



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

June 13, 2019

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Thursday, June 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
- G.05 Approval of Agenda for Regular Meeting on June 12, 2019

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

- G.06 Approval of Minutes for Regular Meeting on May 8, 2019 - Tabled

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

June 13, 2019

**PERSONNEL COMMISSIONERS:** Julie Waterstone, Maria Stewart, Lauren Robinson

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Thursday, June 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 Commission's 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

G.05 Approval of Agenda for Regular Meeting on June 13, 2019

G.06 Approval of Minutes for Regular Meeting on May 8, 2019 - Tabled to July

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

G.08 Personnel Commissioner Comments/Reports:

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.

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>
Administrative Assistant	2
Custodian	17
Director of Classified Personnel	2
Education Data Specialist	1
Elementary Library Coordinator	6
Instructional Assistant - Classroom	11
Paraeducator 1	6
Paraeducator 1	3
Paraeducator 2	2
Paraeducator 3	2
Paraeducator 3	6
Senior Administrative Assistant	2
Extension - Human Resource Technician	8

- C.02 Advanced Step Placement:  
Alberto Ochoa in the classification of Gardener at Range A-26 Step C
- C.03 Advanced Step Placement:  
Ilene Mehrez in the classification of Senior Buyer at Range A-41 Step D
- C.04 Advanced Step Placement:  
Pablo Ramirez in the classification of Gardener at Range A-26 Step C
- C.05 Advanced Step Placement:  
Clinton Robinson in the classification of Sports Facility Attendant at Range A-24, Step B
- C.06 Advanced Step Placement:  
Nichole Thompson in the classification of Paraeducator-1 at Range A-20 Step C
- C.07 Advanced Step Placement:  
Shaun Walker in the classification of Education Data Specialist at Range A-49 Step D

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Provisional Appointment Compensation  
Dr. Cyril Chukwumezie , Interim Director-Classified Personnel
- A.02 Personnel Commission's Twelve-Month Calendar of Events:  
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2019-2020

**UNFINISHED BUSINESS:**

- A.03 Reclassification:  
Patsy Herschberger - Administrative Assistant
- A.04 Working out of class:  
Patsy Herschberger - Administrative Assistant

**IV. DISCUSSION ITEMS:**

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

- D.01 No discussion items

**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)
  - May 16, 2019
 Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
  - June 6, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3
  - May 16, 2019
 Classified Personnel – Non-Merit Report No. VIII.D.3 (for SMMUSD School Board Agenda)
  - June 6, 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	8/14/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	9/11/19
Merit Rules Revisions Update - Definitions	Discussion	10/9/19

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

Wednesday, July 10, 2019, at 4:30 p.m. - *District Office Board Roo*

**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

OR

The Commission adjourned to closed session at \_\_\_\_\_ a.m. pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYMENT

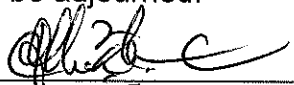
Title: Director of Classified Personnel

The Commission reconvened into open session at \_\_\_\_\_ p.m. and reported on the following action taken in 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:

  
\_\_\_\_\_  
Dr. Cyril Chukwumezie  
Secretary to the Personnel Commission  
Interim Director, Classified Personnel

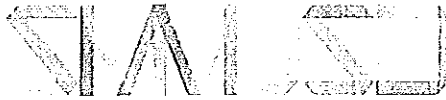
If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.



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**III. Action Items:**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION**

**Regular Meeting: Thursday, June 13, 2019**

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

**Provisional Appointment Compensation - Interim Director-Classified Personnel**

**Commissioners' Rationale:**

Dr. Chukwumezie's experience, education, and professional training exceed by a wide margin the minimum requirements specified for the classification of Director-Classified Personnel. In addition, his top salary prior to retirement, which he voluntarily shared, exceeds by over \$3,000 the top salary of the interim position of Director-Classified Personnel.

The Commission therefore opts to compensate Dr. Chukwumezie at Step E on Salary Range M-64 (\$10,552/month). The effective dates of the compensation are April 24, 2019 thru June 30, 2019.

It is recommended that the Personnel Commission approve the provisional appointment compensation mentioned above.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Maria Stewart							
Lauren Robinson				L			
Julie Waterstone				L			



**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2019 – 2020**

Date	Time	Location	Notes
2019			
July 10, 2019	4:30 p.m.	Board Room – District Office	
August 14, 2019	4:30 p.m.	Board Room – District Office	
September 11, 2019	4:30 p.m.	Board Room – District Office	
October 9, 2019	4:30 p.m.	Board Room – District Office	
November 13, 2019	4:30 p.m.	Board Room – District Office	
December 11, 2019	4:30 p.m.	Board Room – District Office	
2020			
January 8, 2020	4:30 p.m.	Board Room – District Office	
February 12, 2020	4:30 p.m.	Board Room – District Office	
February 20, 2020 –	Daily Conference	San Francisco	CSPCA 2020 Annual Conference
February 22, 2020			
March 11, 2020	4:30 p.m.	Board Room – District Office	
April 8, 2020	4:30 p.m.	Board Room – District Office	2020–21 Budget Discussion and Development,
May 13, 2020	4:30 p.m.	Board Room – District Office	2020-21 Budget Adoption
May 20, 2020	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 10, 2020	4:30 p.m.	Board Room – District Office	

