802 for consultants and the account 2430 clerical hourly for overtime during summer recruitments.
- Commissioner Lippman inquired about the kind of consultants the Personnel Commission may potentially hire.
- Director Cool stated that there is a possibility of obtaining a project management software specifically designed for classification and test selection; hence, a consultant would be needed for implementation and customizing for the District's needs.
- Commissioner Lippman inquired about the decrease in the director's salary in the last fiscal year and the increase in the human resources technicians category in the next fiscal year.
- Director Cool explained that the decrease in the director's salary was caused by the department operating without a permanent director for a few months, and the Personnel Analyst worked out of class. Regarding the human resources technicians category, the budget was calculated before one of the technicians promoted. A new employee in the position will earn less money due to lack of seniority.
- Commissioner Lippman also inquired about the allocation for conferences.
- Director Cool stated that he would like to focus on staff professional development next fiscal year.
- Commissioner Lippman noted that there was no expense for advertising this year.

- **Director Cool explained that the expenditure in this account depends on the difficulty of recruitment and the kind of periodicals the advertisement takes place in.**
- **Commissioner Lippman asked about zero expense in Postage and Postage Meters in the past two (2) years.**
- **Ms. Jana Hatch, Administrative Assistant, explained that the account is used only for special posting apart from the regular District mailing.**

**V. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.15 (for SMMUSD School Board Agenda)

- March 17, 2016

- I.05 Classified Personnel – Non-Merit Report – No. A.16

- March 17, 2016

- I.06 Personnel Commission's Twelve-Month Calendar of Events

- 2015 – 2016

**Classified Employees Appreciation reception is scheduled on May 17, 2016, and it was added to the calendar.**

**The June 14, 2016 Regular Personnel Commission meeting will take place at Webster Elementary School in Malibu. It was added to the calendar.**

- I.07 Board of Education Meeting Schedule

- 2015 – 2016

**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	May 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees Appreciation Reception		May 2016

**VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
Tuesday, May 10, 2016, at 4:00 p.m. - *District Office Board Room*

**VIII. 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.

- **None**

**IX. CLOSED SESSION:**

- **No Closed Session**

**X. 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
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Joseph Pertel							✓

**TIME ADJOURNED: 5:09 p.m.**

Submitted by:

\_\_\_\_\_  
Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

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



---

---

## II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, May 10, 2016

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

SUBJECT: Advanced Step Placement – Janet Laird

#### **BACKGROUND INFORMATION:**

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

#### **DIRECTOR'S COMMENTS:**

Ms. Laird's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$15.54/hour, while Step D is \$17.98/hour. The net difference in pay is an approximate increase of \$2.44 per hour, \$317.73 per month, or \$2,773.33 per year.

#### **DIRECTOR'S RECOMMENDATION:**

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

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, April 12, 2016

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

SUBJECT: Advanced Step Placement – Thania Montoya

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator 1	<b>Employee:</b> Thania Montoya	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following:</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree; OR</li> <li>• Have at least one (1) year experience working with individuals with special needs; OR</li> <li>• Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness</li> </ul>	<ul style="list-style-type: none"> <li>• Thania has a Bachelor's degree in Business Management.</li> </ul>	<b>1</b> level of education above the required level = <span style="border: 1px solid black;">1 Step Advance</span>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Meets experience standards.</li> </ul>	<b>0</b> (2-year periods) of experience above the required level = <span style="border: 1px solid black;">0 Step Advance</span>
<b><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Steps = <b><u>STEP B</u></b></b>		

#### **DIRECTOR'S COMMENTS:**

Ms. Montoya's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$13.42/hour, while Step B is \$14.10/hour. The net difference in pay is an approximate increase of \$0.68 per hour, \$88.05 per month, or \$528.29 per year.

#### **DIRECTOR'S RECOMMENDATION:**

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

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, May 10, 2016

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

SUBJECT: Advanced Step Placement – Stacy Vela

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Accounting Technician	<b>Employee:</b> Stacy Vela	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Educational attainment equivalent to a high school diploma or its recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Stacy has an Associate's Degree in Accounting and an Accounting Certification</li> </ul>	<b>1</b> level of education above the required level <div style="border: 1px solid black; padding: 2px;">=1 Step Advance</div>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Three (3) years of clerical accounting experience. (One year of experience MUST be in a paid capacity)</li> </ul>	<ul style="list-style-type: none"> <li>Stacy has over nine (9) years of clerical accounting experience.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level <div style="border: 1px solid black; padding: 2px;">=2 Step Advance</div> (Max. allowed)
<b>Total Advanced Steps: Starting Step: D (Accelerated Hire) + 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP F</b>		

**DIRECTOR'S COMMENTS:**

Ms. Vela's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-29 at Step D is \$19.35/hour, while Step F is \$21.33/hour. The net difference in pay is an approximate increase of \$1.98 per hour, \$343.72 per month, or \$4,124.64 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Stacy Vela at Range A-29, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

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

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

### 16.3 Step Advancement

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

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

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

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

### 16.4 Advanced Step Placement:

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

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

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

### 16.5 Salary on Promotion

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

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

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

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

---

### **III. Action Items:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, May 10, 2016**

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

SUBJECT: Public Hearing – Fiscal Year 2016-2017 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2016-2017 Personnel Commission Budget
- Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)

#### **BACKGROUND INFORMATION:**

The Personnel Commission (PC) is required by California Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget before May 30<sup>th</sup> each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. Per the Education Code, the Personnel Commission shall consider the input of interested parties who wish to address the Personnel Commission on its budget. This budget includes the Personnel Commissioners' review and input from a previous regular public meeting held on April 12, 2016, together with the Director's recommendations. The proposed budget reflects a continuing trend towards sufficient operational funding and technological progression.

#### **DIRECTOR'S RECOMMENDATIONS:**

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed budget for fiscal year 2016-2017, in accordance with Education Code Section §45253.

#### **OPEN THE PUBLIC HEARING**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

#### **CLOSE THE PUBLIC HEARING**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							



LOS ANGELES COUNTY OFFICE OF EDUCATION  
Division of Business Advisory Services

**ANNUAL BUDGET OF PERSONNEL COMMISSION  
PROCEDURES AND INSTRUCTIONS, FISCAL YEAR 2016-17**

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts for the purposes of Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administrative representatives to attend and present their views. The Personnel Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget.
4. The Personnel Commission shall then forward its budget to the County Superintendent for action, **along with the "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2016-17 Personnel Commission Budget."**
5. If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the district. A Governing Board request that the County Superintendent reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the district, and shall be included by the Governing Board in the regular budget of the district.
8. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of the preceding year (2015-16), and the items of expenditure shall be determined by the Personnel Commission.
9. If with the concurrence of the Personnel Commission the budget is amended, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

**LOS ANGELES COUNTY OFFICE OF EDUCATION**  
Division of Business Advisory Services

**NOTIFICATION OF DISTRICT INTENT  
TO CONCUR WITH OR REJECT  
THE PROPOSED FISCAL YEAR 2016-17 PERSONNEL COMMISSION BUDGET**

- \_\_\_\_\_ The Governing Board concurs with the proposed fiscal year 2016-17 Personnel Commission Budget.
- \_\_\_\_\_ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent, on behalf of the district Governing Board, will be submitting a formal written request that the Los Angeles County Superintendent of Schools reject the budget.**
- \_\_\_\_\_ The Governing Board neither concurs with nor intends to request that the County Superintendent rejects the Personnel Commission's budget.

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Name

\_\_\_\_\_  
Signature  
District Superintendent/President

**NOTE:** This "Notice of District Intent" **must** be attached to the proposed Personnel Commission Budget when it is submitted to the Los Angeles County Office of Education.



**Annual Budget of Personnel Commission**  
**Fiscal Year 2016 - 2017**  
**(Education Code Section 45253 [K-12 Districts] or 88073 [CC Districts])**

Santa Monica-Malibu Unified School District, Los Angeles County, California.

**Notice of Public Hearing by the Personnel Commission**

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

SMMUSD Board Room, 1651 16th Street, Santa Monica, CA 90404  
(Please)

on May 10, 2016 at 4:00 o'clock P. M.

You are invited to attend and present your views.

