
I. General Functions:

A. Call To Order

B. Roll Call

C. Pledge Of Allegiance

D. Motion To Approve Agenda

E. Motion To Approve Minutes

F. Public Comments

G. Communications

1. SEIU Report

2. Board Of Education/District Report

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

REGULAR MEETING
July 11, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

Guiding Principles: Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.
Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee's performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Shane McLoud, and Mr. Michael Sidley

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Motion to Approve Agenda:

Motion by: _____

Seconded by: _____

Vote: _____

E. Motion to Approve Minutes: June 12, 2012

Motion by: _____

Seconded by: _____

Vote: _____

F. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

G. 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 5 minutes or less.

1. SEIU Report
2. Board of Education Report

II. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

A. Acknowledgment of Service for Commissioners Shane McLoud

B. Selection Process for a New Personnel Commissioner

- News Release

C. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

- Ms. Nicole Fisher, Technical Specialist II, Art Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- Ms. Cathy Hutchinson, Technical Specialist II, Science Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- Ms. Ann Lambert, Technical Specialist II, Vocal Music Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- Ms. Andrea Slosberg, Technical Specialist II, Computer Lab Support - Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School

D. Merit Rules Advisory Committee (A.R.C.) Update

- Advisory Rules Committee Agenda – June 14, 2012

E. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- **Mr. Damone Fowler, Cafeteria Cook - Baker in the position of the Production Kitchen Coordinator from June 11, 2012 to June 11, 2012**
- **Mr. Jeffrey Peoples, Custodian in the position of the Plant Supervisor from June 18, 2012 to August 17, 2012**

F. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
- Hearings: TBD
- **Ref. Number: 7011 0470 0002 6451 4053**
- **Ref. Number: 7011 0470 0002 6451 4138**
- Pre-hearing Conference: TBD

G. Human Resources Transfer of Assignments to Personnel Commission – Update

- **Meetings with Ms. Debra Moore Washington, the Assistant Superintendent, Human Resources**

H. Recruitment for the Director of Classified Personnel - Update

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	8
Equipment Operator/Sports Facilities	3
Fiscal Services Supervisor	5

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

- a. Nomination of Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

- b. Nomination of Vice-Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

2. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ted Berumen in the classification of Senior Buyer pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

3. Proposed New Classification:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification Technical Theater Technician

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Strategic Mission Planning and Goals
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.26
 - June 27, 2012
2. Classified Personnel – Non-Merit Report – No. A.27
 - June 27, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> <i>Chapter XVI: Grievance Procedure</i> Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	August 2012
Classification Revision - Accountant		August 2012
Re-appointment of a Personnel Commissioner		August 2012
Personnel Commission Annual Report		September 2012

VI. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Progress Review of Strategic Goals - Director, Classified Personnel

VII. Next Regular Personnel Commission Meeting:

Tuesday, August 14, 2012, at 5:00 pm - *District Office Board Room*

VIII. Adjournment:

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

Motion by: _____

Seconded by: _____

Vote: _____

TIME ADJOURNED: _____

Transparency: characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.
The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

Submitted by:

Wilbert Young, Ph.D.

Secretary to the Personnel Commission

Director, Classified Personnel

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

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
June 12, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Shane McLoud, and Mr. Michael Sidley

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 5:05 p.m.
- B. Roll Call:** Commissioners Inatsugu and Sidley were present.
- C. Pledge of Allegiance:** Chief Steward Cartee-McNeely led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**
- Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**
- E. Motion to Approve Minutes:** May 8, 2012; May 22, 2012
- Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**
- F. 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 three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.
1. Request to Speak on Agenda Items
 2. Request to Speak on Non-agenda Items
- None**

G. 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 5 minutes or less.

1. SEIU Report

Ms. Keryl Cartee-McNeely, the Chief Steward, informed the Personnel Commission about the upcoming SEIU negotiations with the District to develop a new contract. She also reported about meetings with the District and employees affected by current layoffs.

In May 2012, Ms. Cartee-McNeely attended the international SEIU Convention in Denver that addressed issues of a fair economy.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the Superintendent's advisory group and its final report presented to the Board of Education.

She also informed the Personnel Commission about centralized fundraising in the District. A committee will be established to provide recommendations to the Board of Education implementing the centralized fundraising in 2014.

The District Administration is involved in the layoff process for classified personnel due to lack of funds.

Ms. Washington notified the Personnel Commission about graduation ceremonies in the District.

II. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

A. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

- **Ms. Mersedeh Farokzadeh, Technical Specialist II, Counselor, from August 1, 2012 to June 30, 2013, Franklin Elementary School**

B. Merit Rules Advisory Committee (A.R.C.) Update

- **Advisory Rules Committee Agenda – May 24, 2012**

Dr. Young drew attention to the A.R.C. agenda and sign-up sheet from May 24, 2012, for the Personnel Commission's review.

C. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- **Ms. Nawal Ballat, Cafeteria Worker I, in the position of the Cafeteria Worker II from May 25, 2012 to May 25, 2012**
- **Ms. Christine Garrett, Senior Office Specialist, in the position of the Senior Administrative Assistant from June 14, 2012 to July 31, 2012**
- **Mr. Jose Lopez, Gardener, in the position of the Equipment Operator-Tree Trimmer from May 14, 2012 to June 30, 2012**

- **Mr. Gregory Wilkinson, Instructional Assistant – Physical Education, in the position of the Physical Activities Specialist from June 11, 2012 to June 15, 2012**

D. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
- **Hearings: TBD**
- **Ref. Number: 7011 0470 0002 6451 4053**
- **Ref. Number: 7011 0470 0002 6451 4138**
- **Pre-hearing Conference: TBD**

Dr. Young updated the Personnel Commission about rescheduling of the disciplinary hearings.

He stated that Personnel Commissioners are not required to participate at the pre-hearing conferences.

E. Human Resources Transfer of Assignments to Personnel Commission – Update

- **Board Agenda**
- **Classified Employment Verifications**
- **Classified Unemployment Claims**
- **Assigning Substitutes – Including Special Education Substitutes**
- **Classified Employee Processing – Non Merit**

Dr. Young informed the Personnel Commission that the transfer of duties from Human Resources to the Personnel Commission Department is on time and without major difficulties. Ms. Cartee-McNeely expressed her concerns with these listed duties. Board Agenda belongs to the Senior Administrative Assistant classification, and all the technical duties, with the exception of Assigning Substitutes, belong to the Human Resources Specialist classification instead of Human Resources Technician classification. Hence, more clarification will have to take place because the understanding was to transfer duties that would belong only to the Human Resources Technician classification.

Ms. Washington commented that progress is made in the transfer. She hopes that there would not be any attempts to withdraw, go back, or change any of those agreements.

Dr. Young stated that if there are any issues regarding working out of class, he will meet with Ms. Washington and Ms. Perry, Personnel Analyst, to resolve the matter.

F. Proposed Personnel Commission Budget for Fiscal Year 2012-2013

- **Signed by the Superintendent on May 22, 2012**
- **Transmitted to Los Angeles County of Education on May 25, 2012**
- **Approved by Los Angeles County of Education on May 30, 2012**

Dr. Young informed the Personnel Commission about the approval process timelines for the Personnel Commission budget for next fiscal year.

III. Consent List: It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion

without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Developmental/Health Instructional Assistant	2

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

**B. Certify All Active Classified Positions Seniority List
(Personnel Commission Rule §13.1.4.A.: *Seniority Lists*)**

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

Commissioner Inatsugu inquired about the abbreviations in column titles. Ms. Cindy Johnston, Human Resources Technician, provided a detailed description of the Seniority List content including the process for establishing seniority and the layoffs for classified employees.

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ted Berumen in the classification of Senior Buyer pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education. Director's Recommendation: *Approve - tabled*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

Commissioner Sidley expressed his reservations regarding approving Advanced Step Placement requests in light of the current fiscal situation of the District.

Commissioner Inatsugu inquired if the rationale for this Advanced Step Placement was difficulty in recruitment. Dr. Young stated that it was not the stipulation used for this request. He recommended bringing the item back with more information about the Advanced Step Placement process. Dr. Young cited the SEIU Collective Bargaining Agreement. Commissioner Sidley inquired about the SEIU position in regards to the Advanced Step Placement. Ms. Cartee-McNeely replied that the Collective Bargaining Agreement is based on the criteria of education and work experience stated in the Merit Rules with no reference to the fiscal impact to the District - neither the Union nor the Personnel Commission has oversight in this area. SEIU is concerned with the frequency of approved Advanced Step Placement which is directly related to classification studies which were not implemented, and the District's salaries are significantly below the current market. This issue will be a subject of negotiations with the District. Commissioner Sidley requested a report including identification of the challenges and proposed solutions so that the Personnel Commission can provide guidance to the District in order to eliminate these challenges.

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Developmental/Health Instructional Assistant classification specification within the Special Education department

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Personnel Analyst classification specification within the Personnel Commission

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Specialized Instructional Assistant classification specification within the Special Education department

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

Ms. Stephanie Perry, Personnel Analyst, provided revisions to these classifications. Commissioner Sidley requested the revised classification specifications to be presented on pleading paper for easier identification of revisions.