## Regular Meeting: Thursday, June 13, 2019

### UNFINISHED BUSINESS

#### AGENDA ITEM NO: III.A.03 (OF WEDNESDAY, JULY 12, 2016)

SUBJECT: Reclassification Study – Administrative Assistant for Patsy Herschberger

Please note that the corresponding agenda number, analysis and recommendation was pulled by the Personnel Commission at its regular meeting way back on July 12, 2016, with documentation on the minutes of the aforementioned regular meeting date to be put back on the September 13, 2016 regular meeting agenda. However, there is no record that this item was ever put back on the Personnel Commission meeting agenda for consideration up until today, June 13, 2019.

Therefore, the analysis and recommendation on the agenda today is exactly the same the Commission pulled from its regular meeting agenda on July 12, 2016.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, July 12, 2016**

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

**SUBJECT: Reclassification Study – Administrative Assistant for Patsy Herschberger**

#### **BACKGROUND INFORMATION:**

The Personnel Commission received a reclassification request from Liz Powell, Director of Food Services, on behalf of Patsy Herschberger, Administrative Assistant, on October 22, 2015. An investigation was initiated to determine if the duties and responsibilities that Ms. Herschberger currently performs are aligned with the Administrative Assistant classification, or if another classification better represents her duties.

Ms. Herschberger first began working for the District in 1983 as an Account Clerk III in Fiscal Services. Ms. Herschberger promoted to Senior Office Assistant in Food Services in 1994, and as a result of performing higher level duties, she was reclassified as an Administrative Assistant in 1997.

In the years that followed, Mr. Herschberger worked-out-of-class as a Senior Administrative Assistant on multiple occasions when Food Services was short staffed. Documents show that Ms. Herschberger submitted additional reclassification requests; however, it appears that these requests were never adequately addressed.

#### **METHODOLOGY:**

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

- Reviewed current and past Position Information Questionnaires submitted to the Personnel Commission
- Reviewed the classification specification for Administrative Assistant and Senior Administrative Assistant
- Conducted several information interviews with the incumbent
- Conducted a desk audit and collected work samples
- Conducted two informational interviews with incumbent's supervisor, Liz Powell, Director of Food Services

#### **ANALYSIS:**

- Task analysis was performed to identify which tasks are an essential part of the job function and the knowledge, skills, and abilities that are needed for each task
- Task matrix was created to compare duty statements from Administrative Assistant and Senior Administrative Assistant classification specifications. Self-reported information from the incumbent (verified by supervisor) regarding current duties, was entered into the matrix to determine which classification is closer in alignment

## FINDINGS:

Working within Food Services for over twenty (20) years, Ms. Herschberger has gradually taken on more responsibility. The shift in duties has already resulted in one reclassification. Additionally, Ms. Herschberger has seen several permanent and interim Directors come and go. Each transition demanded additional responsibilities to be performed, sometimes officially through the working-out-of-class process, but gradual accretion also appears to have taken place during these periods. Based on the data collection analysis, Personnel Commission staff have found that Ms. Herschberger is responsible for the following:

- Solely responsible for the coordination, processing and verification of all meal applications for the National School Breakfast and Lunch Program. Tasks include: revise and edit meal applications per state requirements; coordinate delivery and collection of meal applications; screen applications and investigate missing information; process direct certification; perform income verification; generate reports and submit to state and county agencies.
- Provide statistical reports to Director and Educational Services. Tasks include: input and retrieve data, and generate reports from multiple databases; cross reference reports for consistency in data; investigate errors.
- Administers District-wide projects. Tasks include: coordinate data collection for five-year equipment plan; review work orders, receipts and other documentation to determine age of equipment; organize and track equipment and product information.
- Direct clerical and administrative support to the Director. Tasks include: compose, edit and type all correspondence on behalf of Director and department staff; schedule and arrange meetings for Director; submit work orders for all Food Services repairs in kitchens, warehouse, and vehicles; assist in preparing and tracking budget, research equipment and vendor prices and present them to Director; submit all purchase orders; submit position control forms for current and incoming staff; monitor, prepare, and submit payroll for full-time, part-time, and substitute employees.

Ms. Herschberger performs many other duties in support of Food Services. Her familiarity and expertise with the department allow her to work independently, assist the Director in multiple capacities, and serve as a resource to all staff within the department. She is entrusted to make decisions in the absence of the Director.

Ms. Herschberger qualifies for a reclassification as she has gradually accreted higher level duties since her last reclassification in 1997. Ms. Herschberger's reclassification is supported by the current Director of Food Services. It should be noted that the previous two Directors and Interim Director also supported her past reclassification requests.

Workload is not a consideration for reclassification and was not officially examined in the present case. As with many positions, Ms. Herschberger's workload varies throughout the year, and at times is challenging to keep pace with incoming requests and tasks. However, the workload of this position appears to be justified and within the scope of reasonable work expectations.