Signed \_\_\_\_\_  
Chairman or Director of Personnel Commission

**Adopted Annual Budget of Personnel Commission**

To: Los Angeles County  
Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 10, 2016

Signed \_\_\_\_\_  
Chairman or Director of Personnel Commission

**Approval Annual Budget of Personnel Commission**

To the Governing Board and Personnel Commission:

This report has been examined and approved by

**Los Angeles County Office of Education**

By \_\_\_\_\_, Deputy

Date \_\_\_\_\_, 20\_\_\_\_

# Annual Financial and Budget Report

Fiscal Year 2016 - 2017

Expenditure by Object	Column I 2014 - 2015 Actual ( dollars only )	Column II 2015 - 2016 Actual or Estimated ( dollars only )	Column III 2016 - 2017 Budget ( dollars only )
<b>2000 Classified Salaries <sup>1</sup></b>			
Commission Members <sup>2</sup>	\$ 1,400.00	\$ 1,800.00	\$ 1,800.00
Director	137,203.00	121,260.00	124,459.00
Secretaries, Clerks	266,792.00	281,084.00	310,640.00
Other	0.00	0.00	0.00
<b>3000 Employee Benefits</b>	159,037.00	164,318.00	185,505.00
<b>Subtotal</b>	564,432.00	568,462.00	622,404.00
<b>4000 Supplies and Equipment Replacement</b>	11,176.00	10,000.00	10,000.00
<b>5000 Operating Expenses</b>	12,156.00	18,300.00	20,300.00
<b>6000 Equipment</b>	0.00	0.00	0.00
<b>Subtotal</b>	23,332.00	28,300.00	30,300.00
<b>Appropriation for Contingencies <sup>3</sup></b>	0.00	0.00	0.00
<b>Total Expenditures</b>	\$ 587,764.00	\$ 596,762.00	\$ 652,704.00

<sup>1</sup> Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

<sup>2</sup> Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (E.C. Section 45250)

<sup>3</sup> Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, May 10, 2016**

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

SUBJECT: Adoption – Fiscal Year 2016-2017 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2016-2017

#### **BACKGROUND INFORMATION:**

Through collaboration between the Director of Classified Personnel, the Chief Financial Officer and, Director of Fiscal Services, the District has tentatively agreed to provide funding to cover routine salary and benefit increases along with needed increases in funding for supplies and operating expenses.

The proposed budget is anticipated to provide what is needed to continue the pursuit of a model personnel department based on both innovation and fairness.

#### **THE BUDGET APPROVAL PROCESS**

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the *“Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2015-2016 Personnel Commission Budget.”* If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget, so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the current fiscal year of 2015-2016, and the terms of expenditure shall be determined by the Personnel Commission.

#### **DIRECTOR’S RECOMMENDATIONS**

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for the fiscal year 2016-2017.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

## 2016-2017 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2014-2015	2015-2016		2016-2017	Change from 15-16 Proposed \$+/-
		Actual (dollars only)	Proposed (dollars only)	Expected (dollars only)	Proposed (dollars only)	
<b>2000</b>	<b>Classified Salaries</b>	<b>405,395</b>	<b>405,644</b>	<b>337,800</b>	<b>436,899</b>	<b>31,255</b>
2300	Director	137,203	121,260	82,000	124,459	3,199
2317	Supervisors (Analyst)	55,995	69,464	42,000	80,180	10,716
2319	Commission Members (3)	1,400	1,800	1,400	1,800	0
2410	HR Technicians/Admin. Assistant	209,601	211,620	210,000	227,960	16,340
2430	Clerical Hourly	1,196	1,500	2,400	2,500	1,000
<b>3000</b>	<b>Employee Benefits</b>	<b>159,037</b>	<b>164,318</b>	<b>153,100</b>	<b>185,505</b>	<b>21,187</b>
3212	Public Employee Retirement System	45,030	53,282	45,000	56,846	3,564
3312	Social Security	25,280	27,500	26,000	27,007	-493
3332	Medicare	5,915	6,000	5,900	6,316	316
3412	Health/Welfare	65,383	59,286	59,000	73,120	13,834
3512	Unemployment Insurance	204	250	200	218	-32
3612	Workers Compensation	12,162	13,000	12,000	16,553	3,553
3712	Other Post-Employment Benefits	5,063	5,000	5,000	5,445	445
3812	PERS Reduction	0	0	0	0	0
<b>4000</b>	<b>Supplies and Equipment</b>	<b>11,176</b>	<b>10,000</b>	<b>9,000</b>	<b>10,000</b>	<b>0</b>
4310	General Supplies and Materials	3,779	5,000	5,000	5,000	0
4400	Non-Capitalized Equipment	7,397	5,000	4,000	5,000	0
<b>5000</b>	<b>Operating Expenses</b>	<b>12,156</b>	<b>18,300</b>	<b>13,350</b>	<b>20,300</b>	<b>2,000</b>
5210	Mileage Reimbursement	154	200	150	200	0
5220	Conference/Travel Expense	825	2,000	800	2,000	0
5300	Dues and Memberships	40	900	850	900	0
5640	Repair by Vendor	0	200	0	200	0
5650	Maintenance Agreement	342	350	350	350	0
5710	Direct Cost Transfer-Intrafund	1,375	1,500	1,200	1,500	0
5802	Independent Contractors/Consultant	0	0	0	2,000	2,000
5810	Advertising	110	2,000	0	2,000	0
5890	Other Operating Expenses	9,310	11,000	10,000	11,000	0
5910	Postage and Postage Meters	0	150	0	150	0
<b>6000</b>	<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2000-3000 Subtotal</b>		<b>564,432</b>	<b>569,962</b>	<b>490,900</b>	<b>622,404</b>	<b>52,442</b>
<b>4000-6000 Subtotal</b>		<b>23,332</b>	<b>28,300</b>	<b>22,350</b>	<b>30,300</b>	<b>2,000</b>
<b>TOTAL</b>		<b>587,764</b>	<b>598,262</b>	<b>513,250</b>	<b>652,704</b>	<b>54,442</b>



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, May 10, 2016**

#### **AGENDA ITEM NO:III.A.03**

SUBJECT: Classification Specification Revision – Custodian

#### **BACKGROUND INFORMATION:**

Revisions to the Custodian job description were approved at the April 12, 2016 Personnel Commission Meeting. During the Commission Meeting, a minor revision was suggested by Commissioner Lippman. After the meeting, the new acting Executive Director of Facilities, Maintenance, and Operations also suggested a minor revision.

#### **METHODOLOGY:**

In carrying out this study, staff conducted the following activities:

- Corresponded with various stakeholders, including the Chief Steward and Acting Executive Director, to ensure the proposed revisions were necessary and appropriate.

#### **DISCUSSION:**

Based on discussions with various stakeholders, the Personnel Commission's findings are as follows:

- The Custodian job description should be updated to more accurately reflect the expectations of this classification.

#### **DIRECTOR'S RECOMMENDATIONS:**

It is recommended that the Personnel Commission approve the revisions to the Custodian classification specification as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

PERSONNEL COMMISSION KEY STATS	
<b>JOB TITLE</b>	Custodian
<b>JOB FAMILY</b>	Facility Services
<b>JOB SUB-FAMILY</b>	Operations
<b>SUPERVISOR TITLE</b>	Plant Supervisor
<b>SALARY RANGE</b>	A22

## CUSTODIAN

### BASIC FUNCTION:

Under general supervision, perform a variety of custodial activities on an assigned shift; clean and maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner.

### ASSIGNMENT TYPES

- Custodians assigned to a crew work together as a team to accomplish work objectives, rotating among District sites. Crew-based Custodians typically perform a more narrow range of duties, such as wiping high contact surfaces and dust control, that supplement the regular tasks and duties performed by site-based Custodians. Crew-based Custodians receive technical and functional work direction from the Lead Custodian, but may also collaborate and receive basic guidance from the site-based Custodians who have greater familiarity with the site. Crew-based Custodians are required to perform the full range of custodial duties when needed.
- Custodians assigned to a specific school facility, group of buildings or office space perform a full range of custodial duties. Site-based Custodians may be required to provide guidance and act as a resource to custodial crews with less familiarity with the site. Site-based Custodians are required to collaborate and work alongside custodial crews when needed.

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

### REPRESENTATIVE DUTIES:

Task Statement	Code
Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; pick up trash; scrub and refinish floors; change light bulbs as required	C-1
Dust and polish furniture and woodwork; clean and polish desks	C-2
Empty and clean waste receptacles and pencil sharpeners; pick up trash containers and empty into large bins	C-3
Inspect for vandalism and illegal entry; report <a href="#">necessary repairs, building deterioration, and other</a> hazardous or unusual conditions to Supervisor and/or Site Administrator	C-4
Respond to problems and issues of concern related to classroom conditions	C-5
Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures	C-6



Task Statement	Code
Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms and classrooms for special events and meetings	C7
Turn lights on and off; unlock and lock doors and gates; raise and lower flags	C-8
Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned	C-9
Participate as part of a cleaning crew, as directed, for major cleaning assignments	C-10
Perform outdoor cleaning to entire campus, such as sweeping, vacuuming, and picking up trash	C-11
Perform other related duties as assigned	GEN-1

### SUPERVISION MATRIX:

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Manager of Buildings and Grounds Operations, Plant Supervisor
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Site Administrator, Manager of Buildings and Grounds Operations, Plant Supervisor, Lead Custodian
Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Site Administrator, Manager of Buildings and Grounds Operations, Plant Supervisor
Given to:	None

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Basic cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- Safe working methods and procedures

#### ABILITY TO:

- Efficiently and effectively use cleaning materials, supplies, and equipment.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with others.
- Perform simple and repetitive tasks.
- Be flexible.

## MINIMUM QUALIFICATIONS

---

### *EXPERIENCE:*

Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.

## PREFERRED QUALIFICATIONS

---

### *EDUCATION:*

Graduation from high school or equivalent evidence of proficiency at the high school level.

### *LICENSE AND OTHER REQUIREMENTS:*

Per assignment, a valid Class "C" California Driver license and a good driving record sufficient to be insurable by the District's carrier may be required.

## WORKING CONDITIONS:

---

### *ENVIRONMENT:*

Indoor and outdoor environment; regular exposure to fumes, dust and odors; exposure to adverse weather conditions.

### *PHYSICAL DEMANDS:*

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs and ramps; climb 12-foot ladders; visual and auditory acuity sufficient to maintain safety standards; walking or standing for extended periods of time; kneeling or crouching; dexterity of hand and fingers to safely and efficiently operate equipment; bending at the waist; reaching overhead and horizontally; hearing and speaking sufficient for the exchange of information.

### *HAZARDS:*

Contact with cleaning agents and chemicals.

**CLASSIFICATION APPROVED**  
**PERSONNEL COMMISSION:**

Revised: May, 1995 (Ewing & Company)

Revised: April 12, 2016

Revised: May 10, 2016



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, May 10, 2016**

#### **AGENDA ITEM NO:III.A.04**

SUBJECT: Classification Specification Revision – Lead Custodian

#### **BACKGROUND INFORMATION:**

Revisions to the Lead Custodian job description were approved at the April 12, 2016 Personnel Commission Meeting. During the Commission Meeting, a minor revision was suggested by Commissioner Lippman. After the meeting, the new acting Executive Director of Facilities, Maintenance, and Operations also suggested a minor revision.

#### **METHODOLOGY:**

In carrying out this study, staff conducted the following activities:

- Corresponded with various stakeholders, including the Chief Steward and Acting Executive Director, to ensure the proposed revisions were necessary and appropriate.

#### **DISCUSSION:**

Based on discussions with various stakeholders, the Personnel Commission's findings are as follows:

- The Lead Custodian job description should be updated to more accurately reflect the expectations of this classification.

#### **DIRECTOR'S RECOMMENDATIONS:**

It is recommended that the Personnel Commission approve the revisions to the Lead Custodian classification specification as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

PERSONNEL COMMISSION KEY STATS	
<b>JOB TITLE</b>	Lead Custodian
<b>JOB FAMILY</b>	Facility Services
<b>JOB SUB-FAMILY</b>	Operations
<b>SUPERVISOR TITLE</b>	Plant Supervisor
<b>SALARY RANGE</b>	A25

## LEAD CUSTODIAN

### BASIC FUNCTION:

Under general supervision, organize, lead and participate in the custodial operations at an assigned school site or sites; assign and provide technical and functional work direction to assigned personnel; perform a variety of responsible custodial activities on an assigned shift; and clean and maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner..

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

### REPRESENTATIVE DUTIES:

Task Statement	Code
Organize and lead custodial operations at an assigned school site or sites; ensure the assigned school facility, group of buildings or office spaces are maintained in a clean, orderly, and secure manner; receive work orders and special assignments; prioritize, assign and participate in custodial activities and set-up for special events and meetings; drive District vehicle between sites as required	LC-1
Provide technical and functional training and work direction to assigned custodial staff; communicate with site staff assignments and directions from supervisor; and inspect areas to ensure they are cleaned in accordance with established health and safety guidelines for the District.	LC-2
Requisition, order, and maintain appropriate inventory of custodial supplies, materials, and equipment; oversee the delivery of supplies and materials at the school site	LC-3
Organize, lead and participate as part of a cleaning crew, as directed, for major cleaning assignments	LC-4
Provide information to the supervisor to be used in evaluation or discipline of workers the position is assigned to lead	LC-5
Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; pick up trash; scrub and refinish floors; change light bulbs as required	C-1
Dust and polish furniture and woodwork; clean and polish desks	C-2
Empty and clean waste receptacles and pencil sharpeners; pick up trash containers and empty into large bins	C-3
Inspect for vandalism and illegal entry; report <u>necessary repairs, building deterioration and other</u> hazardous or unusual conditions to Supervisor and/or the Site Administrator.	C-4

Task Statement	Code
Respond to problems and issues of concern related to classroom conditions	C-5
Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures	C-6
Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms and classrooms for special events and meetings	C-7
Turn lights on and off; unlock and lock doors and gates; raise and lower flags	C-8
Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned	C-9
Perform outdoor cleaning to entire campus, such as sweeping, vacuuming, and picking up trash	C-11
Perform other related duties as assigned	GEN-1

### SUPERVISION MATRIX:

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Manager of Buildings and Grounds Operations or Plant Supervisor
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Manager of Buildings and Grounds Operations, Plant Supervisor, Site Administrator
Given to:	Assigned Custodians
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Manager of Buildings and Grounds Operations, or Plant Supervisor
Given to:	None

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Custodial Operations of a public school site.
- Principles of training and providing work guidance direction.
- Technical and functional requirements of maintaining school buildings in a safe, clean, and orderly condition
- Cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- Basic inventory methods and practices
- Safe working methods and procedures

#### ABILITY TO:

- Efficiently and effectively use cleaning materials, supplies, and equipment
- Assign and review the work of others for the purpose of technical and functional training and direction of work
- Learn, apply, and explain policies, procedures, rules, and regulations

- Meet schedules and time lines
- Establish and maintain cooperative working relationships
- Understand and carry out oral and written directions
- Perform simple and repetitive tasks
- Operate District vehicles safely
- Be flexible

## **MINIMUM QUALIFICATIONS**

---

### ***EDUCATION & EXPERIENCE:***

Two (2) years custodial experience.

### ***LICENSE AND OTHER REQUIREMENTS:***

Must have and maintain a valid Class "C" California Driver's license and a good driving record sufficient to be insurable by the District's carrier.

## **WORKING CONDITIONS:**

---

### ***ENVIRONMENT:***

Indoor and outdoor environment; regular exposure to fumes, dust and odors; adverse weather conditions.

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

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs and ramps; climb 12-foot ladders; visual and auditory acuity sufficient to maintain safety standards; dexterity of hand and fingers to safely and efficiently operate equipment; kneeling or crouching; bending at the waist; reaching overhead and horizontally; hearing and speaking sufficient for the exchange of information.

### ***HAZARDS:***

Contact with cleaning agents and chemicals.

**CLASSIFICATION APPROVED**  
**PERSONNEL COMMISSION:**

Revised: October, 2000

Revised: April 12, 2016

Revised: May 10, 2016



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, May 10, 2016**

#### **AGENDA ITEM NO:III.A.05**

SUBJECT: Classification Specification Revision – Personnel Analyst

#### **BACKGROUND INFORMATION:**

In anticipation of an upcoming recruitment, the Director of Personnel is requesting to change the minimum qualifications for the classification of Personnel Analyst. The minimum qualifications currently require a bachelor's degree in a related field, and three years of personnel experience including one year in examination development. The Director would like to allow a master's degree in a related field to substitute for the experience requirement.

#### **DISCUSSION:**

By serving on interview panels at various school districts and municipalities, the Director has observed difficulty in filling Personnel Analyst vacancies in the surrounding region. By allowing a master's degree to substitute for the experience requirement, the Personnel Commission can at least consider applicants who have little or no experience, yet have the underlying technical skills that are needed for this position.

#### **DIRECTOR'S RECOMMENDATIONS:**

It is recommended that the Personnel Commission approve the revisions to the Personnel Analyst classification specification as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Personnel Services
<b>JOB TITLE</b>	Personnel Analyst
<b>SALARY RANGE</b>	M46

## PERSONNEL ANALYST

### BASIC FUNCTION:

Under the direction of the Director of Classified Personnel, performs professional level, technical personnel work related to examination development; position classification; compensation; selection; analysis of personnel policies, rules and legal issues; and special projects.

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

### REPRESENTATIVE DUTIES:

Task Statement	Code
Plans and prepares examination content and procedures; devises and develops methods of testing required knowledge, skills and abilities and prepares test standard; obtains, constructs, analyzes and edits examination materials and confers with subject matter experts in the development and evaluation of examinations; recommends weights of test parts and analyzes their effect.	PA-1
Plans, supervises and participates in the administration and rating of performance and work sample tests, interviews and other selection methods, including obtaining and briefing raters regarding test standards and procedures.	PA-2
Scores examination results; establishes pass points; performs item analysis; establishes eligibility list and prepares related correspondence and reports.	PA-3
Provides information regarding Merit System rules and regulations, classification and compensation plan and studies labor agreements and personnel related sections of the Education Code and Board of Education policies and procedures.	PA-4
Develops recruitment sources and campaigns; composes and prepares job bulletins and other announcements and causes their distribution; composes and places recruitment advertisements in appropriate media.	PA-5
Conducts job analyses to determine knowledge, skills and abilities to be measured in content valid selection examinations.	PA-6
Participates in examination review procedures and analyzes and recommends responses to examination protests.	PA-7
Conducts and participates in position classification studies and recommends salary allocations; develops and revises class descriptions and prepares recommendations for the establishment of new classifications and the reclassification of positions and classes.	PA-8



Task Statement	Code
Conducts or participates in surveys of wages, salaries, fringe benefits, differentials, class titles and minimum qualifications required; evaluates comparability of duties, level of responsibilities and conditions of work performed for public and private employers; recommends wages or salaries for classes and group of classes.	PA-9
Plans and conducts statistical and special studies and makes recommendations based on results of such studies in the areas of compensation, position, classification and personnel policies and procedures.	PA-10
Performs other duties as assigned.	GEN-1

## SUPERVISION MATRIX:

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Classified Personnel
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Classified Personnel
Given to:	Assigned Personnel Commission staff
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervisory expectations</i>
Collaborators:	Director of Classified Personnel
Given to:	None

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

- Effective customer service techniques.
- Principles and practices of public personnel administration.
- State and Federal Laws, regulations and guidelines related to employment discrimination.
- Merit principles of public personnel administration based upon selection and retention of the best-qualified individual.
- Personnel Commission Rules and Board of Education policies.
- Appropriate, current methods of examination design, development and validation.
- Test strategies and statistics used in test and item analysis and validation.
- Recruitment, selection and employment principles and practices.
- Methods utilized in the development and administration of position classification and compensation plans.
- Methodology and techniques of job analysis and research.
- Report preparation and presentation methods and techniques.
- Effective oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Computer hardware and software.

### ABILITY TO:

- Efficiently organize working time and procedures under pressure of multiple assignments and deadlines.
- Effectively analyze and resolve problems in examination development, employee selection, classification and compensation
- Work independently with minimal direction.

- Maintain confidentiality and security of sensitive information.
- Accurately compile, tabulate and calculate data.
- Perform mathematical calculations with speed and accuracy.
- Effectively prepare surveys, questionnaires and other data gathering instruments.
- Express technical concepts clearly, concisely and persuasively both orally and in writing.
- Learn computer software.
- Stay abreast of developments in examination development, classification and compensation.
- Establish and maintain cooperative working relationship with administrators, coworkers, other employees, job applicants and the public.

## MINIMUM QUALIFICATIONS

---

Any combination of:

### *EDUCATION:*

Graduation from an accredited college or university with a bachelor's degree in Industrial/Organizational Psychology, Public Administration, or Personnel Administration.

### *EXPERIENCE:*

Three (3) years of technical personnel experience, including at least one (1) year in examination development, preferably in a public agency, merit or civil service system.

*A Master's degree in Human Resources, Industrial/Organizational Psychology, Business Administration, or other closely related field that includes coursework in test construction and job analysis may substitute for the experience requirement.*

### *LICENSES AND OTHER REQUIREMENTS:*

A valid California Class C driver's license and the availability of private transportation or the ability to provide transportation between jobs sites is required.

## WORKING CONDITIONS:

---

### *ENVIRONMENT:*

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

### *PHYSICAL DEMANDS:*

Hearing and speaking to exchange information (in person or by telephone) and make presentations; sitting for extended periods of time; seeing to read a variety of documents and view a computer monitor; dexterity of hands and fingers to operate a computer keyboard; occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information; occasionally lifts and carries reports and records that typically weigh up to ten (10) pounds.

### **DUTIES APPROVED**

### **CLASSIFICATION APPROVED**

### **BOARD OF EDUCATION:**

### **PERSONNEL COMMISSION:**

No date

Approved June 25, 1981  
 Revised June 08, 1983  
 Revised April 04, 1994  
 Revised August 16, 2005  
 Revised June 12, 2012  
 Revised April 14, 2015  
Revised May 10, 2016

---

#### **IV. Discussion Items:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, May 10, 2016**

#### **AGENDA ITEM NO:IV.D.01**

**SUBJECT:** Assignment of Overtime and Working-Out-Of-Class

#### **BACKGROUND INFORMATION:**

The purpose of this discussion is to clarify the procedures for assigning overtime and working-out-of-class assignments.

#### **Merit Rule 12.3.3.A – Assignment of Overtime**

Overtime work shall be equitably assigned among all qualified employees who are in the same class, the same organizational unit, and the same work location. In assigning overtime the appointing authority may consider:

1. Special skills and/or training required for an employee to perform the specific work, and
2. The availability of regular part-time employee to perform the required work.

#### **CBA Article 4.5.1 – Additional Assignments**

The District shall allocate additional assignments equitably among all qualified unit members who are in the same classification, the same organizational unit, or at the same work location. Nothing in the above, however, shall require the District to allocate additional assignments to a full-time unit member who will receive overtime compensation when other unit members who will receive regular compensation are available to perform the responsibilities. The District may consider special skills, training, and availability of unit members to perform particular work when allocating additional assignments. Unit members can be required to work additional assignments during emergencies or unforeseen circumstances that threaten the health or safety of students, employees and/or District property; or interfere with the continued performance of academic and student services.

#### **CBA Article 29.3 – Working-Out-Of-Class**

Whenever a vacant position exists within the Classified service and management determines that the position shall be temporarily filled until a permanent person is hired, management shall provide to all current, permanent department/site employees (whose job classification is the next lower classification) the opportunity to work out-of-class based on seniority rotation. Prior to assigning the start date for a working out of class assignment, the supervisor shall verify the seniority rotation using the current seniority list provided by the Personnel Commission. The only exception to this practice will be if in the last fifteen (15) months, the person in the seniority rotation has received disciplinary action in accordance with Article 6, subsections 6.2.3 through 6.2.5 of the SEIU-SMMUSD Agreement.

---

## **V. Information Items:**

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2011-2012</b>										
7/12/2011	Elem Library Coor	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/9/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/9/2011	Licensed Vocational Nurse	A	34	A	E	100.00%	\$4.08	\$706.39	\$6,405.71	\$22,393.88
10/11/2011	Electrician	A	37	A	F	100.00%	\$5.61	\$972.19	\$10,610.02	\$30,289.32
10/11/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
12/13/2011	Fiscal Supv-CDS	M	41	A	B	100.00%	\$1.34	\$231.52	\$2,778.24	\$12,001.44
12/13/2011	Accounting Asst II	A	26	A	F	50.00%	\$4.30	\$372.36	\$4,064.40	\$11,620.70
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/10/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-Music	A	20	A	F	37.50%	\$3.71	\$241.15	\$2,235.41	\$6,499.40
3/13/2012	Reprographics Operator	A	23	A	F	100.00%	\$3.98	\$690.53	\$7,535.65	\$21,495.74
3/13/2012	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
3/13/2012	IA-SE	A	20	A	F	62.50%	\$3.71	\$401.92	\$3,725.68	\$10,832.34
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
3/13/2012	IA-Classroom	A	18	A	F	25.00%	\$3.53	\$152.99	\$1,419.63	\$4,126.71
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	Health Off Spec	A	25	A	B	43.75%	\$0.76	\$57.73	\$346.36	\$1,905.64
4/17/2012	Admin Asst	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/17/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
5/8/2012	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-Classroom	A	18	A	B	37.50%	\$0.64	\$41.35	\$248.11	\$1,376.91
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	50.00%	\$3.71	\$321.53	\$2,980.55	\$8,665.87
<b>2011-2012 TOTAL</b>									<b>\$106,321.57</b>	<b>\$338,147.39</b>

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2012-2013</b>										
7/11/2012	Senior Buyer	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
7/11/2012	Fiscal Svcs Supv	M	41	A	D	100.00%	\$4.22	\$731.52	\$8,778.24	\$27,524.64
8/14/2012	Elem Library Coord	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/14/2012	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
8/14/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/23/2012	IA-Dev Hlth	A	23	A	F	100.00%	\$3.98	\$690.53	\$6,404.82	\$18,603.65
9/11/2012	IA-Dev Hlth	A	23	A	F	62.50%	\$3.98	\$431.58	\$4,003.02	\$11,627.28
9/11/2012	Accountant	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
10/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
10/10/2012	PAS	A	26	A	F	62.50%	\$4.30	\$465.45	\$4,317.91	\$12,570.35
10/10/2012	Stock and Delivery Clerk	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
2/12/2013	Bus Driver	A	28	A	E	87.50%	\$3.52	\$533.82	\$4,638.30	\$16,285.22
2/12/2013	Gardener	A	24	A	F	37.50%	\$4.09	\$265.65	\$2,899.27	\$8,282.51
2/12/2013	Dir Class Pers	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
3/12/2013	IA-Classroom	A	18	A	D	37.50%	\$2.01	\$130.90	\$1,143.64	\$4,699.34
3/12/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
4/9/2013	HR Analyst	M	46	A	C	100.00%	\$3.10	\$537.69	\$6,452.28	\$24,000.16
5/14/2013	Sprinkler Repair Technician	A	33	A	F	100.00%	\$5.10	\$883.21	\$9,635.31	\$27,507.94
5/14/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/14/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
6/4/2013	Custodian	A	22	A	F	100.00%	\$3.88	\$673.28	\$7,350.91	\$20,984.95
<b>2012-2013 TOTAL</b>									<b>\$139,731.78</b>	<b>\$448,311.89</b>

**Advanced Step Placement Potential Fiscal Impact Report**

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2013-2014</b>										
8/13/2013	Athletic Trainer	A	35	A	B	87.50%	\$0.97	\$146.71	\$880.26	\$4,863.98
8/13/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
9/13/2013	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
9/13/2013	Administrative Assistant	A	29	A	D	100.00%	\$2.63	\$456.55	\$4,609.52	\$18,717.88
9/13/2013	Bus Driver	A	28	A	F	87.50%	\$4.50	\$683.07	\$6,056.22	\$17,703.15
9/13/2013	Accountant	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
11/12/2013	PAS	A	26	A	D	67.50%	\$2.44	\$285.95	\$2,398.46	\$9,933.78
11/12/2013	IA-Physical Education	A	20	A	C	50.00%	\$1.38	\$119.40	\$928.90	\$4,426.14
11/12/2013	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$850.76	\$3,156.31
11/12/2013	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$418.23	\$1,787.27
11/12/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
11/12/2013	Elementary Library Coord.	A	26	A	C	87.50%	\$1.59	\$241.52	\$1,943.96	\$9,247.97
12/10/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
12/10/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
1/14/2014	Campus Sec. Offcr.	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,166.33	\$10,295.87
1/14/2014	IA-Music	A	20	A	C	37.50%	\$1.38	\$89.55	\$696.67	\$3,319.61
2/11/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	D	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
3/11/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
4/8/2014	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$992.55	\$3,682.36
5/13/2014	IA-Music	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
5/13/2014	Paraeducator-1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
<b>2013-2014 TOTAL</b>									<b>\$57,792.14</b>	<b>\$218,237.08</b>
<b>2014-2015</b>										
8/12/2014	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
7/8/2014	Sports Facility Attendant	A	22	A	D	75.00%	\$2.22	\$288.22	\$2,912.28	\$11,809.32
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
8/12/2014	HR Analyst	M	46	A	B	100.00%	\$1.51	\$262.04	\$3,144.48	\$13,572.32



Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2014-2015</b>										
8/12/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
8/12/2014	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$278.82	\$1,191.51
8/12/2014	Lead Custodian	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,441.26	\$11,483.90
8/12/2014	Sr Office Specialist	A	25	A	D	50.00%	\$2.39	\$207.13	\$1,877.94	\$7,693.31
8/12/2014	Office Specialist	A	22	A	C	100.00%	\$1.44	\$249.65	\$2,267.28	\$10,662.13
9/9/2014	Paraeducator-3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/9/2014	Pareducator-1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
9/9/2014	Pareducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
9/9/2014	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
9/9/2014	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Bus Driver	A	28	A	C	87.50%	\$1.67	\$252.87	\$2,033.83	\$9,692.11
9/9/2014	Pareducator-1	A	20	A	B	62.50%	\$0.68	\$73.37	\$440.24	\$2,411.51
9/9/2014	Carpenter	A	35	A	C	100.00%	\$1.98	\$343.72	\$3,118.63	\$14,664.48
9/9/2014	Plumber	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
9/9/2014	SIS Specialist	A	49	A	E	100.00%	\$5.87	\$1,017.55	\$10,795.21	\$37,190.10
9/9/2014	Facilities Technician	A	45	A	D	100.00%	\$3.89	\$673.95	\$6,807.01	\$27,633.95
9/9/2014	Audio Visual Tech	A	26	A	D	100.00%	\$2.44	\$423.64	\$4,275.75	\$17,413.65
10/14/2014	IA-Classroom	A	18	A	C	25.00%	\$1.31	\$56.92	\$458.90	\$2,172.16
10/14/2014	IA-Classroom	A	18	B	C	62.50%	\$0.68	\$73.37	\$733.74	\$3,135.56
10/14/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
10/14/2014	Library Asst. I	A	22	A	B	75.00%	\$0.70	\$91.06	\$546.35	\$3,029.77
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	Plumber	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2014-2015</b>										
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/14/2014	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
11/12/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Athletic Trainer	A	35	A	C	87.50%	\$1.98	\$300.75	\$2,420.71	\$11,503.52
11/12/2014	Student Outreach Specialist	A	44	A	C	100.00%	\$2.48	\$429.46	\$3,459.12	\$16,373.98
11/12/2014	Employee Benefits Tech	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
11/12/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/9/2014	IA-Physical Ed.	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Bilingual Comm Liaison	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Gardener	A	24	A	C	70.00%	\$1.52	\$184.02	\$1,669.61	\$7,848.68
12/9/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
1/22/2015	Admin Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
1/22/2015	Admin Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,380.67	\$11,355.86
1/22/2015	Community & Public Relations Officer	M	62	A	D	100.00%	\$7.08	\$1,228.00	\$14,736.00	\$46,176.00
1/22/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
1/22/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/22/2015	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/22/2015	Technical Theater Coordinator	A	42	E	F	100.00%	\$1.40	\$242.82	\$2,913.87	\$2,913.87
1/22/2015	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
1/22/2015	IA-Classroom	A	18	B	E	62.50%	\$2.12	\$229.40	\$2,294.02	\$7,180.39

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2014-2015</b>										
3/10/2015	Custodian	A	22	A	B	62.50%	\$0.70	\$75.88	\$455.29	\$2,524.81
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
4/14/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/14/2015	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
4/14/2015	Paraeducator 2	A	23	A	B	75.00%	\$0.72	\$93.84	\$563.02	\$3,107.38
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	IA-Music	A	20	A	D	31.25%	\$2.12	\$114.70	\$1,000.26	\$4,111.78
6/9/2015	Swimming Instructor/Lifeguard	A	21	A	B	62.50%	\$0.69	\$74.47	\$446.84	\$2,469.46
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	Senior Technology Support Assistant	A	43	D	F	100.00%	\$2.79	\$483.58	\$5,803.00	\$8,775.27
<b>2014-2015 TOTAL</b>									<b>\$191,418.30</b>	<b>\$766,520.92</b>
<b>2015-2016</b>										
7/14/2015	Student Outreach Specialist	A	44	A	D	100.00%	\$3.80	\$658.23	\$5,746.87	\$23,618.53
7/14/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
8/11/2015	Director of Food Services	M	55	A	D	100.00%	\$5.96	\$1,032.76	\$12,393.12	\$38,859.10
8/11/2015	Director of Classified Personnel	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
9/8/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
9/8/2015	IA-Music	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2015-2016</b>										
9/8/2015	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$1,044.79	\$3,876.17
9/8/2015	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$293.49	\$1,254.22
9/8/2015	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	PAS	A	26	A	C	37.50%	\$1.59	\$103.51	\$833.12	\$3,963.42
9/8/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Audience Services Coordinator	A	38	A	C	50.00%	\$2.14	\$185.63	\$1,686.31	\$7,902.98
10/13/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
10/13/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
10/13/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Campus Sec. Offcr.	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
10/13/2015	Health Off Spec	A	25	A	C	43.75%	\$1.55	\$117.87	\$947.77	\$4,504.44
10/13/2015	Elem. Library Coord.	A	26	A	D	87.50%	\$2.44	\$370.68	\$3,235.55	\$13,349.09
10/13/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
11/10/2015	CCA-3	A	19	B	D	43.75%	\$1.41	\$106.87	\$1,068.69	\$3,973.41
11/10/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
11/10/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/10/2015	HVAC Mechanic	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
11/10/2015	Technology Support Assistant	A	38	D	F	100.00%	\$2.48	\$429.46	\$5,153.46	\$7,800.63
11/10/2015	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
11/10/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
11/10/2015	Paraeducator 1	A	20	A	D	62.50%	\$2.12	\$229.40	\$2,000.53	\$8,223.57
12/8/2015	Maintenance Supervisor	M	45	A	C	100.00%	\$3.03	\$525.00	\$6,300.00	\$23,412.00
12/8/2015	IA-Bilingual	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/12/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
1/12/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/12/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2015-2016</b>										
2/9/2016	Senior Administrative Assistant	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
2/9/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
3/8/2016	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
3/8/2016	Senior Office Specialist	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,117.53	\$5,296.44
3/8/2016	Cafeteria Worker I	A	11	E	F	37.50%	\$0.65	\$42.56	\$425.56	\$425.56
3/8/2016	Accounting Technician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
4/12/2016	Facilities Technician	A	45	A	C	100.00%	\$2.53	\$438.05	\$3,976.28	\$18,710.07
4/12/2016	Campus Sec. Offcr.	A	25	A	D	100.00%	\$2.39	\$414.25	\$3,614.74	\$14,861.34
4/12/2016	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/12/2016	Lab Technician	A	26	A	D	50.00%	\$2.44	\$211.82	\$1,848.88	\$7,628.05
5/10/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/10/2016	Accounting Technician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
5/10/2016	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
<b>2015-2016 TOTAL</b>									<b>\$119,558.69</b>	<b>\$464,691.44</b>
<b>CUMULATIVE 2-YEAR TOTAL (FROM 7/1/2014)</b>									<b>\$310,976.99</b>	<b>\$1,231,212.36</b>
<b>CUMULATIVE 3-YEAR TOTAL (FROM 7/1/2013)</b>									<b>\$368,769.13</b>	<b>\$1,449,449.44</b>
<b>CUMULATIVE 4-YEAR TOTAL (FROM 7/1/2012)</b>									<b>\$508,500.92</b>	<b>\$1,897,761.33</b>
<b>CUMULATIVE 5-YEAR TOTAL (FROM 7/1/2011)</b>									<b>\$614,822.49</b>	<b>\$2,235,908.72</b>

## Open Requisitions (as of 5/5/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-096	CAFETERIA WORKER I	PT DUME ELEMENTARY SCHOOL	Vac	37.5	12/2/15
16-108	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	12/17/15
16-160	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5	4/28/16
16-097	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	Vac	43.75	11/24/15
16-142	CHILDREN'S CENTER ASSISTANT-2	LINCOLN CHILD DEVELOPMENT CENTER	Vac	43.75	3/8/15
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15
16-137	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	2/23/16
16-162	CUSTODIAN	EDISON LANGUAGE ACADEMY	Vac	100	4/25/16
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	4/26/16
16-104	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50	12/8/15
16-163	LEAD CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	4/26/16
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	7/13/15
16-118	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	1/8/15
16-139	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	Vac	75	3/3/16
16-148	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	3/15/16
16-156	PARAEDUCATOR-1	CABRILLO ELEMENTARY SCHOOL	New	75	4/21/16
16-157	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	4/21/16
16-158	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	4/21/16
16-164	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75	4/28/16
16-165	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	4/25/16
16-145	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	3/8/16
16-150	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	3/15/16

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-159	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	4/21/16
16-166	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	4/26/16
16-105	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	12/8/15
16-152	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	62.5	4/4/16
16-134	SENIOR OFFICE SPECIALIST	SPECIAL EDUCATION	New	100	2/9/16
16-167	SENIOR OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	100	4/25/16
16-168	SKILLED MAINTENANCE WORKER	FACILITIES MAINTENANCE	Vac	100	4/26/16
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15



## Filled Requisitions (4/1/2016 – 4/30/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-155	ACCOUNTING TECHNICIAN	FISCAL SERVICES	4/27/16
16-102	CARPENTER	FACILITIES MAINTENANCE	4/7/16
16-151	CUSTODIAN	M & O (Maintenance & Operations)	4/15/16
16-138	FACILITY USE MANAGER	BUSINESS SERVICES	4/28/16
16-132	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	3/31/16
16-143	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	4/8/16
16-149	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	3/15/16
16-154	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	4/27/16
16-141	PARAEDUCATOR-3	SPECIAL EDUCATION	4/18/16
16-131	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	4/26/16
16-153	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	4/13/16

TO: BOARD OF EDUCATION

ACTION/CONSENT

04/14/16

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.25

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

**NEW HIRES**

**EFFECTIVE DATE**

Burkett, Deena (Additional Assignment) Facility Use	Senior Office Specialist 4 Hrs/12 Mo/Range: 25 Step: C	3/22/16
Fuentes, Diolanie FNS-Adams MS	Cafeteria Worker I 3.5 Hrs/SY/Range: 11 Step: E	3/14/16
Molina Carranza, Adelma Malibu HS	Laboratory Technician 4 Hrs/SY/Range: 26 Step: A	4/4/16

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Burkett, Deena Facility Use	Senior Office Specialist [limited term; clerical support]	3/1/16-3/11/16
Garcia, Mayra Special Ed-Rogers ES	Paraeducator-1 [overtime; overnight field trip]	3/16/16-3/18/16
Gaylor, Amanda Grant ES	Office Specialist [additional hours; enrollment support]	3/3/16-3/18/16
Gonzalez, Zuleima Franklin ES	Instructional Assistant - Classroom [additional hours; classroom support]	2/22/16-3/18/16
Marquez, Lily McKinley ES	Bilingual Community Liaison [overtime; parent advisory meeting]	3/9/16
Rodriguez, Maria Lincoln MS	Custodian [additional hours; school events]	1/22/16-1/24/16
Santillan Morales, Samantha Special Ed-Cabrillo ES	Paraeducator-1 [additional hours; bus supervision]	11/5/15-12/10/15
Stevens, Danielle Special Ed-Rogers ES	Paraeducator-1 [overtime; overnight field trip]	3/16/16-3/18/16
Tenison, Laura Special Ed-Grant ES	Paraeducator-3 [additional hours; professional development]	1/29/16-6/9/16

**SUBSTITUTES**

**EFFECTIVE DATE**

Hansberry, Felicia Special Education	Office Specialist	3/1/16-3/31/16
---	-------------------	----------------

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Johnson, Kerri Special Ed-Lincoln MS	Paraeducator-3 6.4 Hrs/SY From: 6 Hrs/SY/Special Ed-Roosevelt ES	3/4/16
---	--	--------

**INVOLUNTARY TRANSFER****EFFECTIVE DATE**

Johnson, Kerri  
Special Ed-Roosevelt ES

Paraeducator-3  
6 Hrs/SY  
From: 6 Hrs/SY/Special Ed-Santa Monica HS

1/14/16

Mederos, Eden  
Special Education

Paraeducator-3  
6.33 Hrs/SY  
From: 6.33 Hrs/SY/Special Ed-Santa Monica HS

1/15/16

**LEAVE OF ABSENCE (PAID)****EFFECTIVE DATE**

Amaya, Janene  
CDS-Adams Preschool

Children's Center Assistant-2  
Medical

2/24/16-3/22/16

Berumen, Theodore  
Purchasing

Senior Buyer  
Medical

2/28/16-3/22/16

Davis, Jeffrey  
Maintenance

Carpenter  
Intermittent FMLA

2/26/16-8/9/16

Gardea-Perez, Guadalupe  
Child Development Services

Bilingual Community Liaison  
FMLA

2/26/16-3/26/16

Giagni, Pamela  
Special Ed-Muir ES

Paraeducator-1  
Medical

2/29/16-3/5/16

Hernandez, Maira  
CDS-Adams Preschool

Children's Center Assistant-2  
Medical

2/17/16-2/28/16

Mitri, Veronica  
Special Ed-Roosevelt ES

Paraeducator-3  
Maternity

3/11/16-5/11/16

Ong, Mary Cate  
Special Ed-Grant ES

Paraeducator-3  
FMLA/CFRA

3/14/16-6/9/16

Oyenoki, Daniel  
McKinley ES

Physical Activities Specialist  
FMLA/CFRA

2/29/16-3/14/16

Williams, Steven  
Food and Nutrition Services

Stock and Delivery Clerk  
FMLA

4/4/16-4/8/16

**LEAVE OF ABSENCE (UNPAID)****EFFECTIVE DATE**

Giagni, Pamela  
Special Ed-Muir ES

Paraeducator-1  
Personal

3/7/16-3/18/16

Morrison, Catherine  
Webster ES

Senior Office Specialist  
Personal

2/26/16-3/18/16

**RESIGNATION****EFFECTIVE DATE**

Morales, Alejandra  
Special Ed- Pt. Dume ES

Paraeducator-2

3/18/16

Romero, Fredy  
Grant ES

Physical Activities Specialist

4/8/16

Smith, Zekaia  
CDS-Rogers ES

Children's Center Assistant-2

3/18/16

Zander, Maia  
Malibu HS

Instructional Assistant - Music

4/8/16

**RETIREMENT**

Martin, Charles  
Lincoln MS

Campus Security Officer

**EFFECTIVE DATE**

6/10/16

Navia, Mary  
Muir ES

Instructional Assistant - Classroom

6/9/16

Wingate, Tanya  
Fiscal Services

Accounting Assistant II

4/30/16

Ybarra, Jose  
Edison ES

Custodian

6/10/16

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:  
ABSENT:

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
05/05/16

RECOMMENDATION NO. A.17

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Pineda, Luz Special Ed-McKinley ES	Paraeducator-1 5.5 Hrs/SY/Range: 20 Step: A	3/9/16
Santillan Morales, Samantha Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: C	4/18/16

**RE-EMPLOYMENT**

		<b><u>EFFECTIVE DATE</u></b>
Yera, Alexander Information Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 38 Step: D	4/4/16

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Villa, Alejandro Maintenance	Carpenter 8 Hrs/12 Mo/Range: 35 Step: E From: Skilled Maintenance Worker: 8 Hrs/12 Mo	4/11/16

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Berman, Terri Franklin ES	Instructional Assistant - Classroom [additional hours; classroom support]	2/23/16-4/30/16
Farley, Barbara Franklin ES	Instructional Assistant - Classroom [additional hours; classroom support]	2/23/16-4/30/16
Gleason, Tim Rogers ES	Custodian [overtime; school events]	3/1/16-6/9/16
Gomes, Qiseana Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; graduation support]	6/8/16
Gonzalez, Arthur Lincoln MS	Custodian [overtime; drama performances]	1/22/16-1/24/16
Gonzalez, Zuleima Franklin ES	Instructional Assistant - Classroom [additional hours; classroom support]	2/23/16-4/30/16
Griego, Nicholas Special Ed-McKinley ES	Paraeducator-3 [additional hours; overnight field trip]	3/16/16-3/18/16
Griego, Nicholas Special Ed-McKinley ES	Paraeducator-3 [overtime; overnight field trip]	3/16/16-3/18/16
Harris, Richard Facility Use	Campus Security Officer [additional hours; Facility Use events]	11/1/15-6/30/16

Harris, Richard Facility Use	Campus Security Officer [overtime; Facility Use events]	11/1/15-6/30/16
Hedges, Eric Facility Use	Electrician [overtime; Facility Use projects]	1/1/16-6/30/16
Hernandez, Christopher Rogers ES	Instructional Assistant - Classroom [additional hours; field trips and classroom support]	3/1/16-6/5/16
Herrada, Joe Lincoln MS	Custodian [overtime; drama performances]	1/22/16-1/24/16
Hill, Erin Franklin ES	Instructional Assistant - Classroom [additional hours; classroom support]	2/23/16-4/30/16
Jackson, Sheralyn Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; graduation support]	6/8/16
Jelks, Curtis Facility Use	Campus Security Officer [additional hours; Facility Use events]	11/1/15-6/30/16
Jelks, Curtis Facility Use	Campus Security Officer [overtime; Facility Use events]	11/1/15-6/30/16
Jiwani, Rahim Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; ROP/CTE events]	1/24/16-2/28/16
Johnson, Joseph Facility Use	Campus Security Officer [additional hours; Facility Use events]	11/1/15-6/30/16
Johnson, Joseph Facility Use	Campus Security Officer [overtime; Facility Use events]	11/1/15-6/30/16
Lopez, Luis Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; overnight field trip]	3/16/16-3/18/16
Lopez, Luis Special Ed-Roosevelt ES	Paraeducator-1 [overtime; overnight field trip]	3/16/16-3/18/16
Maddox, Henderson Special Ed-Franklin ES	Paraeducator-1 [additional hours; overnight field trip]	3/16/16-3/17/16
Martin, Lorena Adult Education	Senior Office Specialist [additional hours; clerical support]	1/5/16-6/30/16
Plascencia, Henry Facility Use	Utility Worker [overtime; Facility Use projects]	3/1/16-6/30/16
Rodriguez Del Rosa, Maria Lincoln MS	Custodian [overtime; drama performances]	1/22/16-1/24/16
Santiago, Guillermo Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; overnight field trip]	3/16/16-3/18/16
Santiago, Guillermo Special Ed-Roosevelt ES	Paraeducator-1 [overtime; overnight field trip]	3/16/16-3/18/16
Symons, Alyson Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; overnight field trip]	3/16/16-3/18/16

Symons, Alyson Special Ed-Roosevelt ES	Paraeducator-1 [overtime; overnight field trip]	3/16/16-3/18/16
Thomas, William Special Ed-Roosevelt ES	Paraeducator-3 [overtime; overnight field trip]	3/16/16-3/18/16
Uliantzeff, Elena Santa Monica HS	Bilingual Community Liaison [overtime; college night]	3/1/16
Vasquez, Grace Student Services	Campus Security Officer [overtime; address verifications]	8/20/15-6/9/16

#### **SUBSTITUTES**

Bernadou, Michelle District	Office Specialist	<b><u>EFFECTIVE DATE</u></b> 4/11/16-6/30/16
Murray, April Santa Monica HS	Swimming Instructor-Lifeguard	2/29/16-6/9/16
Viesca, Joseph Food and Nutrition Services	Cafeteria Worker/Transporter	3/1/16-6/9/16

#### **CHANGE IN ASSIGNMENT**

Azzariti, Annie McKinley ES	Instructional Assistant - Classroom 2.5 Hrs/SY From: 2 Hrs/SY/McKinley ES	<b><u>EFFECTIVE DATE</u></b> 2/1/16
Gomes, Quiseana Special Ed-Santa Monica HS	Paraeducator-3 6.4 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	1/11/16
Hill, Erin Franklin ES	Instructional Assistant - Classroom 3.6 Hrs/SY From: 3.5 Hrs/SY/Franklin ES	2/22/16

#### **PROFESSIONAL GROWTH**

Miller, Karen Special Ed-Lincoln MS	Paraeducator-1	<b><u>EFFECTIVE DATE</u></b> 4/1/16
Parra, Yvette Special Ed-Franklin ES	Paraeducator-1	5/1/16
Sullivan, Brianna Grant ES	Instructional Assistant - Classroom	4/1/16

#### **VOLUNTARY TRANSFER**

Segura, Bethel Facility Use-Adams/Lincoln MS	Custodian 3 Hrs/12 Mo From: 3 Hrs/12 Mo/Facility Use-Santa Monica HS	<b><u>EFFECTIVE DATE</u></b> 3/19/16
---	--	---

#### **LEAVE OF ABSENCE (PAID)**

Amaya, Janene CDS-Adams Preschool	Children's Center Assistant-2 Medical	<b><u>EFFECTIVE DATE</u></b> 3/31/16-4/14/16
Berumen, Theodore Purchasing	Senior Buyer Medical	3/23/16-4/25/16

Bourne, Kaila Special Ed-Rogers ES	Paraeducator-3 Medical	4/4/16-4/18/16
Briseno, Elisa Special Ed-Lincoln MS	Paraeducator-3 Medical	3/8/16-4/3/16
Buccioni, Tashia Adams MS	Instructional Assistant - Bilingual Maternity	3/7/16-4/15/16
Cole, Victor Santa Monica HS	Instructional Assistant – Physical Education Medical	3/15/16-4/18/16
Flores, Francisco Operations	Custodian Medical	3/9/16-3/20/16
Gardea-Perez, Guadalupe Child Development Services	Bilingual Community Liaison FMLA/CFRA	3/29/16-4/15/16
Gardea-Perez, Guadalupe Child Development Services	Bilingual Community Liaison Personal	4/16/16-4/29/16
Lomando, Athena Special Ed-McKinley ES	Paraeducator-3 Maternity	4/12/16-6/9/16
Mederos, Eden Special Education	Paraeducator-3 Medical	3/24/16-4/22/16
Padilla, Elizabeth CDS-Rogers ES	Children's Center Assistant-2 Medical	4/11/16-5/2/16
Simmons, Michael Transportation	Bus Driver Medical	4/1/16-5/6/16
Watts, Anne Special Ed-Adams MS	Paraeducator-1 Medical	4/11/16-4/29/16
Yamamoto, Mikiko Special Ed-Webster ES	Paraeducator-3 Maternity	4/11/16-6/6/16

**LEAVE OF ABSENCE (UNPAID)**

**EFFECTIVE DATE**

Hernandez, Patricia Adams MS	Senior Office Specialist Intermittent Personal	3/7/16-6/14/16
Khang, Renee Special Ed-Malibu HS	Paraeducator-3 FMLA/CFRA	4/7/16-5/10/16
Khang, Renee Special Ed-Malibu HS	Paraeducator-3 Child Care	5/11/16-6/9/16
Mc Coy, Donna Adams MS/Rogers ES	Community Liaison FMLA	4/5/16-5/17/16
Yamamoto, Mikiko Special Ed-Webster ES	Paraeducator-3 FMLA/CFRA	6/7/16-6/9/16

**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Plascencia, Henry Operations-Santa Monica HS	Plant Supervisor From: Lead Custodian	3/9/16-3/25/16
---	--	----------------



Viesca, Joseph  
Food and Nutrition Services

Stock and Delivery Clerk  
From: Custodian

3/1/16-6/9/16

**LAYOFF/REDUCTION OF HOURS**

NC3389106  
Fiscal Services

Accounting Assistant II  
8 Hrs/12 Mo

**EFFECTIVE DATE**

7/7/16

XD3249832  
Franklin ES

Instructional Assistant - Classroom  
3 Hrs/SY  
From: 3.5 Hrs/SY

7/7/16

**RESIGNATION**

Cruz, Elfego  
Webster ES

Instructional Assistant - Classroom

**EFFECTIVE DATE**

4/22/16

Day, Wayne  
Operations-Malibu HS

Lead Custodian

4/15/16

West, Lauren  
Special Ed-Grant ES

Paraeducator-1

3/28/16

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:  
ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

04/14/16

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.26

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

**NOON SUPERVISION AIDE**

Bernet, Kenhalo

McKinley ES

3/4/16-6/9/16

**COACHING ASSISTANT**

Austin, Matthew

Santa Monica HS

3/14/16-6/9/16

Burdick, Bart

Santa Monica HS

1/5/16-6/9/16

Burton, Jake

Santa Monica HS

1/5/16-6/9/16

Cary, John

Malibu HS

7/1/15-6/30/16

Cooley, Mark

Malibu HS

7/1/15-6/30/16

Humphrey, Regence

Malibu HS

7/1/15-6/30/16

Keiser, Benjamin

Santa Monica HS

1/5/16-6/9/16

Lupi, Paul

Santa Monica HS

1/4/16-6/9/16

McConnell, Cynthia

Malibu HS

1/4/16-6/30/16

Parr, Breanne

Malibu HS

7/1/15-6/30/16

Poon, Wilston

Santa Monica HS

1/5/16-6/9/16

Quintana, Mario

Malibu HS

2/26/16-6/30/16

Shafer, Anthony

Malibu HS

1/4/16-6/9/16

Sweigart, Shane

Malibu HS

7/1/15-6/30/16

Ward, Tim

Malibu HS

1/4/16-6/9/16

**TECHNICAL SPECIALIST – LEVEL II**

Gottesman, Judith

Muir ES/SMASH

9/8/15-6/2/16

[Music Accompanist]

- Funding: Measure "R"

**STUDENT WORKER - WORKABILITY**

Jones, Elijah

Santa Monica HS

2/25/16-6/30/17

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/05/16

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.18

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

**COACHING ASSISTANT**

Torres, Arianna

Santa Monica HS

1/5/16-6/10/16

**TECHNICAL SPECIALIST – LEVEL III**

Windt, Neil

Santa Monica HS

4/4/16-6/9/16

[Vocal Instructor]

- Funding: Santa Monica Arts Parents Association

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2015 – 2016**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2015</b>			
July 14, 2015	4:00 p.m.	Board Room – District Office	
August 11, 2015	4:00 p.m.	Board Room – District Office	
September 8, 2015	4:00 p.m.	Board Room – District Office	
October 13, 2015	4:00 p.m.	Board Room – District Office	
November 10, 2015	4:00 p.m.	Board Room – District Office	
December 8, 2015	4:00 p.m.	Board Room – District Office	
<b>2016</b>			
January 12, 2016	4:00 p.m.	Board Room – District Office	
February 9, 2016	4:00 p.m.	Board Room – District Office	
February 2016	Daily Conference	TBD	CSPCA 2016 Annual Conference
March 8, 2016	4:00 p.m.	Board Room – District Office	
April 12, 2016	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 10, 2016	4:00 p.m.	Board Room – District Office	2016-17 Budget Adoption
May 17, 2016	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
June 14, 2016	4:00 p.m.	Library – Webster Elementary School	

## SMMUSD Board of Education Meeting Schedule 2015-16

**Closed Session begins at 4:30pm**  
**Public Meetings begin at 5:30pm**

July through December 2015					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/15* DO		*Wednesday, 7/15
August		8/12* DO			*Wednesday: 8/12 First day of school: 8/20
September	9/2* DO		9/17 DO	9/29*	*Wednesday: 9/2 *9/29: Board visits LMS pathway schools
October	10/1 M	10/8*	10/13* 10/15 DO	10/22*	*10/8: Board visits MHS pathway schools *10/13: Board visits JAMS pathway schools *10/22: Board visits Samohi & Olympic
November	11/5 M		11/19 DO		Thanksgiving: 11/26-27
December		12/10 DO		winter break	
<b>Winter Break: December 21 – January 1</b>					
January through June 2016					
<b>Winter Break: December 21 – January 1</b>					
January	1/7* DO		1/21 DO		*1/7: Special Meeting
February	2/4 M		2/18 DO		
March	3/3 DO		3/17 M	spring break	
<b>Spring Break: March 21 – April 1</b>					
April	4/7* DO	4/14 DO			
May	5/5 M		5/19 DO		
June	6/2 DO			6/22* DO 6/29* DO	Last day of school: 6/9 *6/22: Special Meeting (Wed.) *Wednesday: 6/29

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.  
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

## VI. Personnel Commission Business:

### A. Future Items:

Subject	Action Steps	Tentative Date
Classified Employees Appreciation Reception		May 2016
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	June 2016

---

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

Tuesday, June 14, 2016 at 4:00 pm - *District Office Board Room*

---

---

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



---

## **IX. Closed Session:**

The Commission adjourned to closed session at \_\_\_\_\_ p.m.  
pursuant to Government Code Section 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:

---

**X. Adjournment:**