B. Discussion Item(s):

1. HR-PC Reorganization Perspective

Dr. Young provided a historical background of the HR-PC reorganization process.

2. Amendment, Deletion or Addition to Merit Rules

Dr. Young disclosed the process of Merit Rules revisions.

3. Hearing Protocol

- Merit Rules: *Chapter XIV: Disciplinary Action and Appeal*
- Supplement A: *Script for Appeal Hearing*
- Supplement B: *Procedural Steps*

Commissioner Inatsugu found the protocol very informative and useful for future disciplinary hearings.

4. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies.

There were four (4) vacancies on a certification list (meaning that the Personnel Commission staff has submitted a list of candidates who qualified and ranked in the first three (3) ranks) and five (5) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of June 6, 2012. The Month-to-Month Comparison Report showed eight (8) vacancies on file in May 2012. The Personnel Commission has received two (2) vacancies of which no (0) position has been filled, and one (1) position was cancelled and/or placed on hold. Ms. Perry provided a monthly comparison over the past year as well as a detailed description of individual vacancies and their current status.

In the graphic representation: forty-four percent (44%) of positions have been certified to managers; fifty-six percent (56%) of positions are open; one hundred percent (100%) of positions are more than twenty (20) hours a week; forty-four percent (44%) of positions are new and fifty-six percent (56%) are vacant; one hundred percent (100%) positions are located in Santa Monica.

Commissioner Sidley inquired about the Instructional Assistant – Physical Education for Santa Monica High School. Ms. Perry informed the Personnel Commission that the position has been filled.

Commissioner Sidley also inquired about the vacancy for School Occupational Therapy Assistant (COTA). Ms. Julie Younan, Human Resources Technician, provided a detailed explanation of the challenges for this recruitment including the salary rate that is considerably below the market as well as the fact that applicants do not meet minimum qualifications.

Commissioner Sidley asked staff to provide such explanations in the “Comments” section of the Personnel Requisition Detailed Report.

5. Personnel Commission’s Twelve-Month Calendar of Events

- 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A. 23
 - May 17, 2012Classified Personnel – Merit Report - No. A. 18
 - June 7, 2012
2. Classified Personnel – Non-Merit Report – No. A. 24
 - May 17, 2012Classified Personnel – Non-Merit Report - No. A. 19
 - June 7, 2012
3. Recruitment Process Overview

Ms. Stephanie Perry, Personnel Analyst, presented a detailed report that was given previously to the District’s administrators and office staff regarding recruitment process covering merit system principles, job analysis, types of recruitment, examination review, development and revisions as well as examination types and establishment of eligibility lists. She also covered steps for selection interviews followed by certification summaries and lastly job offers. In addition, Ms. Perry informed the Personnel Commission about the pre-employment processing conducted by the Human Resources Department.

Commissioner Sidley inquired about the challenges of recruiting candidates for specific classified positions from Malibu. Ms. Perry informed the Personnel Commission about the advertisement resources used by the Office of Classified Personnel.

4. Merit Rules Review Tracker

No changes

5. Workforce Organization Development and Strategic District Partnership Tracker

No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu commended staff for all the informative documentation, and Ms. Perry for an instructive presentation.

Commissioner Sidley requested a timeline of the Director of Classified Personnel recruitment. He suggested postponing the Human Resources department and Personnel Commission reorganization until a new director is appointed.

Commissioner Inatsugu inquired about the start of recruitment for the new Director of Classified Personnel. Dr. Young stated that he will contact Mr. George Cole, who will conduct the recruitment, inquiring about his timeline. The recruitment should start sometime in August or September 2012.

B. Future Items

Merit Rules Revisions	Second Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i> First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XVI: <i>Grievance Procedure</i>	July 2012
Job Fair (Malibu)		July 2012
Personnel Commission's Guiding Principles and Transparency		July 2012
Overview of the District Strategic Plan 2012		July 2012
Strategic Mission Planning and Goals Setting for the Personnel Commission		July 2012

Dr. Young provided a brief overview of the future items.

Commissioner Sidley inquired about a planned job fair in Malibu. Ms. Julie Younan, Human Resources Technician, spoke about the job fair and the rationale for organizing it specifically in Malibu.

VI. Closed Session:
None

VII. Next Regular Personnel Commission Meeting:
Tuesday, July 11, 2012, at 5:00 pm - *District Office Board Room*

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

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

TIME ADJOURNED: 6:45 p.m.

Submitted by:

Wilbert Young, Ph.D.
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. Report From The Director Of Classified Personnel:

- A. Acknowledgment of Service for Commissioner Shane McLoud**
- B. Selection Process for a New Personnel Commissioner**
- News Release
- C. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**
- Ms. Nicole Fisher, Technical Specialist II, Art Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
 - Ms. Cathy Hutchinson, Technical Specialist II, Science Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
 - Ms. Ann Lambert, Technical Specialist II, Vocal Music Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
 - Ms. Andrea Slosberg, Technical Specialist II, Computer Lab Support - Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- D. Merit Rules Advisory Committee (A.R.C.) Update**
- Advisory Rules Committee Agenda – June 14, 2012
- E. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel**
- Mr. Damone Fowler, Cafeteria Cook - Baker in the position of the Production Kitchen Coordinator from June 11, 2012 to June 11, 2012
 - Mr. Jeffrey Peoples, Custodian in the position of the Plant Supervisor from June 18, 2012 to August 17, 2012

F. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
- Hearings: TBD
- **Ref. Number: 7011 0470 0002 6451 4053**
- **Ref. Number: 7011 0470 0002 6451 4138**
- Pre-hearing Conference: TBD

**G. Human Resources Transfer of Assignments to Personnel Commission
– Update**

- **Meetings with Ms. Debra Moore Washington, the Assistant Superintendent, Human Resources**

H. Recruitment for the Director of Classified Personnel - Update



Santa Monica-Malibu Unified School District
1651 Sixteenth Street • Santa Monica, California 90404 • 310.450.8338

NEWS RELEASE

FOR IMMEDIATE RELEASE

Contact: Wilbert Young, Ph.D.
Director, Classified Personnel
310.450.8338, ext. 70-280

OR

Debra Moore Washington
Assistant Superintendent, Human Resources
310.450.8338, ext. 70-220

FILLING VACANCY FOR AN UNEXPIRED TERM

SCHOOL DISTRICT SEEKING NEW PERSONNEL COMMISSIONER

The Santa Monica-Malibu Unified School District (SMMUSD) is seeking applications for appointment to the Personnel Commission.

Applications are now being accepted for the Personnel Commission vacancy, which becomes available on August 1, 2012. The appointment will expire on December 1, 2013.

The Personnel Commission is the public body responsible for the administration of a “merit system;” for the selection, retention and promotion of classified (i.e., non-teaching) employees in a public school system. By law, it is composed of three members appointed for three-year terms with the term of one member expiring each year.

In order to qualify, an applicant must be:

- A registered voter and a resident within the Santa Monica-Malibu Unified School District boundaries.
- Familiar with the “merit system” and support the concept of employment, continuance in employment, in-service promotional opportunities and other related matters on the basis of merit and fitness.

Additionally, an applicant cannot be a member of the SMMUSD Board of Education, or of the County Board of Education, or an employee of the District.

Applications are available now in the SMMUSD Office of the Superintendent located at 1651 Sixteenth Street or download from our Web site: www.smmusd.org . **Applications must be submitted by July 20 , 2011.**

Further information may be obtained from the SMMUSD at 310.450.8338, ext. 70-279 or 70-220.

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Advisory Rules Committee (A.R.C.)
District Office Testing Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

June 14, 2012 @ 1:00 p.m.

1. Review:
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
3. Review of Chapter XVI: Grievance Procedure
4. Other Business:
5. Next Regular A.R.C. Meeting
 - TBD

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	8
Equipment Operator/Sports Facilities	3
Fiscal Services Supervisor	5

Motion by: _____

Seconded by: _____

Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

- a. Nomination of Chair

Nomination: _____

Motion by: _____

Seconded by: _____

Vote: _____

- b. Nomination of Vice-Chair

Nomination: _____

Motion by: _____

Seconded by: _____

Vote: _____

2. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ted Berumen in the classification of Senior Buyer pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

3. Proposed New Classification:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification Technical Theater Technician

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Strategic Mission Planning and Goals
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.26
 - June 27, 2012
2. Classified Personnel – Non-Merit Report – No. A.27
 - June 27, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, July 11, 2012**

AGENDA ITEM NO: IV.A.1.

SUBJECT: Personnel Commission Election of Officers

BACKGROUND INFORMATION:

Due to the impending resignation of Personnel Commissioner McLoud, the Personnel Commission must re-elect its Officers.

Personnel Commission Rule § 2.1. 5. – ELECTION OF OFFICERS, states:

- A. The officers of the Personnel Commission shall be designated as Chair and Vice Chair.
- B. At its first meeting in December of each year, the Personnel Commission shall elect one of its members to serve as Chair for the period of one year. A chair may serve more than one term.
- C. At the same time and in the same manner, the Personnel Commission shall elect one of its members to serve as Vice Chair.
- D. The Chair shall be presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice Chair shall preside.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the period from July 11, 2012 through November 2012.

a. Nomination of Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

b. Nomination of Vice-Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, July 11, 2012

AGENDA ITEM NO: IV.A.2.a.

SUBJECT: Advanced Step Placement – Ted Berumen

BACKGROUND INFORMATION:

At its June 12, 2012 Personnel Commission meeting, Commissioner Sidley expressed his reservation about approving Advanced Step Placement requests in light of the District's current fiscal situation. As was pointed during this meeting, the inherent challenge facing the District has been its inability to pay classified salaries at the market rate. Most recently, this was evidenced during the *2008 District-Wide Classification and Compensation Study for the Classified Service* conducted by Ewing Consulting Services. Pursuant to SEIU Contract Article 19.4 – *Comprehensive Classification/Compensation Studies*, this study was budgeted by the Personnel Commission. It had two primary objectives:

1. Obtain accurate and descriptive information about the positions in the classified service.
2. Determine how competitive classified salaries for retention and recruitment purposes are.

On May 6, 2008, the Personnel Commission approved the final report for the *2008 District-Wide Classification and Compensation Study for the Classified Service* conducted by Ewing Consulting Services. Also, the Personnel Commission approved the formal distribution of the salary recommendation in the study to the Santa Monica-Malibu Board of Education pursuant to Personnel Commission Rule §12.1.4.A – *Salary Recommendations* and SEIU Contract Article 2.3 (attachments).

SEIU Contract Article 19.4.: *Comprehensive Classification/Compensation Studies*

19.4.1 The District shall ensure that all SEIU represented positions undergo a comprehensive classification/compensation study no less than once every five (5) years.

19.4.2 In the event of District financial hardship, SEIU and the District will meet and confer to determine scheduling for comprehensive classification/compensation studies.

Personnel Commission Rule §12.1.4.A – *Salary Recommendations*

After making its findings, the Commission shall present salary recommendations to the Board for approval. The Board may approve, amend or reject the recommendation but shall not alter the percentage relationships among classes in the occupational family as established by the classification plan. No amendment shall be adopted until the Commission is first given a reasonable opportunity to comment on the affect the amendment will have on the principle of like pay for like work. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the Commission.

SEIU Contract Article 2.3

The parties agree that if new or different classifications are established by the District, or existing classification of unit members are changed by the District, then the District will provide written notice to the Union at least fifteen (15) working days prior to the Board of Education meeting at which the change(s) of classification will be presented, and, upon written request by the Union, the District will consult with the Union regarding the appropriate unit or non-unit designation of any such classifications. If, following consultation, there is disagreement regarding unit determination, the Union may file a petition with PERB for unit determination. Nothing herein shall imply any restriction on the authority of the District to establish such positions as they feel necessary.

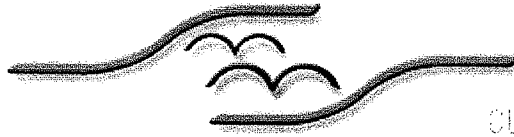
2.3.1 The parties agree that any changes in classification or the salary implications as a result of these changes shall be negotiated by the District and the Union to the extent required by law.

<p>Classification Title: Senior Buyer</p>	<p>Employee: Ted Berumen</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • Educational attainment equivalent to a high school diploma or its recognized equivalent. Some college-level coursework is desirable. • Five (5) years of experience in purchasing, contracting or contract administration. Experience in public works bidding is desired. 	<ul style="list-style-type: none"> • Ted has a Bachelor’s Degree in Business Administration from Cal State Fullerton • Ted has over twelve (12) years experience working as a Purchasing/Inventory Specialist and a Purchasing Manager and eight (8) years as a Business Manager. He has also worked as a provisional employee in the Senior Buyer position at SMMUSD.

DIRECTOR’S RECOMMENDATION:

Mr. Berumen’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 41 , Step F on the 2007-08 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$20.76/hour, Step F is \$26.50/hour. The net difference in pay is an increase of \$5.74 per hour.

Motion by: _____
 Second by: _____
 Vote: _____



CLASSIFIED PERSONNEL

Santa Monica
Malibu Schools

2012 MAY -3 P 4: 25

SMMUSD
1651 16th Street
Santa Monica, CA 90404

May 3, 2012

RE: Advanced Step Placement

Dear Dr. Young,

I am requesting for an advance step placement. My reasons for this request are as follows. The minimum requirement for education is high school diploma with some college however I have a bachelor's degree from CSUF. The minimum requirement for purchasing experience is 5 years and I have over 15 years of experience ranging from food to printing to audio visual procurement. Also I have over 15 years of management experience, managing from 2 to 8 people.

Thank you for the opportunity to apply for this program and hope to have a positive outcome.

Ted Berumen
Senior Buyer

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR BUYER

Classified Employee's Salary Range: A-41

BASIC FUNCTION:

Under general direction of the Director of Purchasing, assist in contract review and evaluation; public works bidding; construction documents; equipment purchases.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

- Assistant Buyer is the entry-level class in the Buyer series. Positions assigned to this class assist Buyers in the purchase of a variety of commodity items and in the preparation, finalization, and ordering on continuing-price contracts.
- Buyer is the intermediate level class in this series. Positions assigned to this class exercise independent judgment in solving problems of average difficulty and are responsible for the complete purchasing cycle involved in the acquisition of a wide variety of supplies, materials, or equipment for use by the District.
- Senior Buyer is the senior level class in this series. Positions assigned to this class are responsible for researching and exercising initiative and judgment in solving more difficult problems in the area of facility-related purchases and construction and public works contracts.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Handle formal bid processes for complex projects including a prequalification process, if appropriate; assist in preparing bid openings and bid results.
- Prepare and process bid specifications and contracts; receive bids and price quotes and evaluate according to established criteria; record bid events and verifies vendor compliance with bid requirements and restrictions.
- Handle bids for sale of surplus property, which entails preparing bid for advertisement, completing bid forms, and notifying the highest bidders as to the items they are awarded.
- Prepare and process construction and service contracts.
- Manage/monitor leases, contracts and licenses for renewal or expiration; renew as appropriate.
- Meet with vendors regarding new merchandise and sources of supply.
- Review requisitions, purchase orders and bids for conformance and compliance with established standards and regulations; obtain necessary information from District personnel to complete documentation.
- Compose correspondence and design and revise forms.

- Prepare and maintain a variety of logs, contracts, files and records relating to requisitions, inventory, vendors and other purchasing-related issues; prepare periodic and special reports as needed; enter and retrieve data using a computer terminal and assigned software.
- Award bids and quotations and prepare purchase orders.
- Coordinate the transfer of surplus or unused supplies and equipment between departments, as needed, and the sale of all supplies and equipment.
- May provide technical guidance to lower-level technical and clerical staff; may assist lower level personnel in the preparation of more difficult or complex specifications for bid requests.

OTHER DUTIES

- Perform related duties as assigned.

SUPERVISION:

General direction is received from the Director of Purchasing. May provide functional and technical guidance to lower-level technical and clerical staff.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Practices and methods of public agency purchasing, including competitive bidding procedures.
- Purchasing procedures, terminology and inventory control and warehousing methods and procedures.
- Applicable sections of State Education Code and other applicable laws.
- Technical aspects of researching, comparing and purchasing supplies, contracts, materials and equipment.
- Record-keeping and report preparation methods and techniques.
- Personal computers and applicable word processing, spreadsheet, and purchasing software and fixed-asset inventory systems.
- District organization, operations, policies and objectives.
- Research methods.
- Effective customer service techniques.
- Oral and written communication skills.

ABILITY TO:

- Read and interpret purchase requisitions and specifications.
- Prepare and process construction and service contracts.
- Prepare bid specifications.
- Explain and apply policies, practices and terminology used in purchasing supplies and materials for a school district.

- Operate a personal computer and applicable software, including fixed assets software systems.
- Assure proper and timely resolution of purchasing issues, conflicts and discrepancies.
- Maintain records and prepare reports.
- Accurately compile, tabulate and calculate data.
- Learn about environmentally preferable products that adhere to City of Santa Monica Sustainable Program.
- Work independently with little direction.
- Meet schedules and timelines.
- Provide technical guidance to clerical staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide effective customer service.

EDUCATION AND EXPERIENCE:

EDUCATION:

Educational attainment equivalent to a high school diploma or its recognized equivalent. Some college-level coursework is desirable.

EXPERIENCE:

Five (5) years of experience in purchasing, contracting or contract administration. Experience in public works bidding is desired.

LICENSES AND OTHER REQUIREMENTS:

A valid California Class C driver's license and availability of private transportation or ability to provide transportation between job sites may be 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. Some work is performed off-site visiting vendors and District facilities.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Physical demands include standing, kneeling, crouching, bending, reaching, grasping, lifting, pushing and pulling boxes of files and/or equipment weighing up to twenty (20) lbs.