**DIRECTOR'S RECOMMENDATIONS:**

It is recommended that Ms. Herschberger be reclassified from Administrative Assistant to Senior Administrative Assistant. Per Article 29, Section 2.6 of the collective bargaining agreement, the effective date of Ms. Herschberger's reclassification shall be November 1, 2015, which is the first of the month following the date in which the Personnel Commission received the reclassification request.

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

**PERSONNEL COMMISSION**  
**Regular Meeting: Thursday, June 13, 2019**

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

SUBJECT: Work-Out-of-Class Request – Administrative Assistant for Patsy Herschberger

This agenda item was prepared by Mr. Eric Rowen, former Director – Classified Personnel, supposedly for the May 8, 2019 regular meeting agenda, but was inadvertently left out. No further analysis on the work-out-of-class (WOOC) was conducted by the interim director, Dr. Cyril Chukwumezie prior to placing it on the June 13, 2019 agenda.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

Regular Meeting: Thursday, June 13, 2019

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

SUBJECT: Work-Out-of-Class Request – Administrative Assistant for Patsy Herschberger

#### BACKGROUND INFORMATION:

The Personnel Commission received a Working out of Class request from the incumbent Administrative Assistant in the Food and Nutrition Services department on January 11, 2019 and an investigation was initiated to determine if the duties claimed by Ms. Herschberger in her request are at a higher level than her current classification. Ms. Herschberger has held a permanent position with the district since January 1994 and has been the Administrative Assistant for the Food and Nutrition Services Department since July 1997.

The Food and Nutrition Services department oversees the preparation, delivery, and distribution of meals to students at all of the District's schools, child care, and learning centers including free or reduced-costs meals for qualifying students. These sites operate under the guidance of District Office support, which consists of the Director of Food and Nutrition Services, an Accounting Technician, and an Administrative Assistant. Ms. Herschberger reports directly to the Director, Mr. Richard Marchini.

In the past, the Food and Nutrition Services department had an additional supervisory position at the District Office, a Food Services Operations Supervisor. In March 2018, that position was eliminated, and the new Director, Richard Marchini began his role soon afterwards, in January 2018. As Mr. Marchini settled into his new role, the incumbent Ms. Herschberger received working out of class compensation from March to June 2018, to take on a portion of Food Services Operations Supervisor duties and assist Mr. Marchini as he transitioned into his new role.

In submitting a new request for working out of class compensation in January 2019, Ms. Herschberger claims that she has continued to perform duties at a higher level than her Administrative Assistant role, even since the end of her working out of class compensation in June 2018.

#### METHODOLOGY:

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

- Reviewed the Working out of Class Request submitted to the Personnel Commission by Patsy Hershberger (1/11/19) and additional information provided at the request of Director of Classified Personnel, Eric Rowen (2/14/19).
- Reviewed the classification specifications for Administrative Assistant, Food Services Operations Supervisor, and other relevant positions within the district.

- Held multiple meetings and informational interviews with Ms. Herschberger and the Director of Food and Nutrition Services, Mr. Marchini.

#### **ANALYSIS:**

- Analyzed the list of duties and responsibilities claimed by the incumbent to be outside of the Administrative Assistant classification.
- Created task matrix with related classifications for purpose of comparison.
- Reviewed and analyzed information collected during interviews with the incumbent and supervisor.

#### **FINDINGS:**

Based on the information submitted by Ms. Hershberger and verified in subsequent interviews, the duties claimed to be outside of the Administrative Assistant classification by the incumbent can be summarized in four categories:

- A. Notifying staff of substitute assignments and directing them to work locations.
- B. Coordinating equipment maintenance and deliveries with vendors.
- C. Preparing menus for school sites.
- D. Entering data for Food Transport Records to track food preparation supplies and costs.

In applying the standards of the Merit Rules and SEIU collective bargaining agreement, Personnel Commission staff reviewed these duties to determine if they would be considered "at a higher level" than the Administrative Assistant classification. In this case, while the aforementioned duties may be atypical for many Administrative Assistant positions, all were found to be sufficiently similar to duties performed by other positions and classifications in the District at or below the compensation level of an Administrative Assistant.

With regards to each category listed above:

- A. In several departments including Human Resources, Maintenance and Operations, Special Education, and the Personnel Commission, substitute assignments are coordinated by Administrative Assistants, Human Resources Technicians, or Senior Office Specialists. These classifications are all at or below the compensation level of Administrative Assistant.
- B. In most departments, an Administrative Assistant or clerical position will monitor maintenance agreements, make calls, and coordinate delivery and repairs for equipment essential to their department's operations.
- C. While this task may have been completed independently by a Food Services Operations Supervisor in the past, Ms. Herschberger's role in typing and distributing menus for sites does not reach the level of responsibility and independent discretion that it would at the supervisory level. When Ms. Herschberger types and distributes menus, she does so under the guidance of the Director or other Food and Nutrition Services staff, whereas the Food Services Operations Supervisor would make independent decisions to ensure menus are



developed in accordance with state and federal guidelines. Additionally, preparing similar documents for distribution throughout the district is a duty found in other departments at the level of Administrative Assistant

- D. Similar to duty category (C), this task may have been completed independently by the Food Services Operations Supervisor in the past, but the level of analysis and decision making required for maintaining Food Transport Records does not exceed the responsibilities of an Administrative Assistant. While the records may require specialized knowledge in the area of Food and Nutrition Services (including supply levels and components required in meal preparation), Ms. Herschberger regularly contacts the Director or site-based Coordinators with any questions. Additionally, record-keeping and data entry are typical duties found in other departments at the level of Administrative Assistant, Senior Office Specialist, or specialized "Technician" positions at or below the compensation level of an Administrative Assistant.

### **DISCUSSION**

When Ms. Herschberger was initially granted working out of class compensation from March – June 2018, the Food and Nutrition Services department was transitioning between Directors and a new organizational structure that removed a Food Services Operations Supervisor position. Since that time, the incumbent has taken on duties that may not be typical of an Administrative Assistant, but they have been carried out in a manner that is not at a "higher level" than her current classification.

However, it should be noted that the elimination of the Food Services Operations Supervisor position in the Food and Nutrition Services department leaves the Director, Richard Marchini, as the only supervisory position in the department. Additionally, this change leaves the District Office with only one (director-level) position requiring the technical food and nutrition services knowledge required to support sites. While the incumbent's request for working out of class compensation does not meet the requirement of "assigned duties at a higher level", her noted frustration with the department's functions may indicate a need for the district to reconsider the department's organizational structure and examine current workload levels among staff.

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

Personnel Commission staff recommends that Ms. Herschberger's request for working out of class compensation should be denied.

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**XI. Adjournment:**

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**V. Commissioner Training/Briefing:**

### 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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**II. Consent Calendar:**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Thursday, June 13, 2019

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

SUBJECT: Advanced Step Placement – Alberto Ochoa  
 Hire Date: 04/10/2019  
 ASP Request Submitted: 06/04/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Gardener	<b>Employee:</b> Alberto Ochoa	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> • n/a	• n/a	0 level of education above the required level = <u>0 Step Advance</u> (Max. allowed)
<b>Experience:</b> • One year of full-time, paid experience in gardening and/or general grounds maintenance work. Any combination of training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.	• Alberto Ochoa exceeds the experience requirement. He has over 10 years' experience operating his own gardening business.	2 (2-year periods) of experience above the required level = <u>2 Step Advance</u>
<b>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

**DIRECTOR'S COMMENTS:**

Mr. Ochoa's professional training and experience exceed 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, \$292.59 per month, or \$2,650.04 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Alberto Ochoa 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
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Thursday, June 13, 2019

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

SUBJECT: Advanced Step Placement – Ilene Mehrez

Hire Date: 6/10/2019

ASP Request Submitted: 6/10/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Senior Buyer	<b>Employee:</b> Ilene Mehrez	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Associate Degree in Supply Chain Management, Accounting, Business, or Legal Studies.	<ul style="list-style-type: none"> <li>Ilene has a Bachelor's Degree in Business Administration.</li> </ul>	<b>1</b> level of education above the required level =1 Step Advance (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>Five (5) years of experience in purchasing, contracting or contract administration. Experience in public works bidding is desired.</li> </ul>	<ul style="list-style-type: none"> <li>Ilene has over twelve (12) years of experience in procurement and contract services.</li> </ul>	<b>1</b> (5-year periods) of experience above the required level =1 Step Advance
<b>Difficulty of Recruitment:</b> <ul style="list-style-type: none"> <li>It has been determined that the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants</li> </ul>	<ul style="list-style-type: none"> <li>A rank of three (3) could not be provided.</li> <li>It would be very challenging to find alternative qualified applicants</li> </ul>	Less than 3 ranks and concluded challenge of finding alternative qualified applicants =1 Step Advance
<b><u>Total Advanced Steps: 1 (Education) + 1 (Experience) + 1 (Difficulty) = 3 Advanced Step = STEP D</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Mehrez' professional training and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-41 at Step A is \$4,115.00/month, while Step D is \$4,763/month. The net difference in pay is an approximate increase of \$648.60 per month, or \$6,548.79 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Ilene Mehrez at Range A-41 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
Lauren Robinson						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION**

**Regular Meeting: Thursday, June 13, 2019**

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

SUBJECT: Advanced Step Placement – Pablo Ramirez

Hire Date: 04/10/2019

ASP Request Submitted: 05/06/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Gardener	<b>Employee:</b> Pablo Ramirez	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> • n/a	• n/a	0 level of education above the required level = <u>0 Step Advance</u> (Max. allowed)
<b>Experience:</b> • One year of full-time, paid experience in gardening and/or general grounds maintenance work. Any combination of training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.	• Pablo Ramirez exceeds the experience requirement. He has over five years' experience working as a gardener.	2 (2-year periods) of experience above the required level = <u>2 Step Advance</u>
<b>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

**DIRECTOR'S COMMENTS:**

Mr. Ramirez's professional training and experience exceed 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, \$292.59 per month, or \$2,650.04 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Pablo Ramirez 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
Lauren Robinson						
Maria Stewart						
Julie Waterstone						





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Thursday, June 13, 2019

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

SUBJECT: Advanced Step Placement – Clinton Robinson  
 Hire Date: 05/11/2019  
 ASP Request Submitted: 05/20/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Sports Facility Attendant	<b>Employee:</b> Clinton Robinson	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Graduation from high school or evidence of recognized equivalent educational proficiency.	<ul style="list-style-type: none"> <li>Clinton has a Bachelor's Degree in Political Science and Math.</li> </ul>	1 level of education above the required level = 1 Step Advance (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>Three (3) months paid, verifiable experience working with organized sports or in an organized setting which required coordinating small to large events</li> <li>Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.</li> </ul>	<ul style="list-style-type: none"> <li>Clinton meets experience requirement.</li> </ul>	0 (2-year periods) of experience above the required level = 1 Step Advance
<b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Robinson's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.68/hour, while Step B is \$16.47/hour. The net difference in pay is an approximate increase of \$0.78 per hour, or \$509.73 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Clinton Robinson at Range A-24 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
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Thursday, June 13, 2019

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

SUBJECT: Advanced Step Placement – Nichole Thompson  
 Hire Date: 05/06/2019  
 ASP Request Submitted: 05/30/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Nichole Thompson	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education and Experience:</u></b>  Must have a high school diploma or its recognized equivalent and ONE of the following:  <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;</li> <li>• Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness</li> <li>• Have at least six (6) months experience working with individuals with special needs</li> </ul>	<ul style="list-style-type: none"> <li>• Nichole has a Bachelor's degree in Deaf Studies: Education and a minor in Journalism.</li>   <li>• Nichole has over 3 years of experience working with individuals with special needs.</li> </ul>	<p>1 level of education above the required level          =1 Step Advance (Max. allowed)</p> <p>1 (2-year periods) of experience above the required level          =1 Step Advance</p>
<b>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</b>		

**DIRECTOR'S COMMENTS:**

Ms. Thompson's education and professional 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 Katherine Long 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
Lauren Robinson						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Thursday, June 13, 2019

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

SUBJECT: Advanced Step Placement – Shaun Walker

Hire Date: 06/04/2019

ASP Request Submitted: 06/04/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Education Data Specialist	<b>Employee:</b> Shaun Walker	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Associate degree in Information Systems, Computer Science, or related field.	<ul style="list-style-type: none"> <li>Shaun meets education requirement.</li> </ul>	<p>0 level of education above the required level =0 Step Advance</p>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Two years of full-time experience implementing and maintaining data information systems, which includes at least one year of progressively responsible experience managing and maintaining the California Longitudinal Pupil Achievement Data System (CALPADS).</li> </ul>	<ul style="list-style-type: none"> <li>Shaun has over five (5) years of experience implementing and maintaining data information systems.</li> </ul>	<p>2 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
<b>Difficulty of Recruitment:</b> <ul style="list-style-type: none"> <li>It has been determined that the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants</li> </ul>	<ul style="list-style-type: none"> <li>A rank of three (3) could not be provided.</li> <li>It would be very challenging to find alternative qualified applicants</li> </ul>	<p>Less than 3 ranks and concluded challenge of finding alternative qualified applicants =1 Step Advance</p>
<p><b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) + 1 (Difficulty) = 3 Advanced Step = STEP D</b></p>		

**DIRECTOR'S COMMENTS:**

Ms. Walker's professional training and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-49 at Step A is \$28.85/hour, while Step D is \$33.40/hour. The net difference in pay is an approximate increase of \$789.04 per month, or \$7,968.20 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Shaun Walker at Range A-49 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
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

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.

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**IV. Discussion Items:**

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**VI. Information Items:**

## Open Requisitions (5/31/2019)

Req Number	Req Title	Department	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
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	4/19/2018
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
19-016	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
19-043	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/27/2018
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
19-077	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
19-105	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	Vac	60	12/11/2018
19-108	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	Vac	25	12/17/2018
19-116	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	75	1/10/2019
19-118	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	1/17/2019
19-123	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	50	1/28/2019
19-124	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75	1/28/2019
19-125	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	New	75	1/28/2019
19-132	Campus Monitor	WEBSTER ELEMENTARY SCHOOL	New	37.5	2/7/2019



19-135	CHIEF STEWARD	HUMAN RESOURCES	Vac	100	2/14/2019
19-139	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	2/25/2019
19-141	SENIOR ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	2/25/2019
19-142	CUSTODIAN	EDISON LANGUAGE ACADEMY	Vac	100	3/1/2019
19-144	PARAEDUCATOR-3	EDISON LANGUAGE ACADEMY	New	75	3/1/2019
19-146	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100	3/4/2019
19-148	PARAEDUCATOR-2	MCKINLEY ELEMENTARY SCHOOL	Vac	75	3/7/2019
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	3/21/2019
19-153	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	Vac	100	3/25/2019
19-154	PARAEDUCATOR-2	WILL ROGERS LEARNING ACADEMY	New	62.5	3/22/2019
19-155	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	75	3/25/2019
19-156	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75	3/25/2019
19-162	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100	3/25/2019
19-165	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	62.5	4/1/2019
19-166	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	62.5	4/1/2019
19-167	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	4/9/2019

19-168	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	4/9/2019
19-169	SENIOR OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	Vac	50	4/9/2019
19-170	ADMINISTRATIVE ASSISTANT	FOOD & NUTRITION SERVICES	Vac	100	4/16/2019
19-171	ADMINISTRATIVE ASSISTANT	BUSINESS SERVICES	Vac	100	4/16/2019
19-174	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	Vac	100	4/16/2019
19-175	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75	4/16/2019
19-177	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75	4/16/2019
19-178	SITE FOOD SERVICE COORDINATOR	FOOD & NUTRITION SERVICES	Vac	87.5	4/16/2019
19-179	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100	4/16/2019
19-182	INSTRUCTIONAL ASSISTANT- CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	46.25	5/6/2019
19-186	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/16/2019

**Filled Requisitions (5/31/19)**

<b>Req Number</b>	<b>Req Title</b>	<b>Department</b>	<b>Date of Accepted Job Offer</b>
19-130	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	4/30/2019
18-145	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	5/1/2019
19-150	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	5/2/2019
19-151	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	5/2/2019
19-117	PLUMBER	MAINTENANCE	5/3/2019
19-128	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	5/3/2019
19-145	SENIOR BUYER	BUSINESS SERVICES	5/7/2019
19-180	CONSTRUCTION SUPERVISOR	MAINTENANCE	5/7/2019
19-129	FACILITIES TECHNICIAN	MAINTENANCE	5/9/2019
19-134	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	5/15/2019

19-158	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	5/16/2019
19-159	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	5/16/2019
19-161	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	5/16/2019
19-149	ADMINISTRATIVE ASSISTANT	SMASH ELEMENTARY SCHOOL	5/17/2019
19-161	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	5/17/2019
19-163	ADMINISTRATIVE ASSISTANT	GRANT ELEMENTARY SCHOOL	5/20/2019
19-120	EDUCATION DATA SPECIALIST	EDUCATIONAL SERVICES	5/21/2019
19-176	PARAEDUCATOR 1	WILL ROGERS ELEMENTARY SCHOOL	5/24/2019
19-175	PARAEDUCATOR 1	GRANT ELEMENTARY SCHOOL	5/24/2019
19-136	PARAEDUCATOR 1	GRANT ELEMENTARY SCHOOL	5/24/2019
19-184	PARAEDUCATOR 1	GRANT ELEMENTARY SCHOOL	5/24/2019
19-164	INSTRUCTIONAL ASSISTANT- CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	5/28/2019



**Classified Personnel – Merit  
6/6/19**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Macklin, Lindsay Special Ed-Cabrillo Elementary	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	5/6/19
Thompson, Nichole Special Ed-Rogers Elementary	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	5/6/19
Vasquez, Erin FNS-Santa Monica HS	Cafeteria Cook-Baker 7 Hrs/SY/Range: 22 Step: A	5/1/19
Walker, Demitra Santa Monica HS	Instructional Assistant - Classroom 3.2 Hrs/SY/Range: 18 Step: B	5/7/19

**PROVISIONAL**

		<b><u>EFFECTIVE DATE</u></b>
Dr. Chukwumezie, Cyril Personnel Commission	Director of Classified Personnel 8 Hrs/12 Mo/Range: M-64 Step: A	4/24/19-6/30/19

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Bonilla, Leroy Operations/MHS	Gardener 8 Hrs/12 Mo/Range: 26 Step: E	4/6/19-6/30/19

**CAMPUS MONITOR**

		<b><u>EFFECTIVE DATE</u></b>
Fabiano, Michael Grant Elementary	Campus Monitor 1.8 Hrs/Range: 1 Step: A	5/10/19
Sernas, Angelica McKinley Elementary	Campus Monitor 2.41 Hrs/SY/Range: 1 Step: A	4/26/19
Shanley, Scott Muir Elementary	Campus Monitor 1.5 Hrs/SY/Range: 1 Step: A	5/8/19
Velazquez, Alejandra McKinley Elementary	Campus Monitor 2.9 Hrs/SY/Range: 1 Step: A	10/10/18

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Bechtloff, Julie Fiscal Services	Accounting Technician [overtime; fiscal support]	4/8/19-6/30/19
Bunayog, Jesse Fiscal Services	Accountant [overtime, as needed]	4/8/19-6/30/19
Aranda, Antonio McKinley Elementary	Instructional Assistant – Classroom [additional hours; field trips]	4/1/19-4/3/19
Aranda, Antonio McKinley Elementary	Instructional Assistant – Classroom [overtime; overnight trips]	4/1/19-4/3/19

Doty, Joel McKinley Elementary	Paraeducator-1 [additional hours; field trips]	4/1/19-4/3/19
Doty, Joel McKinley Elementary	Paraeducator-1 [overtime; overnight trips]	4/1/19-4/3/19
Gutierrez, Nallely Edison Elementary	Bilingual Instructional Assistant-Classroom [additional hours; reading intervention]	5/15/19-6/12/19
Hall, Caryl Fiscal Services	Accountant [overtime, as needed]	4/8/19-6/30/19
Ortega-Maya, Lisa John Adams MS	Paraeducator-1 [additional hours; Evening Meetings Child Care]	4/1/19-5/6/19
Perez, Elena Fiscal Services	Accountant [overtime, as needed]	4/8/19-6/30/19
Symons, Alyson Roosevelt Elementary	Paraeducator-2 [additional hours; field trips]	3/5/19-4/3/19
Symons, Alyson Roosevelt Elementary	Paraeducator-2 [overtime; overnight trips]	4/3/19-4/5/19
Terry, Isaura Webster Elementary	Administrative Assistant [overtime, as needed]	4/1/19-6/28/19
Viviani, Vhalia John Adams MS	Campus Monitor [additional hours; Evening Meetings Child Care]	3/16/19-6/12/19

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Bachtell, Amy Special Education	Paraeducator-1	5/7/19-6/12/19
Bermudez Carcamo, Zonia Human Resources	Office Specialist	5/3/19-6/12/19
Cendejas, Agustin Food Services	Stock Delivery Clerk	5/13/19-6/12/19
Coleman, Daniel Human Resources	Instructional Assistant – Physical Education	8/22/18-6/12/19
Gonzalez, Felipe Human Resources	Instructional Assistant – Physical Education	3/15/19-6/12/19
McAlpin, Michael Facility Use	Campus Security Officer	5/3/19-6/30/19
Ortiz, Jose Human Resources	Instructional Assistant – Physical Education	1/7/19-3/14/19
Ostendorf, Mari Special Education	Paraeducator-1	5/1/19-6/12/19
Williams, Racheal Special Education	Paraeducator-3	4/22/19-6/12/19

**CHANGE IN ASSIGNMENT**Villalobos, Elizabeth  
Maintenance/OperationsConstruction Supervisor  
8 Hrs/12-Month  
From: Facility Improvement Projects to Maintenance/Operations**EFFECTIVE DATE**

5/13/19

**PROFESSIONAL GROWTH**Brown, Elizabeth  
Special Ed-Lincoln MS

Paraeducator-1

**EFFECTIVE DATE**

6/1/19

Herrera, Zenon Cesar  
Maintenance

Locksmith

6/1/19

**LEAVE OF ABSENCE (PAID)**Badillo, Abraham  
Edison ElementaryPhysical Activities Specialist  
CFRA**EFFECTIVE DATE**  
4/22/19-6/12/19  
(Revised from 5/2/19 Agenda)Berumen, Theodore  
PurchasingSenior Buyer  
Medical/FMLA/CFRA

4/8/19-5/12/19

Fink, Conor  
Cabrillo ElementaryParaeducator-1  
CFRA

4/22/19-5/31/19

Gonzalez, Hector  
Operations/GroundsSprinkler Repair Tech  
Medical/FMLA/CFRA

4/29/19-6/30/19

Krstic, Nadine  
Santa Monica HSParaeducator-1  
Medical/FMLA/CFRA

4/26/19-6/10/19

Martinez, Maisha  
Special Ed-Adams MSParaeducator-1  
Medical/FMLA/CFRA

4/18/19-5/5/19

Nguyen, Chieu-Quan  
McKinley ElementaryParaeducator-2  
Medical/FMLA

3/15/19-4/19/19

Rogers, Ericka  
Franklin ElementaryInstructional Assistant - Classroom  
Medical/FMLA/CFRA

4/5/19-5/6/19

Walker, Louis  
Santa Monica HSCustodian  
Intermittent FMLA/CFRA

3/1/19-9/1/19

Washington, Chanee  
Santa Monica HSAdministrative Assistant  
Medical/FMLA/CFRA

3/26/19-5/28/19

Yashar, Azita  
Lincoln Middle SchoolParaeducator-1  
Medical/FMLA/CFRA3/29/19-6/12/19  
(Revised from 4/3/19 Agenda)**LEAVE OF ABSENCE (UNPAID)**Amaya, Janene  
CDS-Adams MS

Children's Center Assistant-2

**EFFECTIVE DATE**  
3/20/19-5/20/19  
(revised dates from 5/2/19 Agenda)Collins, Barry  
Santa Monica HSParaeducator-3  
Personal

5/13/19-6/12/19



Martino, Jesica Special Education	Occupational Therapist Child Care	4/30/19-6/12/19
Miller, Melvyn Adams MS	Campus Security Officer Personal	3/28/19-8/24/19

**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Cerdon, Maria Fiscal Services	Payroll Specialist From: Accounting Technician	3/1/19-6/30/19
Emhardt, Jana Purchasing	Buyer From: Administrative Assistant	4/8/19-5/12/19
Jimenez, Paul Operations	Equipment Operator-Sports Facility From: Gardener	4/8/19-5/10/19
Miguel, Jayvee Purchasing	Senior Buyer From: Buyer	4/8/19-5/12/19
Miller, Maurice Operations	Lead Custodian From: Custodian	3/28/19-4/24/19
Parker, Stephen Maintenance	Painter From: Skilled Maintenance Worker	4/15/19-8/21/19
Reyes, Pedro Maintenance	Facilities Technician From: Electrician	4/11/19-8/20/19
Venable, Mark Maintenance	Painter From: Skilled Maintenance Worker	3/26/19-4/12/19
Viesca, Joseph Operations	Lead Custodian From: Custodian	4/26/19-9/2/19
Villa, Alejandro Maintenance	Metal Worker From: Skilled Maintenance Worker	5/6/19-6/30/19

**LAY-OFF/REDUCTION OF HOURS**

**EFFECTIVE DATE**

Facility Use Department	Campus Security Officer 3.6 Hrs/11-Month From: 4.0 Hrs/11-Month	8/5/19
Facility Use Department	Sports Facility Attendant 3.2 Hrs/12-Month From: 6 Hrs/12-Month	8/5/19

**LAY-OFF**

**EFFECTIVE DATE**

Cabrillo/Pt Dume Elementary	Health Office Specialist 3.5 Hrs/SY	8/5/19
Cabrillo/Pt Dume Elementary	Instructional Assistant – Classroom 3.9 Hrs/SY	8/5/19

Cabrillo/Pt Dume Elementary	Sr. Office Specialist 4 Hrs/10-Month	8/5/19
Educational Services	Office Specialist 8 Hrs/11-Month	8/5/19
Facility Improvement Projects	Office Specialist 8 Hrs/12-Month	8/5/19
Facility Use Department	Custodian 3 Hrs/12-Month	8/5/19
Facility Use Department	Sports Facility Attendant 5 Hrs/12-Month	8/5/19

**ABOLISHMENT**

Maintenance	Glazier	<b><u>EFFECTIVE DATE</u></b> 5/22/19
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**RESIGNATION**

Chavez, Dennis Maintenance	Construction Supervisor	<b><u>EFFECTIVE DATE</u></b> 5/10/19
Corral, Brenda McKinley Elementary	Paraeducator-III	5/31/19
Fuller, Terry Special Ed-Santa Monica HS	Paraeducator-1	6/12/19
Martinez, Sandra McKinley Elementary	Instructional Assistant-Classroom	5/24/19

**RETIREMENT**

Gleason, Tim Rogers Elementary	Custodian	<b><u>EFFECTIVE DATE</u></b> 2/19/19
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(Revised from BOE Agenda: 3-7-19)

**Classified Personnel – Non-Merit  
6/6/19**

**COACHING ASSISTANT**

Arreola, Alex	Santa Monica HS	8/23/18-6/12/19
Burdick, Burton	Santa Monica HS	3/29/19-6/12/19
Cabrera, William	Santa Monica HS	8/23/18-6/12/19
McGrew, Joseph	Santa Monica HS	8/23/18-6/12/19

**TECHNICAL SPECIALIST – LEVEL III**

Bordal, Finn	Santa Monica HS [Orchestra Coach] - Funding: Santa Monica Arts Parents Association	2/11/19-6/12/19
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**STUDENT WORKER - WORKABILITY**

Davis, Noel	Santa Monica HS	9/15/18-6/12/19
Duran, Joseph	Santa Monica HS	4/15/19-6/15/19
Molina, Jocelyn	Santa Monica HS	9/15/18-6/12/19

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

Wednesday, July 10, 2019, at 4:30 pm, *District Office Board Room*



## 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"
1. Closed Session	1. Closed Session	1. Closed Session
2. Commendations/Recognitions	2. Consent Calendar	2. Commendations/Recognitions
3. Study Session	3. Study Session	3. Study Session
4. Communications	4. Discussion Items	4. Communications
5. Executive Staff Reports	5. Major Items (as needed)	5. Executive Staff Reports
6. Consent Calendar	6. General Public Comments	6. Consent Calendar
7. General Public Comments <i>(max. 30 minutes)</i>		7. General Public Comments <i>(max. 30 minutes)</i>
8. Discussion Items (as needed)		8. Discussion Items
9. Major Items		9. Major Items
10. Continuation of General Public Comments (if needed)		10. Continuation of General Public Comments (if needed)

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

Wednesday, July 10, 2019, at 4:30 pm, *District Office Board Room*

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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	8/14/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	9/11/19
Merit Rules Revisions Update - Definitions	Discussion	10/9/19



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

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## **X. Closed Session:**

The Commission adjourned to closed session at \_\_\_\_\_ a.m. pursuant to Government Code Section 54957 to discuss:

### A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

The Commission reconvened into open session at \_\_\_\_\_ a.m. and reported on the following action taken in closed session: