



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

**February 13, 2019**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, February 13, 2019**, at **4:30 p.m.**, 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 Report from Closed Session of Personnel Commission Special Meeting on January 24, 2019
- G.05 Approval of Agenda for Regular Meeting on February 13, 2019

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						

- G.06 Approval of Minutes for Regular Meeting on January 9, 2019

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						

Approval of Minutes for Special Meeting on January 24, 2019

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						

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



## PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

**February 13, 2019**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, February 13, 2019**, at **4:30 p.m.**, 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 Report from Closed Session of Personnel Commission Special Meeting on January 24, 2019
- G.05 Approval of Agenda for Regular Meeting on February 13, 2019
- G.06 Approval of Minutes for Regular Meeting on January 9, 2019 & Special Meeting on January 24, 2019
- G.07 Report from the Director of Classified Personnel:  
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
  - General Comments and Updates

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

G.08 Personnel Commissioner Comments/Reports:  
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 Communications:  
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:  
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

## II. **CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Children's Center Assistant	4
Instructional Assistant – Physical Education	6
Swimming Instructor/Lifeguard	2

C.02 Advanced Step Placement:  
Nichelle Cummings in the classification of Administrative Assistant at Range 31, Step B

C.03 Advanced Step Placement:  
Cindy Garcia in the classification of Instructional Assistant - Classroom at Range 18, Step E

C.04 Advanced Step Placement:  
Stephanie Gibbons in the classification of Paraeducator-3 at Range 26, Step C

- C.05 Advanced Step Placement:  
Dennis Kretin in the classification of Maintenance Supervisor at Range M-45, Step C
- C.06 Advanced Step Placement:  
Quinella McFarland in the classification of Paraeducator-1 at Range 20, Step C
- C.07 Advanced Step Placement:  
Monique Robinson in the classification of Instructional Assistant - Bilingual at Range 20, Step B
- C.08 Advanced Step Placement:  
Nicole Rovetto in the classification of Health Office Specialist at Range 25, Step D

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:  
Assistant Director of Fiscal Services within the Fiscal job family
- A.02 Classification Revision:  
Lead Grounds Person within the Facilities 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.

- No Discussion

**V. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
- January 17, 2019
  - February 7, 2019

- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
  - January 17, 2019
  - February 7, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2018 - 2019
- I.06 Board of Education Meeting Schedule
  - 2018 – 2019

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	3/13/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	4/10/19
Merit Rules Revisions Update - Definitions	Discussion	5/8/19

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

Wednesday, March 13, 2019, at 4:30 p.m. - *District Office Board Room*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

Submitted by:

\_\_\_\_\_  
 Eric Rowen  
 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 MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**January 9, 2019**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, January 9, 2019**, at **4:33 p.m.**, 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 4:33 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone were present.
- G.03 Pledge of Allegiance:** Commissioner Waterstone led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda:** January 9, 2019  
It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

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.06 Motion to Approve Minutes:** December 12, 2018

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

**G.07 Report from the Director of Classified Personnel:**

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

- General Comments and Updates
  - **Director Rowen expressed his gratitude to Commissioner Inatsugu for her willingness to continue serving to the classified employees of the District until new Personnel Commissioners are appointed.**
  - **Director Rowen updated the Personnel Commission on the departmental activities and recruitments. Ms. Clare Caldera, Personnel Analyst, is conducting a comprehensive study of the Paraeducator series.**  
**Director Rowen and Ms. Caldera are developing the department's Facebook page to advertise current classified employment opportunities.**  
**In regards to the recruitment activities, Ms. Caldera is currently updating the classification specification for the Assistant Director of Fiscal Services in preparation for a vacancy that will take place in June. Construction Supervisor position will be filled in near future.**  
**There are about fifty applications received for the Director of Purchasing.**
  - **The Human Resources Department has been conducting selection interviews for Human Resources Specialist and Senior Office Specialist positions this week.**
  - **Director Rowen expressed his gratitude to Ms. Gabrielle Crumble, Human Resources Technician substitute, who has been successfully assisting the department with recruitments and related duties of the permanent employee on a long-term leave.**
  - **Director Rowen updated the Personnel Commission about the status of the Personnel Commissioner recruitment. He informed the Personnel Commission about the selection interviews date, Thursday, January 24, 2019.**
  - **Director Rowen updated the Personnel Commission on the Supplemental Early Retirement Plan and how its implementation will impact the department's recruitment strategies.**
  - **Director Rowen informed the Personnel Commission about the progress of LACOE's Business Enhancement System Transformation (BEST) Project to integrate fiscal, human resources, and recruiting practices and functions.**

- **Commissioner Waterstone inquired about the number of retirees who have accepted the Supplemental Early Retirement Plan. Director Rowen stated that the District expects to meet the minimum requirements in order to implement the plan.**

**G.08 Personnel Commissioner Comments/Reports:**

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

- **Commissioner Waterstone expressed her gratitude to Commissioner Inatsugu for her dedication and service on the Personnel Commission until the new Personnel Commissioners are appointed.**
- **Commissioner Waterstone shared that the District engages architects to assist with facilities improvement projects and conducts series of parents' meetings to gain input from the community.**

**G.09 Communications:**

The Communications Section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- **SEIU Report**
  - **Ms. Cartee-McNeely reported on SEIU meeting with LAUSD on January 3, 2019, to bargain about the impact of the pending strike from UTLA. SEIU members stated that they will not engage in any duties that belong to teachers or any credentialed staff. SEIU is in full support of UTLA. The strike is planned for Monday, January 14, 2019, if UTLA and LAUSD cannot reach an agreement this week.**
  - **Ms. Cartee-McNeely announced that Mr. Martelle Riley, Bus Driver, and Mr. Christopher Mock, Paraeducator-3, received awards for support of classified employees at the SEIU leadership summit in December 2018.**
  - **Ms. Cartee-McNeely shared that SEIU engages in clarification of membership benefits as the union members are approached by "Freedom Foundation" and "Right to Work" organizations encouraging them to opt out of the union.**
  - **On behalf of SEIU, Ms. Cartee-McNeely acknowledged Commissioner Inatsugu for her leadership and dedication to the Personnel Commission serving the District's classified employees. Ms. Cartee-McNeely expressed her appreciation working with Commissioner Inatsugu since 1995.**
- **Board of Education Report**
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, shared his observations from the last LAUSD strike in 1989 when he was a second year teacher.**
  - **Dr. Kelly reported on District activities in preparation of the 2019-2020 school year.**
  - **Dr. Kelly expressed his gratitude to Director Rowen, Ms. Caldera, and the Personnel Commission for their dedicated work during the transition**



from former Noon Supervision Aid classification into a merit one-Campus Monitor.

- Dr. Kelly notified the Personnel Commission about re-election of Mr. Jon Kean as Vice President and Dr. Richard Tahvildaran-Jesswein as President, to the Board of Education at their last meeting. There were also presentations on project based learning led by Superintendent Drati and early learning options in pre-schools.
- Dr. Kelly informed the Personnel Commission about the Supplemental Early Retirement Plan for classified staff. CALPERS has been conducting a series of meetings for employees to explain their options.

**G.10 Public Comments:**

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting’s agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- None

**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	5
Construction Supervisor	4
Human Resources Specialist	6
Paraeducator-1	3
Paraeducator-3	4

**C.02 Advanced Step Placement:**

Hilary Johnson in the classification of Paraeducator-1 at Range 20, Step B

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

## REPORT AND DISCUSSION

- None

### III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Appointment of Mrs. Barbara Inatsugu as an Interim Personnel Commissioner

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Julie Waterstone	✓		✓			
vacant						

## REPORT AND DISCUSSION

- **Director Rowen stated that, in accordance with Education Code 45266 and Merit Rule 2.4.2., Commissioner Inatsugu's term can be extended up to ninety days until successors are appointed. After that period, Commissioner Inatsugu may continue serving as an Interim Commissioner for up to sixty days- if needed.**

### 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

### V. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

### VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
  - December 13, 2018

- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
  - December 13, 2018
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
  - 2018 – 2019
- I.06 Board of Education Meeting Schedule
  - 2018 – 2019

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
Types of Temporary Job Assignments	Commissioner Training	3/13/19
Merit Rules Revisions Update - Definitions	Discussion	3/13/19
Job Descriptions Minimum Qualifications	Commissioner Training	3/13/19

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

Wednesday, February 13, 2019, at 4:30 p.m. - *District Office Board Room*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

- None

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

**It was moved and seconded to adjourn the meeting.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

**TIME ADJOURNED: 5:02 p.m.**

Submitted by:

\_\_\_\_\_  
Eric Rowen  
Secretary to the Personnel Commission  
Director, Classified Personnel

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**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**January 24, 2019**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu and Mrs. Julie Waterstone

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, January 24, 2019, at 8:42 a.m.**, 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 Special Meeting of the Personnel Commission was called to order at 8:42 a.m.

**G.02 Roll Call:** Commissioners Inatsugu and Waterstone were present.

**G.03 Motion to Approve Agenda:** January 24, 2019

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

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.04 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. 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**

**III. CLOSED SESSION:**

The Commission adjourned to closed session at **8:42 a.m.** pursuant to Government Code Section 54957 to discuss:

**A. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**

Title: Personnel Commissioner (selection interviews)

The Commission reconvened into open session at **3:28 p.m.** and reported on the following action taken in closed session:

**No action was taken.**

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

Wednesday, February 13, 2019, at 4:30 p.m. – *District Office Board Room*

**V. 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	✓			✓			
Julie Waterstone		✓		✓			
vacant							

**TIME ADJOURNED: 3:28 p.m.**

Submitted by:

\_\_\_\_\_  
Eric Rowen  
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.

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## II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, February 13, 2019

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

SUBJECT: Advanced Step Placement – Cummings, Nichelle

Hire Date: 11/9/19

ASP Request Submitted: 1/10/19

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Administrative Assistant	<b>Employee:</b> Nichelle Cummings	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Graduation from high school or evidence of equivalent educational proficiency.</li> </ul>	<ul style="list-style-type: none"> <li>Nichelle Cummings meets the minimum educational requirements of the position.</li> </ul>	<b>0</b> level of education above the required level = <b>0</b> Step Advance (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>Three (3) or more years of varied administrative, secretarial and clerical support experience</li> </ul>	<ul style="list-style-type: none"> <li>Nichelle Cummings has over seven years of varied administrative, secretarial and clerical support experience.</li> </ul>	<b>1</b> (3-year period) of experience above the required level = <b>1</b> Step Advance
<b><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Cumming's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hour, while Step B is \$19.53/hour. The gross difference in pay is an approximate increase of \$0.94 per hour, \$162.36 per month, or \$974.18 per year.

**DIRECTOR'S RECOMMENDATION:**

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						



## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, February 13, 2019

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

SUBJECT: Advanced Step Placement – Cindy Garcia  
 Hire Date: 11/06/2018  
 ASP Request Submitted: 01/18/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Classroom	<b>Employee:</b> Cindy Garcia	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> <li>Completed 48 units at an accredited institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree;</li> </ul>	<ul style="list-style-type: none"> <li>Cindy Garcia has a Bachelor of Science degree in Marketing from California State University Northridge.</li> </ul>	<b>1</b> level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>Cindy Garcia exceeds the experience requirement. She has over 11 years' experience working with school-aged children.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level = <u>2 Step Advance</u>
<b>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 2 (Experience) = 3</b> <b>Advanced Step = STEP E</b>		

**DIRECTOR'S COMMENTS:**

Ms. Garcia's educational, professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step B is \$14.23/hour, while Step E is \$16.47/hour. The net difference in pay is an approximate increase of \$2.24 per hour, \$170.06 per month, or \$1,700.56 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Cindy Garcia at Range A-18, Step E 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						
Julie Waterstone						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, February 13, 2019

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

SUBJECT: Advanced Step Placement – Stephanie Gibbons

Hire Date: 1/22/2019

ASP Request Submitted: 1/30/2019

**BACKGROUND INFORMATION:**

<p><b>Classification Title:</b> Paraeducator-3</p>	<p><b>Employee:</b> Stephanie Gibbons</p>	<p><b>Calculation of Advanced Step Recommendation</b></p>
<p><b><u>Education:</u></b></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> <b>ONE</b> of the following:</p> <ul style="list-style-type: none"> <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 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> <p><b><u>EXPERIENCE:</u></b></p> <p>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</p>	<ul style="list-style-type: none"> <li>Stephanie meets the minimum education requirements.</li> <li>Stephanie has over 9 years of experience working with special needs children</li> </ul>	<p><b>0</b> level of education above the required level = 0 Step Advance</p> <p>3 (2-year periods) of experience above the required level = 2 Step Advance</p>
<p><b>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b></p>		

**DIRECTOR'S COMMENTS:**

Ms. Gibbons' educational and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The gross difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$1,763.90 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Stephanie Gibbons at Range A-26, Step C 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						
Julie Waterstone						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, February 13, 2019

**AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Dennis Kretin

Hire Date: 1/7/2019

ASP Request Submitted: 1/7/2019

**BACKGROUND INFORMATION:**

<p><b>Classification Title:</b> Maintenance Supervisor</p>	<p><b>Employee:</b> Dennis Kretin</p>	<p><b>Calculation of Advanced Step Recommendation</b></p>
<p><b><u>Education:</u></b></p> <ul style="list-style-type: none"> <li>Graduation from high school or equivalent evidence of proficiency at the high school level.</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>Three years (3) experience as a journey-level carpenter, electrician, HVAC technician, plumber or metal worker, performing general construction, repair, and maintenance of school or similar facilities, buildings, and properties</li> </ul>	<ul style="list-style-type: none"> <li>Dennis meets the minimum education requirements.</li> <li>Dennis has spent thirteen (13) years as the senior supervisor under the Director of Utilities at the University of Michigan. In this position he trained and supervised 16 employees and directed various tradesmen and contractors. The totality of Dennis's experience in various functions of plumbing, metal work, and construction is thirty (30) consecutive, years.</li> </ul>	<p><b>0</b> level of education above the required level =<b>0</b> Step Advance</p> <p><b>9</b> (3 year periods) of experience above the required level =<b>2</b> Step Advance (Max. allowed)</p>
<p><b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u></b></p>		

**DIRECTOR'S COMMENTS:**

Mr. Kretin's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-45 at Step A is \$31.32/hour, while Step C is \$34.53/hour. The gross difference in pay is an approximate increase of \$3.21 per hour, \$557.00 per month, or \$6,684.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Dennis Kretin at Range M-45, Step C on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, February 13, 2019

**AGENDA ITEM NO: II.C.06**

SUBJECT: Advanced Step Placement – Quinella McFarland

Hire Date: 1/7/2019

ASP Request Submitted: 1/7/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Quinella McFarland	<b>Calculation of Advanced Step Recommendation</b>
<p><b><u>Education:</u></b></p> <p>Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following:</p> <p>Completed 48 units at an institution of higher learning; OR</p> <p>Obtained an Associate's (or higher) degree; OR</p> <p><b><u>Experience:</u></b></p> <p>Have at least six (6) months experience working with individuals with special needs; OR</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Quinella has a high school diploma</li>   <li>• Quinella has 13 years of experience working with individuals with special needs</li> </ul>	<p><b>0</b> level of education above the required level = 0 Step Advance</p> <p><b>5</b> (2-year periods) of experience above the required level = 2 Step Advance</p>
<p><b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u></b></p>		

**DIRECTOR'S COMMENTS:**

Ms. McFarland's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step C is \$15.69 /hour. The gross difference in pay is an approximate increase of \$1.46 per hour, \$189.75 per month, or \$1,525.50 per year.

**DIRECTOR'S RECOMMENDATION:**

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Julie Waterstone						
Barbara Inatsugu						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, February 13, 2019

**AGENDA ITEM NO: II.C.07**

SUBJECT: Advanced Step Placement – Monique Robinson

Hire Date: 12/18/2018

ASP Request Submitted: 02/04/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Bilingual	<b>Employee:</b> Monique Robinson	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent AND</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree;</li> </ul>	<ul style="list-style-type: none"> <li>• Monique Robinson has a Bachelor's Degree in Spanish, Community and Culture from UCLA.</li> </ul>	<p>1 level of education above the required level = <b>1 Step Advance</b> (Max. allowed)</p>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Six (6) months paid or verifiable volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Monique Robinson meets the experience requirement.</li> </ul>	<p>0 (2-year periods) of experience above the required level = <b>0 Step Advance</b></p>
<b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Robinson's education exceed the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The gross difference in pay is an approximate increase of \$.72 per hour, \$46.50 per month, or \$279.00 per year.

**DIRECTOR'S RECOMMENDATION:**

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							



## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, February 13, 2019

**AGENDA ITEM NO: II.C.08**

SUBJECT: Advanced Step Placement – Nicole Rovetto  
 Hire Date: 01/07/2019  
 ASP Request Submitted: 01/15/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Health Office Specialist	<b>Employee:</b> Nicole Rovetto	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> <li>Nicole Rovetto has a Professional degree as a Registered Medical Assistant (RMA); from Eastwick College School of Business and Medical Science</li> </ul>	1 level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>One (1) year of clerical support experience and some experience or certificate in a medically-related field.</li> </ul>	<ul style="list-style-type: none"> <li>Nicole Rovetto exceeds the experience requirement. She has worked as a Registered Medical Assistant (RMA) for more than five years.</li> </ul>	2 (2-year periods) of experience above the required level = <b>2 Step Advance</b>
<b>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</b>		

**DIRECTOR'S COMMENTS:**

Ms. Rovetto's education exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step D is \$18.59/hour. The gross difference in pay is an approximate increase of \$2.52 per hour, \$191.19 per month, or \$1,668.63 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Nicole Rovetto at Range A-25, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

#### **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

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### III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, February 13, 2019**

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

Classification Description Revision: Assistant Director of Fiscal Services

**BACKGROUND INFORMATION:**

The current Assistant Director of Fiscal Services incumbent will be retiring within the fiscal year, after holding the position for over ten (10) years. In anticipation of recruitment, the Assistant Superintendent of Business and Fiscal Services and the Director of Fiscal Services requested that the revisions presented below be made to the classification description. The class description had not been updated in over 20 years, and the suggested revisions involve clarification of the purpose and responsibilities of the position.

**METHODOLOGY:**

In preparing for the proposed revisions, staff conducted the following activities:

- Met with the Assistant Superintendent of Business and Fiscal Services and Director of Fiscal Services to review the classification description.
- Compared and contrasted the class description with the recently revised Director of Fiscal Services description
- The Director of Fiscal Services evaluated all of the revised duty statements based on criticality and frequency.

**ANALYSIS & FINDINGS:**

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

- The format was updated to reflect the most recent standard format used by the SMMUSD Personnel Commission office.
- The Basic Function section was revised in order to more clearly delineate the function of the classification.
- Minimum education and experience requirements were quantified to aid in the application screening process and to ensure fairness. The new requirements were reviewed to ensure alignment with similar level positions within the District.
- An “Equivalency Provision” was also added to allow candidates with a relevant advanced degree (e.g. master’s or doctorate) to be considered for the position, allowing candidates with exceptional education credentials to substitute for one (1) year of the required fiscal experience.
- Significant changes were made in the wording of duties, knowledge, and abilities. These changes reflect the current job requirements of this classification.
- A section on working conditions was added to include Environment and Physical Demands.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Assistant Director of Fiscal Services classification description 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							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: Non-represented

SEIU Local 99

CLASS CODE: 521313

SALARY RANGE: M-56

## **ASSISTANT DIRECTOR-FISCAL SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Director-Fiscal services, ~~assist the Directors~~supports in supervising and coordinating the budget processing, attendance accounting, fiscal accounting, payroll, and internal control activities and functions of the District~~functions of the fiscal office to facilitate the department in processing its financial obligations in a timely and accurate manner~~; supervise and evaluate the performance of assigned staff.

### **MINIMUM QUALIFICATIONS**

~~Any combination equivalent to: bachelor's degree in accounting, business administration or related field and two years of professional experience in accounting supervision.~~

EDUCATION: Bachelor's degree from an accredited institution in accounting, business administration, or other field closely related to the duties and responsibilities of the position.

EXPERIENCE: Four (4) years of increasingly responsible professional experience in business management, accounting and budget analysis, including two (2) years in a lead or supervisory capacity.

QUALIFICATION EQUIVALENCY: A Master's or Doctorate degree from an accredited institution or recognized certificate in school business management may substitute for up to one (1) year of the required experience.

### **REPRESENTATIVE DUTIES:**

- ~~1. Assist the Director in supervising and coordinating the functions of the Fiscal office in such areas as accounting, payroll, accounts payable and accounts receivable to facilitate the department in processing its financial obligations in a timely and accurate manner.~~
- ~~2.1. Supervise, support, and evaluate the performance of assigned staff; provide positive progressive discipline as necessary~~interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and ~~arrange for~~provide appropriate training of subordinates.
- ~~3.2. Review, organize~~Plan, oversee, and inspect-audit the work of accounting department employees for accuracy and compliance with rules and procedures; maintain appropriate internal control procedures; ~~develop and supervise the implementation of systems to assure the appropriate documentation of departmental procedures in accordance with State and federal requirements.~~

3. Communicate positively and effectively with District and outside personnel to coordinate functions, resolve issues, answer questions, and exchange information.
4. Assist in the planning and preparation of the District's annual budget.
- ~~4. Assure regular reconciliation of District financial accounts.~~
5. Review and audit regular reconciliation of District financial accounts in accordance with established statutory restrictions, District policies, good business practices and availability of funds.
- ~~5. Coordinate and prepare a variety of District financial reports and submit to the government oversight agencies Department of Education and Count Office as required; coordinate accounting activities with information systems data processing to assure ensure transactions are properly recorded.~~
6. Participate in financial oversight committee (FOC) and other committees related to fiscal accounting, information systems, and related topics.
7. Assist District, County, State, and Federal administrative staff and auditors as needed and serve as lead person in readying data for annual audits and closing of books.
- ~~6-8. Perform special analytical and cost accounting studies as requested, including assisting in special internal audits.~~
9. Oversee and evaluate implementation of financial systems to ensure compliance with departmental procedures and State, County and Federal requirements; advise administrators, school site and District staff regarding fiscal policies and procedures.
- ~~7. Develop and supervise the coordination of accounting systems with District personnel for fiscal control and accountability.~~
10. Review, enforce, and recommend revisions to District policies, administrative regulations, and fiscal procedures.
- ~~11.~~
- ~~8. Perform analytical and cost accounting studies as requested, including internal audits. Advise administrators, school sit and District staff regarding various fiscal policies and procedures as needed.~~
- ~~9. Assist District, County and State administrative staff and auditors as needed and serve as lead person in readying data for annual audits.~~
- ~~10. Operate a computer and other office equipment as assigned.~~
- 11.12. Attend a variety of fiscal and business related conferences, hearings, workshops and Board meetings as assigned; participate on committees related to fiscal accounting, data processing or related subjects.
- ~~12-13. Performs related duties as assigned.~~

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

#### **SUPERVISION:**

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Supervision is received from the Director – Fiscal Services. Supervision is exercised over assigned Fiscal Services Supervisors, Account and other Fiscal services staff ~~as assigned.~~

## KNOWLEDGE AND ABILITIES

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### KNOWLEDGE OF:

- Technical and administrative principles and practices of public sector accounting including accounting systems, fiscal documentation and auditing.
- Principles and practices of administration, supervision and training.
- Data processing systems utilized in the District.
- Standard principles and techniques of financial ~~and other types of quantitative~~ analysis.
- ~~Oral and written communication skills.~~
- Applicable laws, codes, regulations, policies and procedures (e.g., CSAM, GAAP, California Education Code, Merit Rules, Classified Bargaining Agreements, etc.).
- Financial systems used in California education agencies (e.g., QSS, HRS, PeopleSoft, etc.)
- ~~Basic principles of interpersonal relations~~ Interpersonal skills using tact, patience and courtesy.
- ~~Report writing and record-keeping techniques.~~

### ABILITY TO:

- Effectively supervise and coordinate the functions of the Fiscal office.
- ~~Assist the Director in supervising and coordinating the functions of the Fiscal office.~~
- ~~Develop, implement and supervise comprehensive fiscal accounting and payroll systems.~~
- ~~Supervise and evaluate the performance of assigned staff.~~
- Analyze ~~quantitative~~ data and prepare comprehensive narrative and statistical reports.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet deadlines.
- Adapt and reprioritize work as situations change.
- ~~Meet schedules and time lines.~~
- ~~Work independently with little direction.~~
- ~~Plan and organize work~~

## WORKING CONDITIONS:

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### ENVIRONMENT:

Works is performed in an office environment with frequent interruptions, moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical

substances. Some work may be performed off-site visiting outside agencies, District facilities and/or school sites.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

- Seeing to read a variety of paperwork, emails and other materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting while operating a computer for long periods of time.
- Bending at the waist, kneeling or crouching to file materials.

**CLASSIFICATION ESTABLISHED:**

Approved:

**UPDATED:**

Revised: 12/03/1996

**Proposed Revision: 02/13/2019**



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, February 13, 2019**

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

Classification Description Revision: Lead Grounds Person

**BACKGROUND INFORMATION:**

A position control form was submitted to initiate recruitment for Lead Grounds Person. It has been several years since the most recent incumbent vacated the classification, and the position is being revived at this point to coordinate with M&O administration and support grounds maintenance personnel. The class description had not been updated since 1997, and the suggested revisions involve clarification of the purpose and responsibilities of the position as well as internal alignment of the minimum qualifications.

**METHODOLOGY:**

In preparing for the proposed revisions, staff conducted the following activities:

- Met with the Director of M&O to review the classification description.
- Discussed the responsibilities and duties of the position with several tradespeople from the M&O department.
- Requested feedback and incorporated input from SEIU Union Steward.

**ANALYSIS & FINDINGS:**

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

- The format was updated to reflect the most recent standard format used by the SMMUSD Personnel Commission office.
- The Basic Function section was revised in order to more clearly delineate the function of the classification.
- The minimum experience requirement was lowered to ensure alignment with similar level positions within the District (e.g., Lead Custodian).
- The license requirement was changed from a class B license to class C, as the incumbent will not be required to operate heavy machinery.
- Changes were made in the wording of duties, knowledge, and abilities. These changes reflect the current job requirements and demands of the classification.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Lead Grounds Person classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: SEIU Local 99

CLASS CODE: 561049

SALARY RANGE: A-36

## **LEAD GROUNDS PERSON**

### **BASIC FUNCTION:**

Under general supervision, ~~plan,~~ organize, coordinate, and ~~participate in District~~ perform grounds maintenance activities; ~~train and~~ provide work direction and training to grounds maintenance personnel; communicate with ~~administrators, district~~ faculty, staff, and community members, ~~parent groups and other groups~~ to resolve issues and coordinate grounds maintenance projects.

### **MINIMUM QUALIFICATIONS**

#### *EDUCATION:*

Graduation from high school or its recognized equivalent.

#### *EXPERIENCE:*

~~Four~~ Two (24) years increasingly responsible grounds maintenance, irrigation, tree trimming and gardening experience including ~~at least two (2) years experience in~~ the operation of ~~heavy~~ grounds equipment.

#### *LICENSES AND OTHER REQUIREMENTS:*

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

### **REPRESENTATIVE DUTIES:**

1. ~~Plan, organize, c~~Coordinate and participate in ~~the~~ District grounds maintenance activities; ~~develop-distribute~~ daily work schedules ~~and assign~~ to personnel; travel to District sites to inspect work sites, perform tasks, and ~~work to be performed and to~~ review completed work.
2. ~~Train and p~~Provide work direction and training to assigned personnel in skilled grounds maintenance and gardening work involving planting, cultivating, renovation, pruning, fertilizing and irrigating flowers, trees, shrubs hedges and lawns.
3. Review requests for grounds-keeping and gardening projects; ~~determine work and repairs to be performed;~~ recommend best ~~recommend~~ procedures or methods ~~for completing jobs~~; request needed equipment, tools, supplies and materials.
4. Operate ~~light and heavy-commercial~~ grounds maintenance power equipment including tractors, riding mowers, trucks, ~~and~~ hand and power tools; inspect and verify that equipment is in safe operating condition; maintain grounds areas in a safe, clean and orderly condition.

5. Communicate with District and site administrators, faculty, ~~parent groups and community members~~ ~~other groups~~ regarding repair needs, work orders, supplies, pesticide applications and grounds maintenance projects; prioritize and schedule work to be performed; resolve issues as needed.
6. Prepare limbs and branches to be trimmed by slings and lines; climb trees utilizing a variety of required safety equipment and other rigging; utilize hand and power driven saws to trim and remove limbs and branches; fell trees as assigned.
7. Interact with other maintenance personnel to coordinate the maintenance and repair of grounds equipment, vehicles, and tools; notify irrigation personnel of needed repairs to irrigation systems; set irrigation timer controls.
8. Prepare and maintain a variety of records related to work performed including work orders, supplies used, time, and labor costs.
9. ~~Oversee and participate in~~ Conduct and oversee the application of chemicals for the control of pests and plant diseases.
10. ~~Review and revise~~ Provide direction regarding work methods and procedures to assure efficiency, cost-effectiveness, and compliance with established policies, regulations, and standards of the District.
11. Perform related duties as assigned.

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

### **SUPERVISION:**

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Supervision is received from the Manager of ~~Facilities Buildings~~ and Grounds Operations. Work direction and training ~~and guidance~~ is ~~exercised~~ provided to Gardener I's, ~~Gardener II's~~, Equipment Operator/Tree Trimmers and Sprinkler Repair Technician.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Requirements for proper maintenance of District grounds.
- Methods, materials, and maintenance of hand and power tools and equipment used in grounds-keeping and gardening.
- Methods used in planting, pruning, cultivating, fertilizing, and caring for plants, flowers, shrubs, trees, and lawns.
- Principles and practices of training and providing work direction.
- ~~Operation and maintenance of hand and power tools and equipment used in grounds-keeping.~~
- ~~Basic methods and materials used in controlling weeds.~~
- ~~Policies and objectives of assigned program and activities.~~
- Appropriate safety precautions and procedures, including lifting techniques.
- Proper methods of storing equipment, materials, and supplies.

- ~~Proper lifting techniques.~~
- ~~Interpersonal skills using tact, patience and courtesy.~~ Basic principles of interpersonal relations.
- Basic record-keeping techniques.

#### ABILITY TO:

- ~~Plan, o~~rganize and coordinate grounds maintenance personnel and operations.
- ~~Train, assign work and provide work direction to assigned personnel.~~
- ~~Analyze situations accurately and adopt an effective course of action.~~
- ~~Inspect and verify~~ Monitor and implement proper and safe work practices and procedures.
- Estimate materials and time needed to complete work assignments.
- Perform specialized grounds-keeping duties in the care and maintenance of District grounds.
- Work independently with little direction.
- ~~Prioritize~~ Coordinate and schedule work assignments in order to meet schedules and timelines.
- ~~Meet schedules and time lines.~~
- Operate ~~heavy~~ grounds equipment, hand and power tools, and other equipment used in grounds maintenance.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Maintain and update routine work related records.
- Observe legal and defensive driving practices.
- Establish and maintain ~~cooperative and~~ effective working relationships with others.
- ~~Be flexible.~~ Adapt and effectively reprioritize as situations change.

#### WORKING CONDITIONS:

##### *ENVIRONMENT:*

Outdoor work environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions; regular exposure to fumes, dust and odors.

##### *PHYSICAL DEMANDS:*

Dexterity of hands and fingers to operate grounds equipment; reaching overhead, above the shoulders and horizontally; standing for extended periods of time; walking over rough or uneven surfaces; bending at the waist; carrying, pushing or pulling equipment; heavy physical labor.

##### *HAZARDS:*

Fumes from vehicle and equipment operation; working around and with machinery having moving parts; working in inclement weather or other onerous conditions; working in narrow spaces; exposure to dirt, dust and dampness.

**CLASSIFICATION ESTABLISHED:**  
**UPDATED:**

Approved:

Revised:

**Proposed Revision: February 13, 2019**

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**IV. Discussion Items:**

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V. **Commissioner Training/Briefing:**

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**VI. Information Items:**

## Open Requisitions (2/13/2019)

Req Number	Req Title	Department	Date From HR	Position Type	FTE	Date Received From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON		Vac	43.75	7/29/2015
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES		New	43.75	1/12/2018
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/24/2017
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL		Vac	31.25	8/30/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	9/8/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES		Vac	43.75	9/26/2017
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	12/11/2017
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	12/11/2017
18-124	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL		Vac	75	12/14/1917
18-161	AUDIO-VISUAL TECHNICIAN	INFORMATION SERVICES		Vac	100	3/20/2018
18-164	CUSTODIAN	CHILD DEVELOPMENT SERVICES		Vac	100	4/9/2018
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	4/19/2018
18-184	GARDENER	GROUPS MAINTENANCE		Vac	70	5/29/2018



18-204	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY		Vac	75	6/20/2018
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/13/2018
19-012	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL		Vac	75	7/13/2018
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/24/2018
19-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
19-022	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
19-024	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL		Vac	75	8/10/2018
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	8/10/2018
19-042	ACCOUNTING TECHNICIAN	BUSINESS SERVICES		New	100	8/22/2018
19-043	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/27/2018
19-045	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL		New	37.5	8/29/2018
19-052	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	9/5/2018
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		New	43.75	9/5/2018
19-055	PARAEDUCATOR-1	MALIBU HIGH SCHOOL		New	75	9/17/2018
19-067	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL		New	75	10/3/2018
19-076	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL		New	75	10/8/2018
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	10/8/2018

19-082	PARAEDUCATOR-1	MALIBU HIGH SCHOOL		Vac	75	10/26/2018
19-094	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL		New	75	11/14/2018
19-095	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES		Vac	75	11/16/2018
19-102	INSTRUCTIONAL ASSISTANT-CLASSROOM	SANTA MONICA HIGH SCHOOL		New	40	11/19/2018
19-103	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75	12/11/2018
19-105	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER		Vac	60	12/11/2018
19-106	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL		Vac	43.75	11/30/2018
19-107	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL		Vac	37.5	11/30/2018
19-108	CAMPUS SECURITY OFFICER	BUSINESS SERVICES		Vac	25	12/17/2018
19-110	GARDENER	GROUND MAINTENANCE		New	100	12/18/2018
19-112	LEAD GROUND PERSON	GROUND MAINTENANCE		New	100	12/18/2018
19-116	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL		Vac	75	1/10/2019
19-117	PLUMBER	M & O (Maintenance & Operations)		Vac	100	1/10/2019
19-118	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	1/17/2019
19-120	EDUCATION DATA SPECIALIST	EDUCATIONAL SERVICES		Vac	100	1/17/2019

## Filled Requisitions (2/13/19)

Req Number	Req Title	Department	Expected Start Date	Date of Accepted Job Offer
18-161	AUDIO-VISUAL TECHNICIAN	INFORMATION SERVICES		2/1/2019
18-194	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		1/4/2019
19-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL		1/29/2019
19-099	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES		1/22/2019
19-109	CUSTODIAN	PT DUME ELEMENTARY SCHOOL		2/1/2019
19-111	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL		1/23/2019
19-119	CUSTODIAN	MALIBU HIGH SCHOOL		2/1/2019

**Classified Personnel – Merit  
1/17/19**

<b><u>NEW HIRES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Bratcher, Jessica Special Ed-Santa Monica HS	Paraeducator-1 6.33 Hrs/SY/Range: 20 Step: A	12/4/18
Colvig, Stephanie Special Ed-Cabrillo ES	Paraeducator-2 6 Hrs/SY/Range: 25 Step: A	12/7/18
Jenkins-McNeal, La Sundra Franklin ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	12/10/18
Johnson, Hilary Special Ed-Lincoln CDC	Paraeducator-1 4.5 Hrs/SY/Range: 20 Step: A	12/3/18
Knott, Krystle Special Ed-Santa Monica HS	Paraeducator-1 6.33 Hrs/SY/Range: 20 Step: A	12/4/18
Robinson, Monique Adams MS	Instructional Assistant - Bilingual 3 Hrs/SY/Range: 20 Step: A	12/18/18
Rodriguez, Ashleigh Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	12/4/18
Syposs, Michelle Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	11/20/18

<b><u>PROMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Benjamin, Venecia FNS-Webster ES	Cafeteria Worker II 4 Hrs/SY/Range: 17 Step: E From: Cafeteria Worker I: 3.5 Hrs/SY	11/30/18
Cline, Wendy FNS-Pt. Dume ES	Cafeteria Worker II 4 Hrs/SY/Range: 17 Step: E From: Cafeteria Worker I: 3.5 Hrs/SY	12/3/18
Garrett, Christine Human Resources	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: D From: Senior Office Specialist: 8 Hrs/12 Mo	11/19/18
Torres, Virgilio Edison ES	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 20 Step: C From: Instructional Assistant - Classroom: 3 Hrs/SY	12/3/18

<b><u>LIMITED TERM</u></b>		<b><u>EFFECTIVE DATE</u></b>
Crumble, Gabrielle Personnel Commission	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: A	12/3/18-12/14/18
Lacson, Andrew Fiscal Services	Payroll Specialist 8 Hrs/12 Mo/Range: 34 Step: A	12/17/18-6/30/19
Stewart, April Special Education	Special Education Data Technician 8 Hrs/6 Mo/Range: 27 Step: F	12/3/18-6/3/19

Suezo, Aida Human Resources	Office Specialist 8 Hrs/12 Mo/Range: 22 Step: A	1/7/19-1/31/19
Torres, Veronica Human Resources	Office Specialist 8 Hrs/12 Mo/Range: 22 Step: A	10/8/18-1/31/19

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Bonilla, Leroy Grounds	Gardener [overtime; District projects]	7/16/18-3/4/19
Fowler, Damone FNS-Malibu HS	Cafeteria Cook - Baker [additional hours; cafeteria support]	8/22/18-6/12/19
Gardea-Perez, Guadalupe Child Development Services	Bilingual Community Liaison [overtime; translations]	8/1/18-6/30/19
Gomez, Cynthia Special Ed-Rogers ES	Paraeducator-1 [additional hours; student support]	10/8/18-10/31/18
Gutierrez, Nancy Special Education	Bilingual Community Liaison [additional hours; the Joy event interpretation]	9/8/18
Hedges, Eric Maintenance	Facilities Technician [overtime; District projects]	7/1/18-6/30/19
Ighani, Roshanak Grant ES	Senior Office Specialist [additional hours; clerical support]	9/7/18-6/12/19
Mulligan, Tiffany Educational Services	Instructional Assistant - Classroom [additional hours; classroom supervision]	11/21/18-12/11/18
Odom, Lamont Grounds	Gardener [overtime; District projects]	7/16/18-3/4/19
Ortega-Maya, Lisa Special Ed-Adams MS	Paraeducator-1 [additional hours; ELD meetings child care]	8/31/18-6/12/19
Rams, Florencia Special Education	Bilingual Community Liaison [additional hours; the Joy event interpretation]	9/8/18
Rams, Florencia Educational Services	Bilingual Community Liaison [additional hours; translations]	11/1/18-6/30/19
Reed, Luanne Santa Monica HS	Athletic Trainer [overtime; school activities]	8/27/18-8/30/18
Ruiz, Juliana Food and Nutrition Services	Cafeteria Cook - Baker [additional hours; cafeteria support]	10/1/18-6/12/19
Ruiz, Juliana Food and Nutrition Services	Cafeteria Cook - Baker [overtime; cafeteria support]	10/1/18-6/12/19
Saad, Metias Operations-Santa Monica HS	Custodian [overtime; school events]	8/1/18-6/30/19
Thomas, Craig Special Education	Paraeducator-1 [additional hours; department filing]	12/3/18-12/31/18

Villa, Florina Educational Services	Bilingual Community Liaison [additional hours; translations]	11/1/18-6/30/19
Zurich-Lunsford, Kathleen Special Education	Senior Office Specialist [additional hours; clerical support]	12/3/18-12/31/18

**SUBSTITUTES**

**EFFECTIVE DATE**

Aldana, Monica Student Services	Health Office Specialist	11/29/18-6/12/19
Clarke, Emily Special Education	Paraeducator-1	11/8/18-6/12/19
Gearing, Nathaniel Facility Use	Sports Facility Attendant	11/13/18-6/12/19
Gibbons, Stephanie Child Development Services	Children's Center Assistant-I	11/20/18-6/12/19
Gutierrez, Nallely Edison ES	Instructional Assistant – Classroom	8/23/18-6/12/19
Harris, Lamar Operations	Custodian	11/1/18-6/30/19
Jenkins-McNeal, La Sundra Student Services	Health Office Specialist	11/20/18-12/9/18
Johnson, Hilary Special Education	Paraeducator-1	11/18/18-6/12/19
Jones, Dedrick Operations	Custodian	10/16/18-6/30/19
Romero, Clara Educational Services	Administrative Assistant	9/20/18-10/10/18
Seiden, Abbey Student Services	Health Office Specialist	11/29/18-6/12/19
Villegas, Bibiana Franklin ES	Health Office Specialist	8/23/18-6/12/19
Walton, Lolesha Food and Nutrition Services	Cafeteria Worker I	12/17/18-6/8/19

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Bilotti, Scott Special Ed-Malibu HS	Paraeducator-1	1/1/19
Dixon, Guadalupe CDS-Business Office	Bilingual Community Liaison	1/1/19
Gonzalez, Gary Maintenance	Plumber	1/1/19

Herrada, Jo Operations-Lincoln MS	Custodian	1/1/19
Johnson, Kerri Special Ed-Roosevelt ES	Paraeducator-3	1/1/19
Kramer, Quinton Special Ed-Malibu HS	Paraeducator-1	1/1/19
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1	1/1/19
Odom, Lamont Grounds	Gardener	1/1/19
Plascencia, Henry Maintenance	Skilled Maintenance Worker	1/1/19
Sinai, Farimah Facility Use	Accounting Assistant II	1/1/19

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Castaneda, Laura Special Ed-Santa Monica HS	Paraeducator-3 6.6 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	8/23/18
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**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Pineda, Luz Special Ed-Rogers ES	Paraeducator-2 5.5 Hrs/SY From: 5.5 Hrs/SY/Special Ed-McKinley ES	11/19/18
Velasquez, Jose Operations-Pt. Dume ES-DS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Pt. Dume ES-NS	12/3/18

**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Amaya, Janene CDS-Adams MS-Preschool	Children's Center Assistant-2 CFRA/FMLA/Medical	11/5/18-12/24/18
Andrews, Bianca Special Ed-Franklin ES	Paraeducator-1 Maternity/FMLA	11/13/18-1/8/19
Andrews, Bianca Special Ed-Franklin ES	Paraeducator-1 CFRA	1/9/19-4/2/19
Brown, Roosevelt Maintenance	Director of Maintenance and Operations CFRA/FMLA/Medical	11/7/18-1/6/19
Godinez, Octavio Grounds	Gardener Intermittent FMLA	11/30/18-2/22/19
Gonzalez, Andrea CDS-ITC Santa Monica HS	Children's Center Assistant-2 Partial Personal	11/14/18-6/12/19
Marmolejo, David Information Services	Network Engineer CFRA	11/3/18-11/3/19

Medellin, Diana Special Ed-Lincoln MS	Paraeducator-1 CFRA/FMLA/Medical	11/2/18-12/7/18
Richards, Ingrid FNS-Santa Monica HS	Cafeteria Worker I CFRA/FMLA/Medical	11/16/18-1/6/19
Rising, Robert Operations-Adams MS	Custodian Intermittent CFRA/FMLA	11/1/18-5/1/2019

**ABOLISHMENT OF POSITION**

Grounds	Equipment Operator 8 Hrs/12 Mo	<b><u>EFFECTIVE DATE</u></b> 12/3/18
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**WORKING OUT OF CLASS**

Chavez, Dennis Maintenance	Manager of Maintenance and Construction From: Construction Supervisor	<b><u>EFFECTIVE DATE</u></b> 11/7/18-1/7/19
Ford, Spikes Maintenance	Maintenance Supervisor From: Metal Worker	11/1/18-3/26/19
Friedenberg, Mindy Special Ed-Lincoln MS	Paraeducator-2 From: Paraeducator-1	8/27/18-12/21/18
Jackson, Michael Maintenance	Skilled Maintenance Worker From: Gardener	11/8/18-3/26/19
Martin, Eric Operations	Plant Supervisor From: Lead Custodian	12/3/18-4/17/19
Miller, Maurice Operations	Lead Custodian From: Custodian	11/6/18-3/27/19
Myles, Donald Operations	Lead Custodian From: Custodian	12/3/18-4/17/19
Navarro, Nancy Muir ES	Administrative Assistant From: Senior Office Specialist	11/1/18-1/1/19
Parker, Stephen Maintenance	Carpenter From: Skilled Maintenance Worker	11/8/18-3/26/19
Plascencia, Henry Maintenance	Plumber From: Skilled Maintenance Worker	11/1/18-12/12/18
Villa, Alejandro Maintenance	Metal Worker From: Carpenter	11/8/18-3/26/19

**RE-ELECTION TO THE BOARD OF EDUCATION**

De La Torre, Oscar Board of Education	Board Member	<b><u>EFFECTIVE DATE</u></b> 12/1/18-11/30/20
Foster, Craig Board of Education	Board Member	12/1/18-11/30/20



Lieberman, Laurie Board of Education	Board Member	12/1/18-11/30/20
Mechur, Ralph Board of Education	Board Member	12/1/18-11/30/20

**EXTENSION OF COMMISSIONER APPOINTMENT**

Inatsugu, Barbara Personnel Commission	Personnel Commissioner
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**EFFECTIVE DATE**

12/1/18-3/31/19

**DISQUALIFICATION FROM PROBATION**

UG5140489 McKinley ES	Paraeducator-1
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**EFFECTIVE DATE**

1/18/19

**RESIGNATION**

Boyer, Liliana SMASH	Instructional Assistant – Classroom
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**EFFECTIVE DATE**

11/21/18

Fuentes, Diolanie FNS-Adams MS	Cafeteria Worker I	11/9/18
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Mejia, Laura Special Ed-Muir ES	Paraeducator-1	11/9/18
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Ubeda, Hanzel Maintenance	Plumber	11/30/18
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**Classified Personnel – Merit  
2/7/19**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Ball, Te'Quana FNS-Malibu HS	Cafeteria Worker I 4 Hrs/SY/Range: 13 Step: D	1/14/19
Becerrada, Gerald FNS-Franklin ES	Cafeteria Worker I 3 Hrs/SY/Range: 13 Step: D	1/17/19
Bustamante, Angelica FNS-Edison ES	Cafeteria Worker I 3 Hrs/SY/Range: 13 Step: D	1/7/19
Flores, Nancy Edison ES	Health Office Specialist 3 Hrs/SY/Range: 25 Step: A	1/16/19
Gibbons, Stephanie Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	1/22/19
Kretin, Dennis Maintenance	Maintenance Supervisor 8 Hrs/12 Mo/Range: 45 Step: A	1/7/19
Larry, Andrea Special Ed-Rogers ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	1/16/19
McFarland, Quinella Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	1/7/19
Ramos, Asuncion CDS-Rogers ES	Children's Center Assistant-3 3.5 Hrs/SY/Range: 19 Step: B	1/7/19
Rovetto, Nicole Muir ES/SMASH	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	1/7/19
Willie, Kyrie Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	1/15/19

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Beers-Altman, Eli Special Ed-McKinley ES	Paraeducator-1 5 Hrs/SY/Range: 20 Step: C From: Instructional Assistant - Classroom: 3 Hrs/SY	12/3/18

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Avalos, Marlen Muir ES	Senior Office Specialist [additional hours; clerical support]	1/7/19-1/31/19
Castillo, John Information Services	Network Engineer [overtime; fire recovery projects]	12/1/18-12/6/18
De La Rosa, Johanna Santa Monica HS	Bilingual Community Liaison [additional hours; field trip]	11/3/18
Devis, Juanita Malibu HS	Bilingual Community Liaison [additional hours; Superintendent Office translations]	11/1/18-6/30/19

Lopez-Rosende, Anjelina Lincoln MS	Instructional Assistant - Music [additional hours; concerts support]	12/6/18-6/10/19
Marmolejo, David Information Services	Network Engineer [overtime; fire recovery projects]	12/1/18-12/5/18
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; administrative support]	8/1/18-6/30/19
Smith, Luz Special Education	Translator [additional hours; Parent Transition Handbook translation]	11/10/18-1/31/19

**SUBSTITUTES**

Becerrada, Gerald Food and Nutrition Services	Cafeteria Worker I	<b><u>EFFECTIVE DATE</u></b> 12/19/18-6/8/19
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**PROFESSIONAL GROWTH**

Harris, Kenneth Operations-Roosevelt ES	Custodian	<b><u>EFFECTIVE DATE</u></b> 2/1/19
Smith, Matthew Facility Improvement Projects	Facilities Technician	1/1/19
Sturgis, Lynn Grant ES	Administrative Assistant	1/1/19
Wilson, Terry Lincoln MS	Campus Security Officer	2/1/19

**INVOLUNTARY TRANSFER**

Martinez, Isabella Special Ed-Lincoln MS	Paraeducator-3 6.5 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Franklin ES	<b><u>EFFECTIVE DATE</u></b> 8/22/18
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**LEAVE OF ABSENCE (PAID)**

Beers-Altman, Eli Special Ed-McKinley ES	Paraeducator-1 Personal	<b><u>EFFECTIVE DATE</u></b> 1/23/19-2/1/19
Bolan, Anette Facility Use	Administrative Assistant CFRA/FMLA/Medical	11/10/18-12/14/18
Frazier, Jeffrey Operations	Plant Supervisor CFRA/FMLA/Medical	11/27/18-2/1/2019
Larios, Carmen Fiscal Services	Fiscal Services Supervisor Maternity/FMLA	1/21/19-3/4/19
Nguyen, Kim Business Services	Senior Administrative Assistant CFRA/FMLA/Medical	12/7/18-1/31/19
Richards, Ingrid FNS-Santa Monica HS	Cafeteria Worker I CFRA/FMLA/Medical	1/7/19-3/8/19
Ruano, Ana Special Ed-Roosevelt ES	Paraeducator-1 Maternity/FMLA	1/1/19-3/13/19

Shanley, Scott  
Santa Monica HS  
Instructional Assistant – Physical Education  
CFRA/FMLA/Medical  
12/3/18-1/6/19

Taylor, Inelle  
Malibu HS  
Campus Security Officer  
Intermittent CFRA/FMLA  
12/31/18-3/31/2019

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**  
(39-MONTH MEDICAL REEMPLOYMENT LIST)

**EFFECTIVE DATE**

WZ2423200  
Paraeducator-3  
2/13/19

SH4997103  
Campus Security Officer  
2/8/19

**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Plascencia, Henry  
Maintenance  
Plumber  
From: Skilled Maintenance Worker  
12/12/18-1/18/19

**RE-ELECTION TO THE BOARD OF EDUCATION**

**EFFECTIVE DATE**

Tahvildaran-Jesswein, Richard  
Board of Education  
Board Member  
12/1/18-12/1/22

**RESIGNATION**

**EFFECTIVE DATE**

Camp, Monique  
Rogers ES  
Instructional Assistant – Classroom  
1/11/19

Castellanos, Kimberly  
Special Ed-Muir ES  
Paraeducator-1  
12/21/18

Jenkins-McNeal, LaSundra  
Franklin ES  
Health Office Specialist  
12/21/18

Sumaria, Urvashi  
CDS-Washington West  
Children's Center Assistant-3  
1/7/19

**RETIREMENT**

**EFFECTIVE DATE**

Durst, Peggy  
Special Ed-Santa Monica HS  
Paraeducator-1  
1/7/19

**Classified Personnel – Non-Merit  
1/17/19**

**NOON SUPERVISION:**

Warrender, Sarah	Grant ES	12/4/18-6/12/19
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**COACHING ASSISTANT**

Alvarez, Alex	Malibu HS	12/12/18-6/30/19
Chomori, Mark	Santa Monica HS	12/20/18-6/12/19
Davis Jr., Luke	Malibu HS	7/1/18-6/30/19
Diaz, Ignacio	Malibu HS	7/1/18-6/30/19
Dowler, Nathan	Malibu HS	1/1/19-6/30/19
Fearon, Mark	Santa Monica HS	12/14/18-6/12/19
Harris, Richard	Malibu HS	7/1/18-6/30/19
Jones, Eugene	Santa Monica HS	10/3/18-6/12/19
LeStrange, Justin	Santa Monica HS	11/1/18-6/12/19
Lupi, Paul	Santa Monica HS	12/14/18-6/12/19
Miller, Richard	Malibu HS	7/1/18-6/30/19
Sandoval, Christopher	Santa Monica HS	10/1/18-6/12/19
Saunders, Kathryn	Santa Monica HS	12/14/18-6/12/19
Shryane, Vrled	Malibu HS	7/1/18-6/30/19
Williams, David	Santa Monica HS	12/14/18-6/12/19

**TECHNICAL SPECIALIST – LEVEL II**

Crawford, Miles	Santa Monica HS [Theater Instructor] - Funding: Santa Monica Arts Parents Association	11/26/18-6/12/19
Dress, Stephen	Educational Services [Music Instructor] - Funding: SMMEF – Dream Winds	8/23/18-6/12/19
Kahn, Diana	Santa Monica HS [Vocal Instructor] - Funding: Santa Monica Arts Parents Association	8/23/18-6/12/19
Oyenoki, Aimee	Educational Services [Elementary Science Leadership Team Instructor] - Funding: LCAP-LCFF Supplemental Grant	12/14/18-6/12/19
Stultz, Ariana	Santa Monica HS [Vocal Instructor] - Funding: Santa Monica Arts Parents Association	12/14/18-6/12/19
Windt, Neil	Santa Monica HS [Vocal Instructor] - Funding: Santa Monica Arts Parents Association	8/23/18-6/12/19

**Classified Personnel – Non-Merit  
2/7/19**

**CAMPUS MONITOR:**

Beers-Altman, Eli	McKinley ES	9/1/18-6/12/19
Sotoj, Maria	McKinley ES	10/10/18-6/12/19

**COACHING ASSISTANT**

DeCarvalho, Kevin	Santa Monica HS	1/8/19-6/12/19
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**TECHNICAL SPECIALIST – LEVEL III**

Paik, April	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	1/11/19-6/12/19
Senchuk, Peter	Adams MS/Lincoln MS [Music Instructor] - Funding: SMMEF – Dream Winds	8/23/18-6/12/19
Wilsen, Erika	Santa Monica HS [French Horn Instructor] - Funding: Santa Monica Arts Parents Association	12/20/18-6/12/19

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2018 – 2019**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2018</b>			
July 11, 2018	4:30 p.m.	Board Room – District Office	
August 8, 2018	4:30 p.m.	Board Room – District Office	
September 12, 2018	4:30 p.m.	Board Room – District Office	
October 10, 2018	4:30 p.m.	Board Room – District Office	
November 14, 2018	4:30 p.m.	Board Room – District Office	
December 12, 2018	4:30 p.m.	Board Room – District Office	
<b>2019</b>			
January 9, 2019	4:30 p.m.	Board Room – District Office	
February 7, 2019 – February 10, 2019	Daily Conference	Anaheim	CSPCA 2019 Annual Conference
February 13, 2019	4:30 p.m.	Board Room – District Office	
March 13, 2019	4:30 p.m.	Board Room – District Office	
April 10, 2019	4:30 p.m.	Board Room – District Office	2019–20 Budget Discussion and Development,
May 8, 2019	4:30 p.m.	Board Room – District Office	2019-20 Budget Adoption
May 15, 2019	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 12, 2019	4:30 p.m.	Board Room – District Office	

## SMMUSD Board of Education Meeting Schedule **2018-19**

Closed Session begins at 4:30pm (subject to change)

Public Meetings begin at 5:30pm (subject to change)

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/19/18 (Th)	DO			X	
8/9/18 (Th)	DO				Special Meeting: Retreat
8/16/18 (Th)				X	
9/6/18 (Th)	DO	X			
9/25/18 (T)?	SMC				Special Meeting: Joint Meeting w/ SMC Board of Trustees (actual date TBD)
9/20/18 (Th)	DO		X		
10/4/18 (Th)	M	X			
10/18/18 (Th)	DO		X		
11/1/18 (Th)	M	X			
11/15/18 (Th)	DO		X		
12/18/18 (T)	DO				Special Meeting: Retreat
12/13/18 (Th)	DO			X	
<i>winter break (12/24/18 – 1/4/19)</i>					
1/17/19 (Th)	DO			X	
2/7/19 (Th)	M	X			
2/21/19 (Th)	DO		X		
2/26/19 (Th)	DO				Special Meeting: Retreat
3/7/19 (Th)	DO	X			
3/21/19 (Th)	M		X		
4/3/19 (W)	DO			X	Note: Thurs., 4/4/18 is open house for elementary schools
<i>spring break (4/8/19 – 4/19/19)</i>					
5/2/19 (Th)	M	X			
5/16/19 (Th)	DO		X		
6/6/19 (Th)	DO	X			
6/20/19 (Th)	DO				Special Meeting: Public Hearings & Retreat
6/27/19 (Th)	DO		X		

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.

Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

### **Meeting Format Structures:**

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> <li>1. Closed Session</li> <li>2. Commendations/Recognitions</li> <li>3. Study Session</li> <li>4. Communications</li> <li>5. Executive Staff Reports</li> <li>6. Consent Calendar</li> <li>7. General Public Comments <i>(max. 30 minutes)</i></li> <li>8. Discussion Items (as needed)</li> <li>9. Major Items</li> <li>10. Continuation of General Public Comments (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>1. Closed Session</li> <li>2. Consent Calendar</li> <li>3. Study Session</li> <li>4. Discussion Items</li> <li>5. Major Items (as needed)</li> <li>6. General Public Comments</li> </ol>	<ol style="list-style-type: none"> <li>1. Closed Session</li> <li>2. Commendations/Recognitions</li> <li>3. Study Session</li> <li>4. Communications</li> <li>5. Executive Staff Reports</li> <li>6. Consent Calendar</li> <li>7. General Public Comments <i>(max. 30 minutes)</i></li> <li>8. Discussion Items</li> <li>9. Major Items</li> <li>10. Continuation of General Public Comments (if needed)</li> </ol>



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## **VII. Personnel Commission Business:**

### **A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	3/13/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	4/10/19
Merit Rules Revisions Update - Definitions	Discussion	5/8/19

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**VIII. Next Regular Personnel Commission Meeting:**  
Wednesday, March 13, 2019, at 4:30 pm, *District Office Board Room*

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

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**X. Closed Session:**

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**XI. Adjournment:**