DUTIES APPROVED

BOARD OF EDUCATION:

September 27, 2007

Revised, November 4, 2010

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

November 9, 2010

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, July 11, 2012

AGENDA ITEM NO: IV.A.3.a.

SUBJECT: Proposed New Classification – Technical Theater Technician

BACKGROUND INFORMATION:

This classification study is at the request of the Director of Theater Operations and Facility Permits and the Assistant Superintendent of Business and Fiscal Services.

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the following:

I. Classification

- A. Establish the classification for Technical Theater Technician.
- B. Designate the classification as non-exempt and place it in the business services occupational group.
- C. Adopt the Technical Theater Technician classification specification.
- D. Establish one position in this classification in the Business Services department.
- E. Place the classification on Range 35 (\$18.54 - \$23.66 hourly) on the 2007-2008 Classified Employee’s Salary Schedule.

Attachments:

- 1. Board of Education Recommendation No. A.29 (June 27, 2012)
- 2. Technical Theater Technician classification specification

Motion by: _____

Second by: _____

Vote: _____

II. The Process

In carrying out this study, staff conducted the following activities to collect necessary data:

- Staff discussed the job functions, scope of work and employment requirements with the Subject Matter Expert, Mr. Carey Upton, Director of Theater Operations and Facility Permits.
- Staff reviewed job functions, scope of work, employment requirements and salary to conduct internal relationship comparisons and to perform a market study of similar positions in other agencies.
- Staff created a draft classification specification.
- Staff presented the drafted classification specifications for review and comments.

III. Analysis and Discussion

The information in the Position Classification Questionnaire (PCQ) was used to conduct internal relationship comparisons and to perform a market study of similar positions in other agencies with regard to job functions, scope of work, employment requirements and salary.

Information was gathered from two agencies (i.e., Clovis Unified School District and the City of Lodi) to recommend a generic classification specification and salary placement.

With regard to establishing the minimum qualifications for the Technical Theater Technical, the survey of other agencies indicates the educational ranges from a High School diploma to a Bachelor's degree with courses in technical theater. The requirement for experience in technical theater ranges from two (2) to three (3) years of journey-level experience.

An external salary comparison of theater operations positions in other agencies reflects an hourly rate of \$19.08 to \$24.93 per hour. The salary recommendation is based, in part, on this information and the internal alignment with existing District classifications which support theater operations. (See table below.) Existing District maintenance classifications requiring journey-level experience (i.e., Carpenter, Glazier and Locksmith) were also considered.

SMMUSD CLASSIFICATION	SALARY RANGE	SALARY MINIMUM (HOURLY)	SALARY MAXIMUM (HOURLY)
Director Theater Operations and Facility Permits <i>Under general administrative direction of the Assistant Superintendent of Business and Fiscal Services, oversees and manages the use and maintenance of the performance spaces in the district, especially but not limited to, Barnum Hall and the Memorial Greek Amphitheatre located on the campus of Santa Monica High School (SAMOHI); promotes, contracts, manages and coordinates, community, commercial and non-profit rentals; markets and coordinates the use of all district properties for large special event and filming rentals; directs the rental permit office and oversees the use of district facilities by external user; supervises, schedules and reviews the work activities of assigned staff; and performs other related duties as assigned.</i>	M-55	\$36.37	\$44.21

<p>Technical Theater Coordinator</p> <p><i>Under general supervision of the Director of Theater Operations and Facility Permits, organizes, coordinates and supports event operations at Barnum Hall and the Memorial Greek Amphitheatre located on the campus of Santa Monica High School (SAMOHI) for student performances and community, commercial and non-profit rentals; arranges for facility and equipment maintenance for performance spaces; may support special event and filming rentals; oversees the rental permit office and use of district facilities by external users; provides technical guidance to student crews and operations staff.</i></p>	A-42	\$22.00	\$28.07
<p>Technical Theater Technician (Proposed)</p> <p><i>Under general supervision of the Director of Theater Operations and Facility Permits, support Theater Operations rentals and school programs; provide on-site technical, house and facility support for all events in Barnum Hall and the Memorial Greek Amphitheatre located on the campus of Santa Monica High School (SAMOHI) and other venues as needed.</i></p>	A-35 Proposed	\$18.54 Proposed	\$23.66 Proposed

TO: BOARD OF EDUCATION ACTION/CONSENT
06/27/12

FROM: SANDRA LYONS / JANECE L. MAEZ / CAREY UPTON

RE: APPROVAL TO ADD NEW POSITION TO SUPPORT THEATRE OPERATIONS

RECOMMENDATION NO. A.29

It is recommended that the Board of Education approve a new position and classification for the Theater Operations and Facility Permit Department

COMMENT: The Theater Operations and Facility Permit Department (TOFP) continues to expand rental events and school activities at Barnum Hall and throughout District facilities. Additional technical theatre support is required to support the events and the work of the Technical Theatre and Media Services Coordinators. In the past, this work has been done by Independent Contractor Stage Technicians. This Stage Technician or Technical Theatre Technician position will do much of the work previously done by Independent Contractors more economically. The department will continue to use some Independent Contractor when events require more skilled technicians than the three classified technicians can perform. This position will begin as a ten month 0.75 FTE.

While a more comprehensive job description will be developed in collaboration with the Personnel Commission, a brief outline of the job duties of the Technical Theater Technician are as follows:

- Oversees and provides on-site technical, house and facility support for all events in District theaters and amphitheatres including but not limited to Barnum Hall and the Memorial Greek Amphitheatre.
- Provides professional guidance and assistance to school and rental groups to facilitate and enhance their use of the facilities.
- Supports the staging of theatrical lighting, sound, video, and other equipment and/or assets, as required for individual performances.
- Provides technical oversight, guidance, and training to student theatrical crew members in basic theater practices, techniques, and work standards.
- Operates lights, sound and other equipment during rehearsals and production.
- Acts as Site Representative during large special events and filming rentals at District facilities.
- Maintains the technical theatre equipment at all District sites, including regular maintenance, inventory, ordering and safety inspections.
- Works closely with District administrative staff to maintain positive, cooperative working relationships in coordinating all uses of facilities, and specifically synchronizing and managing campus related events and parking with users of the facilities, and prospective filming.
- Performs other duties as assigned that support the overall objective of the position.

(Continued on next page)

Approval of these general duties and responsibilities will allow staff to ask the Personnel Commission to properly classify the position. After classification is completed and a salary range is suggested, staff will return to the Board requesting budgetary action. This position will be funded through rental income. It is expected that this will be cost neutral to the District General Fund budget.

MOTION MADE BY: Mr. Mechur
SECONDED BY: Ms. Leon-Vazquez
STUDENT ADVISORY VOTE: N/A
AYES: All (5) (Ms. Lieberman and Mr. Patel were absent)
NOES: None (0)

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: TECHNICAL THEATER TECHNICIAN

Classified Employee's Salary Range: A-35

BASIC FUNCTION:

Under general supervision of the Director of Theater Operations and Facility Permits, support Theater Operations rentals and school programs; provide on-site technical, house and facility support for all events in Barnum Hall and the Memorial Greek Amphitheatre located on the campus of Santa Monica High School (SAMOHI) and other venues as needed.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Oversee and provide on-site technical, house and facility support for all events in District theaters and amphitheatres including, but not limited to, Barnum Hall and the Memorial Greek Amphitheatre.
- Provide professional guidance and assistance to school and rental groups to facilitate and enhance their use of the facilities.
- Support the staging of theatrical lighting, sound, video and other equipment and/or assets, as required for individual performances.
- Provide technical oversight, guidance and training to student theatrical crew members in basic theater practices, techniques and work standards.
- Operate lights, sound and other equipment during rehearsals and production.
- Acts as Site Representative during large special events and filming rentals at District facilities.
- Maintain the technical theatre equipment at all District sites, including regular maintenance, inventory, ordering and safety inspections.
- Work closely with District administrative staff to maintain positive, cooperative working relationships in coordinating all uses of facilities and specifically synchronizing and managing campus related events and parking with users of the facilities and prospective filming.

OTHER DUTIES

- Perform related duties as assigned.

SUPERVISION

Works under general supervision of the Director of Theater Operations and Facility Permits. Technical guidance may be provided by Technical Theater Coordinator. No supervision of staff is exercised.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Principles and methods, equipment and materials used to deliver event service requirements for a variety of events including concerts, theatrical productions and educational events.
- Technical, operational and maintenance requirements for theater productions including lighting, sound, projections, rigging and scenery.
- Stagecraft and stage operations, including rigging, sound, lighting, projections and set construction.
- Basic electrical, electronics and mechanical principles as applied to stage equipment.
- Laws and regulations governing public assembly and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes and applicable local, state and federal regulations and laws.
- Organization and time management skills.
- Customer service principles and techniques.

ABILITY TO:

- Read, understand and interpret building, event and equipment blueprints.
- Create, draw, review and evaluate working drawings and sketches.
- Interpret and execute directors' and designers' requests.
- Interpret and apply technical terminology when working with renters, crew and maintenance personnel.
- Operate current lighting control systems and equipment, sound, video and projection systems, stage rigging, elevators and machinery.
- Work under general supervision.
- Communicate effectively both orally and in writing.
- Attend technical planning meetings.
- Understand with sensitivity and awareness, the cultural diversities and needs of students and their environment within the communities encompassed by the District.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:**EDUCATION**

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

EXPERIENCE

Three (3) years of journey-level experience in technical theater, including stage lighting, sound and rigging.

LICENSES AND OTHER REQUIREMENTS

A valid California driver's license and availability of private transportation or ability to provide transportation between District sites may be required.

WORKING CONDITIONS:**ENVIRONMENT**

Work is performed both inside and outside in seasonal climate and weather conditions. Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered. Physical demands including standing, bending, stooping, crawling, lifting up to fifty (50) pounds climbing ladders and flights of stairs, walking and sitting. Irregular work hours (e.g., evening, weekend) are required.

PHYSICAL DEMANDS

Physical demands include climbing ladders and working from heights; standing for extended periods of time; heavy physical labor; visual and auditory acuity to maintain safety standards; dexterity of hands and fingers to safely and efficiently operate specialized tools and equipment; kneeling or crouching; bending at the waist; reaching overhead; above the shoulders and horizontally; hearing and speaking sufficient to exchange information.

HAZARDS

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

DUTIES APPROVED**BOARD OF EDUCATION:**

June 27, 2012

CLASSIFICATION APPROVED**PERSONNEL COMMISSION:**

July 11, 2012

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, July 11, 2012

AGENDA ITEM NO: IV.B.1.

SUBJECT: Strategic Mission Planning and Goals

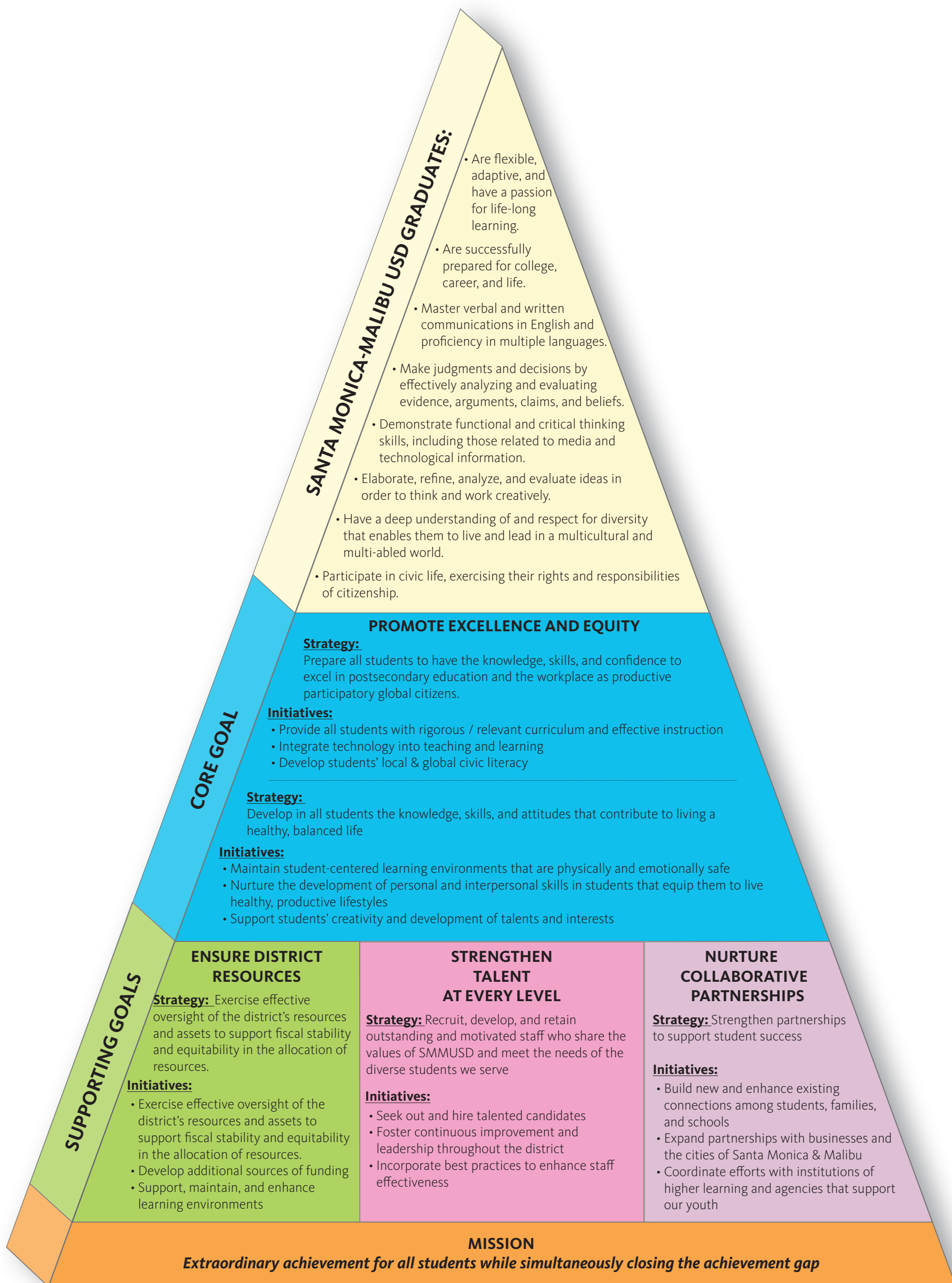
BACKGROUND INFORMATION:

As part of their continuing education and direction as Personnel Commissioners, they requested that meeting time should be set aside to discuss mission, goals and alignment with the District's overall strategic plan. To facilitate this discussion, attached are the following documents:

- Santa Monica-Malibu Strategic Plan 2015
- Personnel Commission Guiding Principles
- Transparency Statement

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission discuss its mission, goals and alignment with the District's overall strategic plan.



STRATEGIC PLAN 2011-2016

Guiding Principles:

Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.

Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee's performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

Transparency:

Characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.

The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

Personnel Requisition Executive Summary as of July 2, 2012

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List [Selection interviews held/scheduled for 3 positions.]	4
* Open [None of these positions are on Transfer Bulletin.]	9
Total:	13

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (06/06/12)	9
* Requisitions Received (+)	8
* Requisitions Filled (-)	3
* Requisitions Cancelled/On Hold (-)	1
* Current Requisition Total (07/02/12)	13

Personnel Commission

Personnel Requisition Monthly Comparison

Req Status	7/6/2011	8/8/2011	9/8/2011	10/6/2011	10/28/2011	12/7/2011	1/4/2012	3/7/2012	4/11/2012	5/2/2012	6/6/2012	7/2/2012
Cert. List	2	32	10	9	5	23	7	6	3	3	4	4
Open	23	28	37	33	39	17	33	9	7	5	5	9
Total	25	60	47	42	44	40	40	15	10	8	9	13

Req Status: "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 7/2/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
1	12-220	05/08/12	39	ACCOUNTANT	SPECIAL ED	100.00	8	New	---	37	Cert List	7/2/2012	RECRUITMENT OPENED 05/07/12 TO 05/25/12. WRITTEN EXAM ADMINISTERED 06/11/12. TECHNICAL ORAL EXAM ADMINISTERED 06/21/12. SELECTION INTVW SCHEDULED THURSDAY, 07/05/12. [TRANSFER BULLETIN #37 CLOSED 05/15/12.]	YES
2	12-165	11/09/11	158	ELEMENTARY LIBRARY COORD	JOHN MUIR ELEMENTARY	87.50	7.00	Vac	SUZANNE MOSCOSO	15	Cert. List	11/17/11	SELECTION INTVWS HELD 12/07/11. FOLLOW-UP INTVWS HELD 12/19/11. STAFF CONTACTED HIRING AUTHORITY ON 12/21/11 REGARDING SELECTION. SELECTED CANDIDATE DECLINED OFFER 01/05/12. THREE RANKS REMAIN FOR SELECTION. HIRING AUTHORITY INDICATED COMMITTEE NEEDED TO RECONVENE TO SELECT ANOTHER ELIGIBLE CANDIATE. STAFF CONFERRED WITH HIRING AUTHORITY REGARDING STATUS OF SELECTION AND REQUISITION CERT. LIST ON 02/08/12, 02/09/12, 02/28/12, 03/06/12, 03/07/12 AND 03/22/12. STAFF ADVISED THAT A SELECTION MUST BE MADE WHEN THERE ARE THREE RANKS OF ELIGIBLE CANDIDATES. ALSO, IF THE POSITION IS NO LONGER REQUIRED, A PC SHOULD BE SUBMITTED TO ABOLISH THE POSITION AND A SUBSTITUTE WOULD NO LONGER BE PROVIDED. (NOTE: A SUBSTITUTE WAS ASSIGNED PENDING SELECTION. THE SUBSTITUTE WILL REMAIN IN PLACE THROUGH THE END OF THE SCHOOL YEAR. STAFF WILL CONTACT CANDIDATE WHO PREVIOUSLY DECLINED OFFER TO SEE IF INTERESTED, AND CANVAS RANKS PREVIOUSLY INTERVIEWED TO DETERMINE INTEREST/AVAILABILITY. DEPENDING ON OUTCOME, SITE MAY BE ENTITLED TO INTERVIEW ADDITIONAL CANDIDATES. ON 06/05/12, STAFF MET WITH SITE AND DISTRICT ADMINISTRATION TO BEGIN REVIEW ESSENTIAL JOB DUTES OF THE CLASSIFICATION AND DISCUSS POSSIBLE CLASS SPEC REVISIONS.)	YES

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 7/2/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
3	12-075	08/17/11	217	EQUIPMENT OPERATOR/SPORTS FACILITIES	MAINTENANCE & OPERATIONS	100.00	8.00	New	---	6	Open		ORIGINAL APPLICATION FILING PERIOD WAS 09/27/11 to 10/18/11. CLASS SPEC REVISED 10/11/11. RECRUITMENT REOPENED 02/03/12 TO 02/28/12. WRITTEN EXAM ADMINISTERED 05/22/12. THE PERFORMANCE EXAM, DEVELOPED IN COLLABORATION WITH SMEs, WAS CONDUCTED 06/26/12. ON 06/28/12, STAFF CONTACTED HIRING AUTHORITY RE: SELECTION INTVW DATES. ANTICIPATED CERT. LIST ON 07/05/12. CURRENT EMPLOYEE WORKING OUT OF CLASS PENDING COMPLETION OF RECRUITMENT/EXAMINATION PROCESS. [TRANSFER BULLETIN #6 CLOSED 08/24/11.]	
4	12-201	01/23/12	112	FISCAL SERVICES SUPERVISOR (PAYROLL)	FISCAL SVCS	100.00	8.00	Vac	RICARDO LOPEZ	27	Cert List	05/01/12, 07/02/12	RECRUITMENT INITIALLY OPENED 12/21/11 THROUGH 01/20/12. TRAINING AND EXPERIENCE EVALUATION COMPLETED 02/10/12. STRUCTURED INTERVIEW (QAI) ADMINISTERED 04/20/12. ELIG LIST ESTABLISHED 04/30/12. CERT LIST DATED 05/01/12 CONTAINED ONE RANK. AT THE REQUEST OF HIRING AUTHORITY, RECRUITMENT RE-OPENED FROM 04/26/12 TO 05/18/12 TO SECURE ADDITIONAL ELIGIBLES. SECOND ADMINISTRATION OF QAI 06/22/12. [INCUMBENT'S RESIGNATION WAS EFFECTIVE 01/31/12. TRANSFER BULLETIN #26 CLOSED 02/08/12.]	NO/YES
5	12-222	06/13/12	13	HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES	100.00	8.00	Vac	BETH PAPP	39	Cert List	06/26/12	STAFF CONTACTED HIRING AUTHORITY REGARDING POSSIBLE INTVW DATES ON 06/26/12 AND 07/02/12. ON 07/02/12, APPLICATIONS FORWARDED TO HIRING AUTHORITY FOR REVIEW. [TRANSFER BULLETIN #39 CLOSED 06/25/12.]	YES

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 7/2/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
6	12-221	05/07/12	40	HVAC MECHANIC	MAINTENANCE & OPERATIONS	100.00	8.00	Vac	CRAIG SMITH	38	Open		RECRUITMENT OPENED 05/14/12 TO 06/06/12. WRITTEN EXAM ADMINISTERED 06/21/12. PERFORMANCE EXAM SCHEDULED FOR 07/10/12. [TRANSFER BULLETIN #38 CLOSED 05/17/12.]	
7	12-223	06/13/12	13	INSTRUCTIONAL ASST-PHYSICAL ED	LINCOLN MIDDLE	75.00	6.00	Vac	QUENTIN PRICE	39	Open		ON 06/29/12, STAFF CONTACTED HIRING AUTHORITY REGARDING SELECTION INTVW DATE. THIS POSITION REQUIRES A FEMALE CANDIDATE. [TRANSFER BULLETIN #39 CLOSED 06/25/12.]	
8	12-224	06/13/12	13	INSTRUCTIONAL ASST-PHYSICAL ED	WILL ROGERS MIDDLE	50.00	4.00	Vac	MYKEL DAVES	39	Open		ON 06/29/12, STAFF CONTACTED HIRING AUTHORITY REGARDING SELECTION INTVW DATE. [TRANSFER BULLETIN #39 CLOSED 06/25/12.]	
9	12-228	06/27/12	3	INSTRUCTIONAL ASST-SPECIALIZED	SPECIAL ED	75.00	6.00	New	-	40	Open		TRANSFER BULLETIN #40 CLOSED 07/02/12.	
10	12-229	06/27/12	3	INSTRUCTIONAL ASST-SPECIALIZED	SPECIAL ED	75.00	6.00	New	-	40	Open		TRANSFER BULLETIN #40 CLOSED 07/02/12.	
11	12-210	02/15/12	95	JOB DEVELOPMENT & PLACEMENT	SANTA MONICA HIGH	75.00	6.00	Vac	KELLIE LEDUFF	31	Open		STAFF COLLABORATING WITH HIRING AUTHORITY TO REVISE CLASS SPEC TO MORE ACCURATELY REFLECT THE DUTIES, RESPONSIBILITIES AND JOB REQUIREMENTS FOR FUTURE RECRUITMENT PURPOSES. A CLECRICAL SUB ASSIGNED 02/28/12 DURING JOB ANALYSIS AND EXAM DEVELOPMENT PROCESS. INITIAL DISCUSSION WITH SME ON 02/02/12. MOST RECENT MEETING WITH SME HELD 05/02/12. [TRANSFER BULLETIN #31 CLOSED 02/22/12.]	

Personnel Requisition Detailed Report

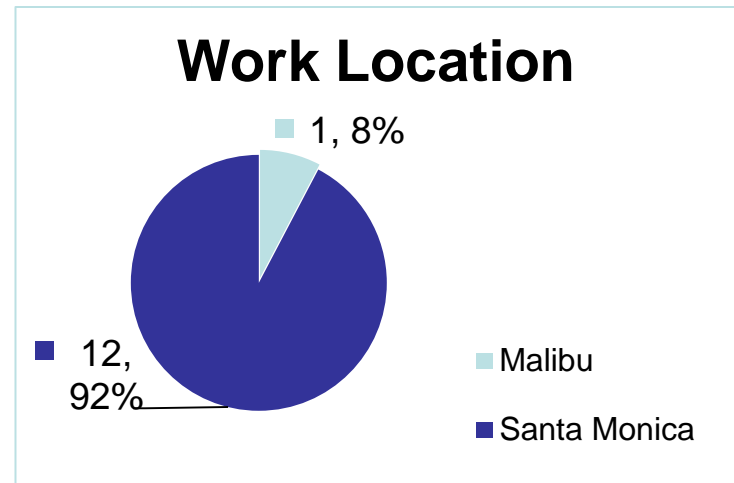
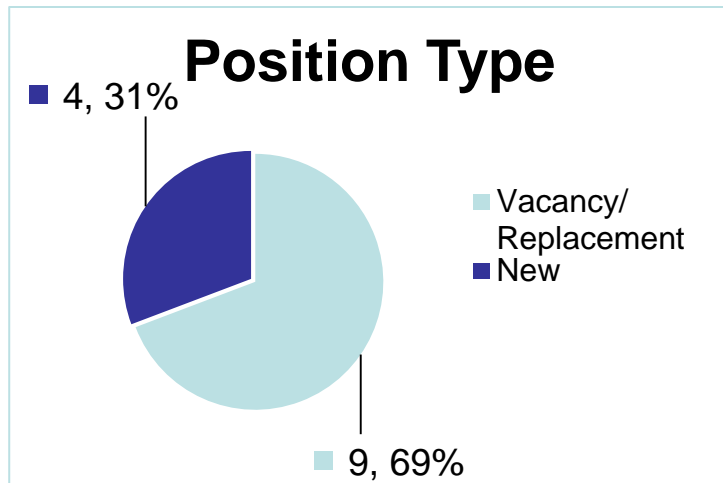
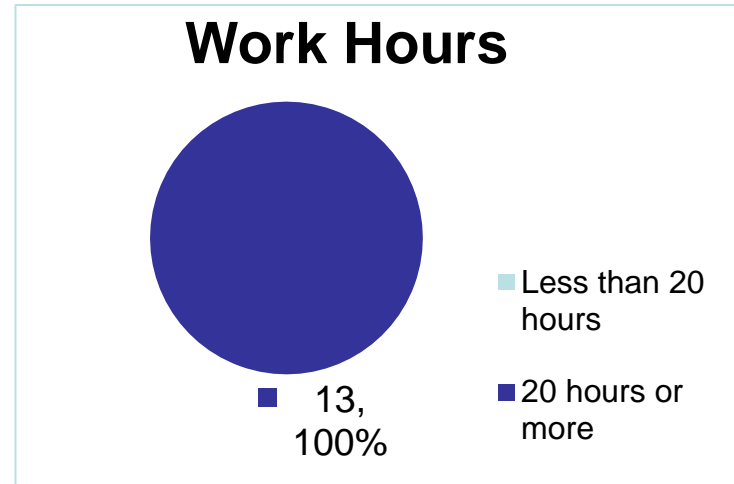
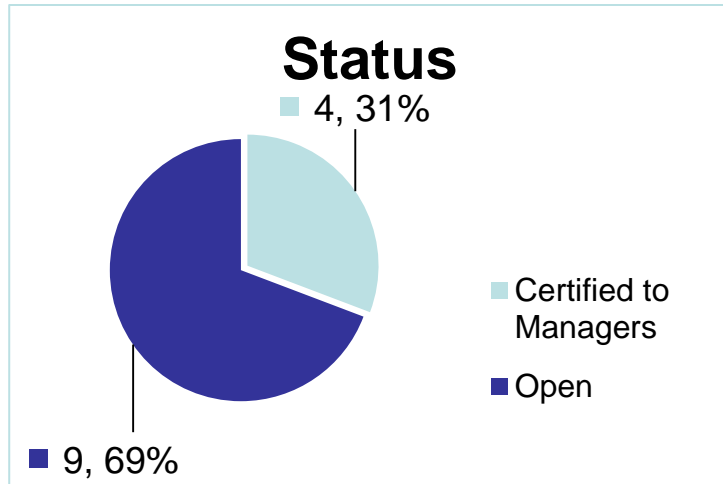
#	Req. ID	Date From HR	Working Days as of 7/2/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
12	12-225	06/13/12	13	PHYSICAL ACTIVITIES SPECIALIST	CABRILLO ELEMENTARY	62.50	5.00	Vac	MELVIN JONES	39	Open		ON 06/29/12, STAFF CONTACTED HIRING AUTHORITY REGARDING SELECTION INTVW DATE. [TRANSFER BULLETIN #39 CLOSED 06/25/12.]	
13	12-103	09/08/11	202	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. POSITION ADVERTISED WITH A VARIETY OF SOURCES. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	

NOTES:

- ¹ **Position Type** : "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.
- ² **Req Status** : "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Requisition Graphic Summary

as of July 2, 2012



**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2012 – 2013**

Date	Time	Location	Discussion Item
2012			
July 11, 2012	5:00 p.m.	Board Room – District Office	
August 14, 2012	5:00 p.m.	Board Room – District Office	
September 11, 2012	5:00 p.m.	Board Room – District Office	
October 9, 2012	5:00 p.m.	Board Room – District Office	
November 13, 2012	5:00 p.m.	Board Room – District Office	
December 11, 2012	5:00 p.m.	Board Room – District Office	
2013			
January 15, 2013	5:00 p.m.	Board Room – District Office	
February 2013	Daily Conference	TBD	CSPCA 2013 Annual Conference
February 12, 2013	5:00 p.m.	Board Room – District Office	
March 12, 2013	5:00 p.m.	Board Room – District Office	
April 9, 2013	5:00 p.m.	Board Room – District Office	2013–14 Budget Discussion and Development,
May 14, 2013	5:00 p.m.	Board Room – District Office	2013-14 Budget Adoption
June TBD, 2013	5:00 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director of Classified Personnel
June 11, 2013	5:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2012-2013

Closed Session begins at 4:30pm
Public Meetings begin at 6:00pm

July through December 2012					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/18* DO		*Wednesday, 7/18
August	8/1* M		8/15* DO		*Wednesday, 8/1 *Wednesday, 8/15 First day of school: 8/22
September	9/6 DO		9/20 DO		
October	10/4 M		10/18 DO		
November	11/1 M		11/15 DO		Thanksgiving: 11/22-23
December		12/13 DO		winter break	
Winter Break: December 24 – January 4					
January through June 2013					
Winter Break: December 24 – January 4					
January		1/17 DO			
February	2/7 M		2/21 DO		
March	3/7 DO		3/21 M	spring break	
Spring Break: March 25 – April 5					
April	spring break		4/18 DO		
May	5/2 M		5/16 DO		
June	6/6 DO			6/26* DO	Last day of school: 6/11 *Wednesday: 6/26

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

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office avii@smmusd.net at least one day prior to the meeting.
 Board of Education Meeting AGENDA: June 27, 2012

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 06/27/12

RECOMMENDATION NO. A.26

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.

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>	<u>EFFECTIVE DATE</u>
Biglow, Laurie Malibu HS Inst Asst – Special Ed [additional hours, behavioral training]	4/1/12-6/30/12
Billoti, Scott Malibu HS Inst Ass – Special Ed [additional hours, behavioral training]	4/1/12-6/30/12
Cary, Wendy Malibu HS Inst Ass – Special Ed [additional hours, behavioral training]	4/1/12-6/30/12
Curtis, Kathleen Theater Ops/Permits Campus Security Officer [additional hours; parking support]	6/6/12-6/15/12
Henderson, Jacob Personnel Commission Sign Language Interpreter [overtime; accommodation for testing]	5/22/12
Hendler, Nanette Muir Elementary Inst Asst – Special Ed [additional hours/overtime; overnight field trip]	5/21/12-5/29/12
Herrada, Joe Lincoln MS Custodian [overtime; school event]	5/18/12-5/20/12
Jones, Chancy Malibu HS Campus Security Officer [overtime; school events]	4/1/12-6/30/12
Kramer, Quinton Malibu HS Inst Ass – Special Ed [additional hours, behavioral training]	4/1/12-6/30/12
Kubicz-Preis, Ania Educational Svcs Administrative Assistant [overtime; Data Director input]	5/24/12-6/15/12
Langley, Bhatki Malibu HS Inst Ass – Special Ed [additional hours, behavioral training]	4/1/12-6/30/12
Martin, Charles Lincoln MS Campus Security Officer [overtime; school event]	5/18/12-5/20/12
Miller, Claire Muir Elementary Elementary Library Coordinator [additional hours; substitute assignment]	5/14/12
Miller, Karen Educational Svcs Office Specialist [overtime; Data Director input]	5/25/12-6/15/12
Montoya, Lisa Educational Svcs Administrative Assistant [overtime; Data Director input]	5/24/12-6/15/12
Moore, Terry Malibu HS Inst Ass – Special Ed [additional hours, behavioral training]	4/1/12-6/30/12

Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; school event]	5/18/12-5/20/12
Paz, Trevor Malibu HS	Inst Ass – Special Ed [additional hours, behavioral training]	4/1/12-6/30/12
Saad, Metias Theater Ops/Permits	Custodian [overtime, as needed]	3/21/12-6/30/12
Shoemaker, Deirdre Malibu HS	Inst Ass – Special Ed [additional hours, behavioral training]	4/1/12-6/30/12
Skowlund, Carol Educational Svcs	Sr. Administrative Assistant [overtime; Data Director input]	5/24/12-6/15/12
Smith, Jill Malibu HS	Inst Ass – Special Ed [additional hours, behavioral training]	4/1/12-6/30/12
Spalding, Jim Adams MS	Custodian [overtime; school event]	5/13/12
Tirrell, Hollie Santa Monica HS	Athletic Trainer [overtime, student training]	3/26/12
Wilson, Stanley Malibu HS	Campus Security Officer [overtime; school events]	4/1/12-6/30/12
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Brown, Elizabeth Special Education	Inst Asst – Special Ed	6/11/12-6/30/12
Cooper, James Personnel Commission	Campus Security Officer	5/1/12-6/30/12
Gutierrez, Pablo Operations	Custodian	6/11/12-6/15/13
Proctor, Sean Theater Ops/Facility Permits	Sports Facility Attendant	5/24/12
Schlierman, John Roosevelt Elementary	Inst Asst – Classroom	5/21/12-6/15/12
Shavine, Shirley Personnel Commission	Campus Security Officer	6/15/12-6/30/12
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Andersen, Lisa Human Resources	Sr. Administrative Assistant Medical	6/15/12-8/10/12
Funderburk, Rosemary Webster Elementary	Inst Asst – Special Ed Medical	2/24/12-2/27/12 3/9/12-6/15/12
Padilla, Elizabeth Child Development Svcs	Children Center Assistant Maternity	6/1/12-6/15/12

Vargas, Cythia McKinley Elementary	Inst Asst – Special Ed Maternity	5/28/12-6/15/12
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LEAVE OF ABSENCE (UNPAID)

Cornejo, Ana Food Svcs	Cafeteria Worker I Medical	<u>EFFECTIVE DATE</u> 3/1/12-6/15/12
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Holloway, Shirlene Food Svcs	Cafeteria Worker I FMLA	5/22/12-6/15/12
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Karels, Kloie Franklin Elementary	Inst Asst – Special Ed Personal	5/19/12-5/25/12
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PROFESSIONAL GROWTH

Boothby, Devon Transportation	Administrative Assistant	<u>EFFECTIVE DATE</u> 7/1/12
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Castillo, John Information Svcs	Network Engineer	7/1/12
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Cortez, Griselda Child Development Svcs	Children Center Assistant	7/1/12
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Reid, Shuntoria Lincoln MS	Inst Asst – Special Ed	7/1/12
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WORKING OUT OF CLASS

Garrett, Christine Human Resources	Sr. Administrative Assistant Fr: Sr. Office Specialist	<u>EFFECTIVE DATE</u> 6/14/12-7/31/12
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Williams, Steven Food Svcs	Stock and Delivery Clerk Fr: Cafeteria Worker I	6/9/12-6/15/12
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ABOLISHMENT OF POSITION

Inst Asst – Special Ed 6 Hrs/SY; Franklin Elementary	<u>EFFECTIVE DATE</u> 4/23/12
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Inst Asst – Classroom 3.5 Hrs/SY; St. Anne’s Catholic ES	6/15/12
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LAYOFF/REDUCTION OF HOURS

BR4499404	Inst Asst – Classroom 4 Hrs/SY Fr: 5 Hrs/SY	<u>EFFECTIVE DATE</u> 8/13/12
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DY1521815	Bilingual Community Liaison 2.5 Hrs/10 Mo Fr: 6.5 Hrs/10 Mo	8/13/12
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LAYOFF – DUE TO LOSS OF FUNDING

WY9157632	Inst Asst – Classroom	<u>EFFECTIVE DATE</u> 8/13/12
NH7202874	Inst Asst – Classroom	8/13/12
UU0396080	Inst Asst – Classroom	8/13/12
SR6202283	Inst Asst – Classroom	8/13/12
TS6155292	Office Specialist	8/13/12

SUSPENSION WITHOUT PAY

QR1081290
Transportation

Bus Driver

EFFECTIVE DATE

6/14,15,18/12

RESIGNATION

Aponte, Noelle
Muir Elementary

Inst Asst – Special Ed

EFFECTIVE DATE

6/15/12

Davis, Mychal
Will Rogers Elementary

Inst Asst – Physical Ed

6/14/12

McDonald, Sara
McKinley CDS

Children Center Assistant

6/15/12

Price, Quentin
Lincoln MS

Inst Asst – Physical Ed

6/1/12

Rand, Alex
Special Education

Specialized Inst Asst

6/15/12

Valencia, Diana
Lincoln MS

Inst Asst – Bilingual

6/19/12

RETIREMENT

Durbin, Muriel
Santa Monica HS

Inst Asst – Special Ed

EFFECTIVE DATE

6/15/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT
06/27/12
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.27

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

REED, THOMAS MALIBU HIGH SCHOOL 6/1/12-6/30/12

ADDITIONAL ASSIGNMENT – COACHING ASSISTANT - TRAINING

ARMENDARIZ, RICHARD	SANTA MONICA HS	4/28/12
CLARK, TRAVIS	SANTA MONICA HS	3/26/12
DE LA TORRE, JOSE	SANTA MONICA HS	4/28/12
DETAMORE, JASON	SANTA MONICA HS	5/22/12
DONOHUE, CHRIS	SANTA MONICA HS	5/22/12
DOS SANTOS, LUIS	SANTA MONICA HS	5/22/12
JIMENEZ-BRAVO, ROMAN	SANTA MONICA HS	5/22/12
PHILIP-GUIDE, SHELDON	SANTA MONICA HS	3/26/12
PROST, COREY	SANTA MONICA HS	5/22/12
RAMOS, DANIEL	SANTA MONICA HS	3/26/12
SKEHAN, NIALL	SANTA MONICA HS	3/26/12
VASQUEZ, ANGEL	SANTA MONICA HS	5/22/12
WARD, NILACALA	SANTA MONICA HS	3/26/12
WESTON, PETE	SANTA MONICA HS	4/28/12

STUDENT WORKER – WORKABILITY

MENDEZ, ANDREA	SPECIAL EDUCATION	6/23/12-6/30/14
SERNA, CHE	SPECIAL EDUCATION	5/15/12-6/20/13

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

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	PC Review Dates	Comments (Requests)	Adoption Date by PC
Chapter II	2nd Reading	The Personnel Commission	9.19.06		9.19.06
Chapter III	2nd Reading	Classification of Employees and Positions	1.12.10	Excluding Rule 3.1.2.B	1.12.10
Rule 3.1.2.B	2nd Reading	Special Categories	2.9.10		2.9.10
Chapter IV	2nd Reading	Application for Employment	1.12.10	Excluding Rule 4.6.2.B	1.12.10
Rule 4.6.2.B	2nd Reading	Appeal from Disqualification	2.9.10		2.9.10
Chapter V	2nd Reading	Recruitment and Examinations	2.9.10		2.9.10
Chapter VI	1st Reading	Eligibility Lists	4.13.10		
	2nd Reading		6.8.10		6.8.10
Chapter VII	1st Reading	Appointment to Classified Positions	6.8.10	Excluding Rule 7.3.3	
				Review to the Superintendent and SEIU - 7.26.10	
	2nd Reading		9.14.10		9.14.10
Rule 7.3.3	1st Reading	Summer Session Assignment	4.13.10		
	2nd Reading		6.8.10		6.8.10
Chapter VIII	1st Reading	Employee Clearances	7.13.10		
				Review to the Superintendent and SEIU - 7.26.10	
	2nd Reading		9.14.10		9.14.10
Chapter IX	1st Reading	Employment Status	11.9.10		
				Review to the Superintendent and SEIU - 12.6.10	
	2nd Reading		2.8.11		2.8.11

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	PC Review Dates	Comments (Requests)	Adoption Date by PC
Chapter X	1st Reading	Performance Evaluation	11.9.10		
				Review to the Superintendent and SEIU - 12.6.10	
	2nd Reading		2.8.11		2.8.11
Chapter XI	1st Reading	Vacation, Leaves of Absence and Holidays	4.12.11		
				Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Chapter XII	1st Reading	Salaries, Overtime Pay and Benefits	4.12.11	Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Rule 12.2.4.B	2nd Reading	Salary on Employment	1.12.10		1.12.10
Chapter XIII	2nd Reading	Seniority, Layoff, Displacement and Reemployment	1.12.10		1.12.10
Chapter XV	1st Reading	Resignation and Reinstatement	4.17.12		

**Santa Monica - Malibu Unified School District
Workforce Organization Development Tracker**

Activity	Staff	Date	Comments
Human Resource Forum (in-service training)			
Participate in collaborative planning sessions		1.24.11	
		3.1.11	Collaborators (Fiscal, HR, and PC)
	PA	4.12.11	
		4.21.11	
Workshop presentation on <i>The Recruitment Guide</i>	PA/DOC	4.28.11	Two session held (9a.m.-12 p.m. and 1 p.m.-4 p.m.)
			Attendees included Administrators, Department Heads, and Office Managers
			Approx. number of attendees: 55
District's New Employee Orientation Program	Staff		
Prepare PowerPoint slides to overview PC		TBD	Collaborate with the HR to put into District's <i>New Employee Orientation Program</i>
Career In-Service Training Seminars	Staff		Develop a series of seminars to augment employees' knowledge and skills to work within a Merit System school district. To explore such questions as:
Merit Principles of Personnel Administration/Merit System under the State of California Education Codes		TBD	1. What is a Merit System?
			2. Is there an outline of appropriate Education Code Sections to reference?
			3. What is the relationship between the Education Code and Merit Rules?
Personnel Commission Merit Rules		TBD	4. How to navigate the Personnel Commission's website?
			5. How to get useful feedback from users?
Classification Titles and Descriptions		TBD	6. How to mediate issues?
			7. Which Personnel Commission staff to contact?
Overview of the Personnel Commission		TBD	8. Why this and not that?
Welcome Letter (Electronic) to New Administrators and Managers	DOC/AA	TBD	
Introduction to the Personnel Commission			

**Santa Monica - Malibu Unified School District
Workforce Organization Development Tracker**

Activity	Staff	Date	Comments
Link to Website			
Link to Personnel Commission Staff			
Personnel Commission Website			
Update	AA/DOC	On-going	Collaborate with District's Information Systems Department
Employee Development Workshops	Staff	3.30.11	Targeted and District-wide workshops on such topics as:
		4.7.11	1. Interviewing Skills
		TBD	2. Employment Application Skills
			3. Understanding the Employment Application Process
			4. Resume Skills
			5. Examination Preparations
			6. Career Planning
		4.4.12 & 4.11.12	Interview Skills
Feedback Mechanisms	Staff		
One-to-One Meetings with Administrators and Managers		On-going	
Customer Satisfaction Surveys		On-going	
Review "Best Practices" from the literature and other Agencies		On-going	
Key:			
AA - Administrative Assistant			
DOC - Director of Classified Personnel			
HRT - Human Resources Technician			
PA - Personnel Analyst			

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> <i>Chapter XVI: Grievance Procedure</i> Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	August 2012
Classification Revision - Accountant		August 2012
Re-appointment of a Personnel Commissioner		August 2012
Personnel Commission Annual Report		September 2012

VI. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Progress Review of Strategic Goals - Director, Classified Personnel

VII. Next Regular Personnel Commission Meeting:

Tuesday, August 14, 2012, at 5:00 pm - *District Office Board Room*

VIII. Adjournment: