



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

October 10, 2018

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 10, 2018**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th 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 October 10, 2018

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

- G.06 Approval of Minutes for Regular Meeting on September 12, 2018

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

- 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)

October 10, 2018

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 10, 2018**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16th 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

G.05 Approval of Agenda for Regular Meeting on October 10, 2018

G.06 Approval of Minutes for Regular Meeting on September 12, 2018

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-1,2,3	4
Credential Analyst	4
Custodian	10
Instructional Assistant – Bilingual	6
Instructional Assistant – Physical Education	5
Physical Activities Specialist	3
Transportation Supervisor	7

- C.02 Advanced Step Placement:
Pia Albrecht-Gray in the classification of Health Office Specialist at Range 25, Step C
- C.03 Advanced Step Placement:
Melissa Bonnel in the classification of Occupational Therapist at Range 61, Step D
- C.04 Advanced Step Placement:
Megan Histan in the classification of Instructional Assistant - Classroom at Range 18, Step C
- C.05 Advanced Step Placement:
Katrina Jagoda in the classification of Occupational Therapist at Range 61, Step C
- C.06 Advanced Step Placement:
Toi-Ya Parham-Battles in the classification of Bus Driver Education at Range 30, Step D
- C.07 Advanced Step Placement:
Joseph Pullard in the classification of Instructional Assistant – Physical Education at Range 20, Step C
- C.08 Advanced Step Placement:
Erika Ramirez in the classification of Library Assistant at Range 26, Step B
- C.09 Advanced Step Placement:
Adrian Ramos in the classification of Plant Supervisor at Range M-41, Step C
- C.10 Advanced Step Placement:
Kenneth Royal in the classification of Custodian at Range 24, Step C
- C.11 Advanced Step Placement:
Moshir Safavi in the classification of Physical Activities Specialist at Range 26, Step B

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Audio-Visual Technician within the Facility job family
- A.02 Classification Revision:
Construction Supervisor within the Maintenance job family
- A.03 Classification Revision:
Maintenance Supervisor within the Maintenance 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. VI.D.2. (for SMMUSD School Board Agenda)
 - September 20, 2018
- Classified Personnel - Merit Report - No. VIII.D.2.
 - October 4, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - September 20, 2018
- Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - October 4, 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
Merit Rules Revisions Update - Definitions	Discussion	11/14/18
Job Descriptions Minimum Qualifications	Commissioner Training	12/12/18

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 14, 2018, 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.



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

September 12, 2018

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, September 12, 2018**, at **4:36 p.m.**, in the **District Administrative Offices:** 1651 16th 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 4:36 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Jenkins, and Waterstone were present.
- G.03 Pledge of Allegiance:** Ms. Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** September 12, 2018

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

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

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

G.06 Motion to Approve Minutes: August 8, 2018

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

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

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 updated the Personnel Commission with the status of current recruitments and departmental activities.
 - Director Rowen introduced the new Human Resources Technician substitute, Ms. Nichelle Cummings, who has assumed recruitment duties from an employee on a long-term leave. Director Rowen commended Ms. Caldera and the rest of the Personnel Commission staff for training Ms. Cummings promptly and well.
 - Director Rowen informed the Personnel Commission about challenging recruitments for Health Office Specialist, Paraeducators, and Child Development Services positions.
 - Director Rowen updated the Personnel Commission on the new Personnel Commissioner recruitment. He has been working with Ms. Pinsker, the District Community and Public Relations Officer, to publicize the vacancy within the Santa Monica and Malibu communities. They also discussed utilizing social media in recruitment strategies in near future.
 - Director Rowen shared his experience and observations attending his first Job Fair at Santa Monica College.

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 inquired about the start date of the new Personnel Commissioner's term. It is December 1, 2018. Commissioner Inatsugu graciously offered to stay on the Commission if there is no new Personnel Commissioner appointed at that time.

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
 - **None**

- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, reported on the start of the new school year. He visited several campuses on the first day to welcome students, parents, and school staff.**
 - **Dr. Kelly recognized Maintenance and Operations crews who worked tirelessly during this summer so that campuses were ready on the first day of school.**
 - **Dr. Kelly updated the Personnel Commission on the current certificated recruitments and also substitute hiring.**
 - **Dr. Kelly informed the Personnel Commission about the decision made at the last Board of Education meeting to change the District funded health benefit structure. The Board approved an increase of the District's contribution for those employees hired on and after July 1, 2014, effective October 1, 2018. The proposal was developed in collaboration with SMMCTA and SEIU. The District created a Benefits Committee that will continue to examine the District's benefits program and make recommendations to the bargaining tables during negotiations. The open enrollment is currently available for employees to make changes in their benefits for 2019. Dr. Kelly informed the Personnel Commission about the Board's special study session in regard to facilities and future planning. The next Board of Education meeting will take place on September 20, 2018. Commissioner Inatsugu inquired about funding for the benefits increase. Dr. Kelly explained the Board's position. At the last Board meeting, Ms. Melody Canady, the Assistant Superintendent of Business and Fiscal Services, presented to the Board of Education the Unaudited Actual Financial Report that included some higher than expected revenues and decrease in expenditures.**

G.10 Public Comments:

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- **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>
Athletic Trainer	3
Bus Driver	2
Electrician	2
Paraeducator-1	11
Paraeducator-2	10
Paraeducator-3	14
Plant Supervisor	6
Senior Buyer	2
Sports Facility Attendant	4

C.02 Advanced Step Placement:
Hoda Elhadidy in the classification of Special Education Specialist at Range 34, Step B

C.03 Advanced Step Placement:
Jacob Grise in the classification of Paraeducator-1 at Range 20, Step B

C.04 Advanced Step Placement:
Ashley Joseph in the classification of Student Outreach Specialist at Range 44, Step B

C.05 Advanced Step Placement:
Sara Mulligan in the classification of Paraeducator-1 at Range 20, Step B

C.06 Advanced Step Placement:
Maria "Saray" Carrasco Robledo in the classification of Instructional Assistant - Bilingual at Range 20, Step B

C.07 Advanced Step Placement:
Abbey Seiden in the classification of Senior Office Specialist at Range 25, Step C

C.08 Advanced Step Placement:
Patricia Sze in the classification of Instructional Assistant - Classroom at Range 18, Step D

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

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

REPORT AND DISCUSSION

- Commissioner Jenkins requested a future discussion item or training on advanced step placement process including timelines, employee retention, and specific criteria for education and experience as they relate to the position.
- Commissioner Inatsugu suggested conducting a workshop on this topic.

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action

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. VII.D.2. (for SMMUSD School Board Agenda)
 - August 16, 2018
 Classified Personnel - Merit Report - No. VII.D.2.
 - September 6, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VII.D.3.
 - August 16, 2018

- Classified Personnel - Non-Merit Report - No. VII.D.3.
 - September 6, 2018
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2018 - 2019
- I.06 Board of Education Meeting Schedule
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VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions Update - Definitions	Discussion	11/14/18
Job Descriptions Minimum Qualifications	Commissioner Training	12/12/18

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 10, 2018, 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:

The Commission adjourned to closed session at **5:05 p.m.** pursuant to Government Code Section 54954.5 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at **5:45 p.m.** and reported on the following action taken in Closed Session:

The Personnel Commission discussed the evaluation of the Director of Classified Personnel, Mr. Eric Rowen, and determined that he is performing positively, and the Personnel Commission is looking forward to the trajectory on which he has been performing thus far. A full year evaluation will be conducted in April 2019.

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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

TIME ADJOURNED: 5:46 p.m.

Submitted by:

Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

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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, October 10, 2018

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Pia Albrecht-Gray

Hire Date: 8/22/2018

ASP Request Submitted: 09/13/2018

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Pia Albrecht-Gray	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Pia Albrecht-Gray has an Associate's Degree in Medical Laboratory Technician and an additional two years of study in the field of Biology. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> One (1) year of clerical support experience and some experience or certificate in a medically-related field. 	<ul style="list-style-type: none"> Pia Albrecht-Gray exceeds the experience requirement. She worked as a Medical Laboratory Technician for two (2) years and worked as a Health Office Specialist for SMMUSD for 1 ½ years (one year as a full time sub in a long term assignment). 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Ms. Albrecht-Gray's education and professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step C is \$17.71/hour. The gross difference in pay is an approximate increase of \$1.64 per hour, \$124.48 per month, or \$1,001.51 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Pia Albrecht-Gray at Range A-25, 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						
Lisa Jenkins						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Melissa Bonnel

Hire Date: 08/22/2018

ASP Request Submitted: 08/22/2018

BACKGROUND INFORMATION:

Classification Title: Occupational Therapist	Employee: Melissa Bonnel	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Bachelor's degree from an accredited college or university in Occupational Therapy or a directly related field. 	<ul style="list-style-type: none"> Ms. Bonnel has a Bachelor's Degree in Psychology and a Doctorate in Occupational Therapy. 	<p>2 levels of education above the required level = 1 Step Advance (Max. allowed)</p>
Experience: <ul style="list-style-type: none"> One (1) year of experience providing occupational therapy services for children or young adults, preferably in an educational setting. 	<ul style="list-style-type: none"> Ms. Bonnel has five (5) years of experience working with children and young adults. 	<p>2 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Bonnel's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-61 at Step A is \$38.66/hour, while Step D is \$44.76 /hour. The gross difference in pay is an approximate increase of \$6.10 per hour, \$1,058.00 per month, or \$9,240 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Melissa Bonnel at Range A-61, 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							
Lisa Jenkins							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Megan Histan

Hire Date: 8/22/2018

ASP Request Submitted: 9/18/2018

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant, Classroom</p>	<p>Employee: Megan Histan</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <ul style="list-style-type: none"> • High school diploma or its recognized equivalent AND • Completed 48 units at an accredited institution of higher learning; OR • Obtained an Associate's (or higher) degree; 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. 	<ul style="list-style-type: none"> • Megan Histan has a Bachelor of Arts Degree in English. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people. 	<ul style="list-style-type: none"> • Megan Histan meets the experience requirement. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<p><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Ms. Histan's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step B is \$14.23/hour, while Step C is \$14.94/hour. The net difference in pay is an approximate increase of \$.72 per hour, \$54.26 per month, or \$542.60 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Megan Histan at Range A-18, 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							
Lisa Jenkins							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Katrina Jagoda

Hire Date: 08/22/2018

ASP Request Submitted: 10/02/2018

BACKGROUND INFORMATION:

Classification Title: Occupational Therapist	Employee: Katrina Jagoda	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Bachelor's degree from an accredited college or university in Occupational Therapy or a directly related field. 	<ul style="list-style-type: none"> Ms. Jagoda has a Bachelor's Degree in Psychology and two Master's degrees – one in Elementary Education and one in Occupational Therapy. 	1 levels of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> One (1) year of experience providing occupational therapy services for children or young adults, preferably in an educational setting. 	<ul style="list-style-type: none"> Ms. Jagoda has over three (3) years of experience working with children and young adults in the area of Occupational Therapy. 	1 (2-year period) of experience above the required level = 1 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Jagoda's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-61 at Step A is \$38.66/hour, while Step C is \$42.63 /hour. The gross difference in pay is an approximate increase of \$3.97 per hour, \$687.76 per month, or \$5,537.59 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Katrina Jagoda at Range A-61, 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						
Lisa Jenkins						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 12, 2018

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Toi-Ya Parham-Battles

Hire Date: 10/01/2018

ASP Request Submitted: 10/01/2018

BACKGROUND INFORMATION:

Classification Title: Bus Driver	Employee: Toi-Ya Parham-Battles	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Toi-Ya Parham-Battles has an Associate's Degree in Liberal Arts. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Six (6) months of experience in the operation of a school bus in the United States. Experience in the state of California is preferred. 	<ul style="list-style-type: none"> Toi-Ya Parham-Battles exceeds the experience requirement. She has 5 ½ years of school bus driving experience. In addition, she has 13 years of experience driving a public transportation bus for the City of Santa Monica. 	2 (2-year periods) of experience above the required level = 2 Step Advance
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Ms. Parham-Battles's education and professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-30 at Step A is \$18.16/hour, while Step D is \$21.02/hour. The gross difference in pay is an approximate increase of \$2.87 per hour, \$434.80 per month, or \$3,797.25 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Toi-Ya Parham-Battles at Range A-30, 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							
Lisa Jenkins							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Joseph Pullard

Hire Date: 09/04/18

ASP Request Submitted: 09/25/2018

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Physical Education	Employee: Joseph Pullard	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable. 	<ul style="list-style-type: none"> Joseph Pullard has an Associate's Degree in Liberal Studies - Teaching Preparation. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p>
Experience: <ul style="list-style-type: none"> Six (6) months paid or verifiable volunteer experience working with school aged (K-12) children in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> Joseph Pullard has over three years of experience working with groups of children in organized activities. 	<p>1 (2-year periods) of experience above the required level =1 Step Advance</p>
Total Advanced Steps: 1 (Education) + 1(Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Mr. Pullard's professional and educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 is \$14.23 per hour, at Step C is \$15.69 per hour. The net difference in pay is an approximate increase of \$1.46 per hour, \$221.38 per month, or \$1,779.75 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Joseph Pullard 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
Barbara Inatsugu							
Julie Waterstone							
Lisa Jenkins							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Erika Ramirez

Hire Date: 9/11/2018

ASP Request Submitted: 9/11/2018

BACKGROUND INFORMATION:

Classification Title: Library Assistant	Employee: Erika Ramirez	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Two (2) years college-level coursework. 	<ul style="list-style-type: none"> Erika Ramirez has a Bachelor of Arts Degree in Art History; a Master's of Library and Information Science; and a Master's of Art Education 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> One (1) year of paraprofessional or responsible clerical experience in a library or media center 	<ul style="list-style-type: none"> Erika Ramirez meets the experience requirement 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Ramirez's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The gross difference in pay is an approximate increase of \$0.83 per hour, \$116.59 per month, or \$699.56 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Erika Ramirez at Range A-26, 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						
Lisa Jenkins						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: II.C.09

SUBJECT: Advanced Step Placement – Adrian Ramos

BACKGROUND INFORMATION:

Classification Title: Plant Supervisor	Employee: Adrian Ramos	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or recognized equivalent. 	<ul style="list-style-type: none"> Adrian meets the minimum educational requirements. 	0 level of education above the required level = <u>0 Step Advance</u> (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) years of custodial or building maintenance experience, including at least one (1) year in a supervisory or lead position. 	<ul style="list-style-type: none"> Adrian has over nine (9) years' experience as a Plant Manager 	2 (3-year periods) of experience above the required level = <u>2 Step Advance</u>
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Ramos' professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-41 at Step A is \$28.37/hour, while Step C is \$31.29/hour. The net difference in pay is an approximate increase of \$2.91 per hour, \$505 per month, or \$6,060 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Adrian Ramos at Range M-41, 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							
Lisa Jenkins							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: II.C.10

SUBJECT: Advanced Step Placement – Kenneth Royal

Hire Date: 9/5/2018

ASP Request Submitted: 9/16/2018

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Kenneth Royal	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> None required. <u>Preferred:</u> High school diploma or equivalent evidence of proficiency at the high school level. 	<ul style="list-style-type: none"> Kenneth Royal meets the education requirement. 	0 levels of education above the required levels = 0 Step Advance
Experience: <ul style="list-style-type: none"> Three (3) months paid or volunteer experience performing custodial functions <u>OR</u> completion of a custodial training program. 	<ul style="list-style-type: none"> Kenneth Royal exceeds the experience requirement. He has over eight (8) years of conducting and overseeing custodial/maintenance duties as an Apartment Manager. 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR’S COMMENTS:

Mr. Royal’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.68/hour, while Step C is \$17.30/hour. The gross difference in pay is an approximate increase of \$1.61 per hour, \$174.64 per month, or \$1,585.98 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kenneth Royal at Range A-24, 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							
Lisa Jenkins							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: II.C.11

SUBJECT: Advanced Step Placement – Moshir Safavi

Hire Date: 09/17/2018

ASP Request Submitted: 09/28/2018

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Moshir Safavi	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable 	<ul style="list-style-type: none"> Moshir Safavi meets the minimum requirements of the position. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> Moshir has over three years of experience working with school aged children in organized activities. 	1 (2-year periods) of experience above the required level = 1 Step Advance
Total Advanced Steps: 0 (Education) + 1(Experience) = 1 Advanced Step = STEP B		

DIRECTOR’S COMMENTS:

Mr. Safavi's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 is \$16.47 per hour, at Step B is \$17.30 per hour. The net difference in pay is an approximate increase of \$0.83 per hour, \$107.62 per month, or \$645.75 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Moshir Safavi at Range A-26, 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							
Lisa Jenkins							

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: III.A.01

Classification Description Revision: Audio-Visual Technician

BACKGROUND INFORMATION:

The Director of Information Services requested that revisions be made to the Audio/Visual Technician classification description after the most recent recruitment failed to yield a viable eligibility list.

METHODOLOGY:

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

- Met with the Director of Information Services to conduct a job analysis
- Reviewed related job descriptions from similarly-sized school districts in the extended local market

ANALYSIS & FINDINGS:

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

- The amount of minimum experience required was specified (2 years) to facilitate application screening process and ensure consistency in the quality of candidates placed on the eligibility list.
- A requirement that candidates possess a reliable means of transportation was removed, as Audio Visual Technicians are assigned a District vehicle. The Class "C" driver's license requirement remains, but it does not have to be from California.
- Duty statements were revised for clarification
- Knowledge and Ability statements were clarified and consolidated
- The Working Conditions section was updated to more accurately reflect the job

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Audio-Visual Technician classification description as provided.

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION

BARGAINING UNIT: SEIU Local 99

CLASS CODE: 541407

SALARY RANGE: A-34

AUDIO-VISUAL TECHNICIAN

BASIC FUNCTION:

Under general supervision, ~~inventories,~~ installs, repairs and inventories assigned audio-visual, and sound ~~and video~~ equipment and projectors; provides assistance to staff in the use of ~~the software and audio-visual equipment available~~ classroom technology and related software; ~~and performs related duties as required.~~

MINIMUM QUALIFICATIONS

EDUCATION:

~~High school diploma or Graduation from high school or evidence of~~ recognized equivalent educational proficiency

EXPERIENCE:

~~Two years of E~~experience working and/or certification with a combination of ~~Extron,~~ Smart hardware/software, ~~NEC~~ projectors (Epson, NEC), Interactive White Boards and document cameras

LICENSES AND OTHER REQUIREMENTS:

Must ~~have and~~ maintain a valid Class C ~~California D~~driver's license and a good driving record sufficient to be insurable by the District's carrier. ~~Reliable mode of transportation with current insurance coverage (mileage is reimbursed)~~

REPRESENTATIVE DUTIES:

1. Performs s scheduled maintenance of all audio-visual equipment; including filters, bulbs, and software updates.
2. Maintains and documents an inventory of software, supplies, and equipment.
- ~~3. Schedule and calendar use of equipment.~~
- ~~4.~~ 3. Performs warranty repairs in accordance with appropriate company instructions.
- ~~5.~~ 4. Work Interacts with outside vendors for to obtain component parts and technical support.
- ~~6.~~ 5. Dismount/mount Mounts and dismounts ceiling ~~mounted~~ projectors.
- ~~7.~~ 6. Places O orders and transports/deliver supplies, and equipment.
- ~~8.~~ 7. May be required to perform a variety of work including Assists in setting up equipment for special events as needed.
- ~~9.~~ 8. Performs other 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:

Supervision is received from the Director of Information Services or Senior Network Engineer.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, procedures, ~~practices~~ equipment and materials related to the use of ~~audio-visual equipment~~ modern school technology
- Record keeping practices and principles
- Functionality of ~~LCD~~ various types of projectors, ~~overhead projectors~~, and Interactive White Boards
- Testing, troubleshooting, configuring, and maintaining audio-visual equipment
- ~~Excellent~~ Ccustomer service principles, ~~communication~~, and ~~interpersonal skills~~
- Application software in support of ~~audio-visual~~ school technology equipment

ABILITY TO:

- ~~Understand the technical aspects of the job~~
- Troubleshoot and problem solve ~~with~~ equipment, software, and power connection issues
- ~~Resolve equipment challenges and changes~~ Carry out responsibilities in a timely and professional manner
- Perform a variety of technical and instructional assistance duties
- Skillfully operate, maintain, and repair audio-visual and related equipment
- Provide a variety of information and assistance to students; and faculty
- Coordinate with vendors on new installations of audio-visual equipment
- Work collaboratively with ~~Site Technicians~~ others
- ~~Maintain proper documentation and inventory~~
- ~~Generate monthly report~~
- ~~Handle criticism and remain calm and effective in highly stressful situations~~
- ~~Control emotions and avoid aggressive behavior in difficult situations~~
- Remain calm and maintain focus in stressful situations
- Lift equipment, climb ladders, and perform work overhead

WORKING CONDITIONS:

ENVIRONMENT:

Incumbent will work on school campus (classroom, offices, labs, and libraries) with frequent interruption. Regularly uses assigned district vehicle to travel and transport equipment and material.

~~Cafeteria work environment; the incumbent of this position may experience frequent exposure to heat from ovens and stoves and cold from walk-in refrigerators and freezers; works both inside and outside with exposure to changing weather conditions.~~

PHYSICAL DEMANDS:

~~Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; lifting and moving moderately heavy equipment; bending at the waist, kneeling or crouching. Will view computer monitor for extended periods of time.~~

~~Lifting heavy canned food cases up to forty-five (45) pounds; stooping and bending at the waist; dexterity of hands and fingers to operate various kitchen equipment and utensils; reaching overhead, above the shoulders and horizontally to store food and related materials.~~

CLASSIFICATION ESTABLISHED:

Approved:

UPDATED:

Revised: June 10, 2014

Proposed Revision: October 10, 2018



PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: III.A.02

Classification Description Revision: Construction Supervisor

BACKGROUND INFORMATION:

The Director of Classified Personnel worked with the Chief Operations Officer to update the Maintenance Supervisor classification description by changing language throughout and modifying the minimum qualifications for the purposes of an upcoming recruitment.

METHODOLOGY:

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

- Met with the Chief Operations Officer to review the classification description and complete the competency modeling process

ANALYSIS & FINDINGS:

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

- The classification description’s format was updated to reflect the most recent standard format used by the SMMUSD Personnel Commission office.
- The title of this classification’s supervisor was updated to include the Director of Maintenance and Operations and/or Chief Operations Officer to reflect the two different Construction Supervisor positions.
- A requirement for lead or supervisory experience was removed from the minimum qualifications to allow for the promotion of internal candidates who would not have gained that experience in their current positions with the District.
- An “Equivalency Provision” was added to the minimum qualifications to allow candidates with a high school diploma and extensive experience to be considered for the position, reflecting a common promotional path in the construction industry.
- Requirement that candidates use a personal vehicle and telephone were removed, as this position will use a district transportation and phone. The class “C” driver’s license requirement remains, but it does not have to be from California.
- Other minor changes to the wording of duties, knowledge, and abilities reflect the current requirements of this classification.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Maintenance Supervisor classification description as provided.

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: Non-Represented
CLASS CODE: 521301
SALARY RANGE: M-45

CONSTRUCTION SUPERVISOR

BASIC FUNCTION:

Under general supervision, serves as liaison to outside consultants and/or general construction contractors/subcontractors, internal and external trades/crafts persons ~~both internal and external with the District~~; assembles, manages and supervises contracts ~~between with~~ outside consultants and contractors; coordinates schedule with facilities and maintenance department; schedules and attends ~~all~~ on-site activities involving geotechnical, environmental, architectural, engineering, construction management, inspection, testing, and landscape; coordinates and attends meetings between District staff and outside consultants; supervises support assigned personnel.

MINIMUM QUALIFICATIONS

EDUCATION:

High school diploma or recognized equivalent. Graduation from an accredited college or university with a Bachelor's degree in business, engineering, construction management or architecture is desirable.

EXPERIENCE:

Three-Five (35) years of experience in the field of architecture, engineering, construction management, educational facility planning, and/or construction project management, including at least one (1) year in a supervisor or lead capacity, performing general construction of school or similar institutional facilities, buildings, or properties.

EQUIVALENCY PROVISION:

A Bachelor's degree in business, engineering, construction management, architecture, or other field closely related to the job requirements of this classification may substitute for two (2) years of the required experience.

LICENSES AND OTHER REQUIREMENTS:

Must maintain a valid California class "C" driver's license and be insurable by the District's carrier ~~and must have the use of a personal vehicle and telephone.~~

REPRESENTATIVE DUTIES:

1. Supervise and prepare the plans, specifications, schedules, Rrequest for Proposals (RFP), Rrequest for Qualifications (RFQ), and cost estimates for new construction, modernization, and relocatable buildings; make recommendations regarding terms and conditions of contractor and consultant proposals; assist in organizing services necessary for construction.

2. Oversee and coordinate teams of outside consultants including architects, engineers, inspectors, construction contractors, ~~and g~~Geotechnical, and ~~H~~hazmat personnel; coordinate and attend meetings between District staff and outside consultants; work closely with and acts as District liaison to consultants in the preparation of design and construction documents for projects.
3. Administer contracts; evaluate schedules; conduct site visits to inspect and monitor progress of the contractors on projects; ensure that project deadlines are met.
4. Monitor and follow up on requests for information, change order requests, time extension requests, and contractor progress schedules and claims; analyze contractor claims, requests, and schedules and provide recommendations and feedback.
5. Act as District liaison for labor compliance issues related to construction.
6. Act as District liaison to public agencies involved in providing school planning, utility, and construction services.
7. Research and assist in procurement of data for the preparation of District standards for buildings, systems, equipment, and landscape.
8. Review project plans and specifications prior to bids; develop plan phases for projects, logistics plans, and recommend amendments to plans to maximize the success of the project; assure compliance with District standards; assure appropriateness and completeness.
9. Assist in the development of planning guides and scoping documents; coordinate project closeouts to assure receipt of as-built drawings, requirements stated in District manuals, punchlist completion, training and warranty stipulations, and final Division of the State Architect (DSA) closeout.
10. Supervise and prepare the plans for the correction and removal of fire, life-safety, and access compliance deficiencies in existing facilities which have been identified by fire and other code enforcement officers.
11. Interact on a professional level with construction administrators, project managers, and construction superintendents relating to District construction projects.
12. Attend and conduct conferences, pre-bid walks, or pre-construction meetings with contractors to explain and clarify construction features, contract requirements, and document submittal policies.
13. Operate a computer and assigned software; drive a District vehicle to conduct work.
14. Perform ~~other~~ 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:

Direct supervision is received from the Manager of Maintenance Director of -and Construction-Maintenance and Operations and/or Chief Operations Office and is given provided to assigned Facility Technicians.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Research procedures.
- Data [processing analysis](#) techniques, capabilities and applications.
- [Graphic Visual](#) presentations of data and information.
- Management principles and techniques in the planning, design, contract, and construction of public works projects.
- [Reading and interpreting maps, site plans and construction drawings.](#)
- Applicable building codes, ordinances, life and safety, and accessibility requirements, regulations, OSHA, and other safety precautions.
- Title 24, building codes, California Department of Education (CDE), Office of Public School Construction (OPSC), Department of the State Architect (DSA), Department of Toxic Substances Control (DTSC), and California Environmental Quality Act (CEQA) regulations.
- Inspection methods applicable to school construction.
- Principles of contract law, public purchasing, budgeting, and accounting.
- [Operation of a computer and assigned software.](#)
- Principles and practices of administration, supervision, and training.
- [Public speaking techniques.](#)

ABILITY TO:

- Plan, organize, and manage the operations and activities of District construction projects.
- Establish and maintain effective working relationships with all levels of staff and the public.
- Plan and coordinate multiple activities and operations, delegate work to staff and consultants, and evaluate operational effectiveness.
- [Compose memoranda relating to projects.](#)
- Communicate effectively both orally and in writing.
- Analyze written materials and oral communications.
- Conduct meetings and make presentations.
- Make, support, and explain recommendations and decisions.
- Estimate project requirements and organize resources to meet goals and deadlines.
- Train, supervise, and evaluate the performance of assigned personnel.
- Read and comprehend plans and specifications, including submittals, for appropriate content and accuracy.
- Interpret, apply, and explain applicable laws, codes, rules, and regulations.
- Operate a computer and assigned software.
- Monitor and control assigned budgets.

WORKING CONDITIONS:

ENVIRONMENT:

This classification works in an indoor and outdoor environment; drives a vehicle to conduct work; may be exposed to adverse weather conditions.

PHYSICAL DEMANDS:

The position requires the ability to safely climb to gain roof access; lifting blueprints and rolls up to fifty (50) pounds; walking to conduct inspections; seeing to read schematics and blueprints.

HAZARDS:

Climbing on roofs and visiting construction sites.

DUTIES APPROVED BY BOARD OF EDUCATION:

Approved: March 5, 2009

CLASSIFICATION ESTABLISHED:

Approved: April 14, 2009

UPDATED:

Revised: March 8, 2011

[Proposed Revision: October 10, 2018](#)



PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 10, 2018

AGENDA ITEM NO: III.A.03

Classification Description Revision: Maintenance Supervisor

BACKGROUND INFORMATION:

The Director of Classified Personnel worked with the Director of Maintenance and Operations to update the Maintenance Supervisor classification description by changing language throughout and modifying the minimum qualifications for the purposes of an upcoming recruitment.

METHODOLOGY:

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

- Met with the Director of Maintenance and Operations to review the classification description and complete the competency modeling process

ANALYSIS & FINDINGS:

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

- The classification description’s format was updated to reflect the most recent standard format used by the SMMUSD Personnel Commission office.
- The title of this classification’s supervisor was updated to the Director of Maintenance and Operations from Manager of Maintenance and Construction.
- A requirement for lead or supervisory experience was removed from the minimum qualifications to allow for the promotion of internal candidates who would not have gained that experience in their current positions with the District.
- Requirement that candidates use a personal vehicle and telephone were removed, as this position will use a district transportation and phone. The Class C driver’s license requirement remains, but it does not have to be from California.
- Various changes to the wording of duties, knowledge, and abilities reflect the current requirements of this classification.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Maintenance Supervisor classification description as provided.

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



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: Non-Represented
CLASS CODE: 521307
SALARY RANGE: M-45

MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under general direction from the ~~Manager~~ Director of Maintenance and Construction Operations, plans, assigns, supervises, and inspects the work of maintenance personnel engaged in the construction, repair, and maintenance of District buildings, properties, and equipment.

MINIMUM QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

Three (3) years ~~of (3)~~ experience as a journey-level carpenter, electrician, HVAC technician, plumber, or metal worker, ~~including at least one (1) year in a supervisor or lead capacity~~, performing general construction, repair, and maintenance of school or similar institutional facilities, buildings, or properties.

LICENSES AND OTHER REQUIREMENTS:

Must maintain a valid California class "C" driver's license and be insurable by the District's carrier ~~and must have the use of a personal vehicle and telephone~~.

REPRESENTATIVE DUTIES:

1. Organizes, plans, schedules, assigns, supervises, and inspects the work of Carpenters, Electricians, Glaziers, Heating and Air Conditioning Specialists, Metal Workers, Locksmiths, Painters, Plumbers, Maintenance Workers, ~~and~~ Skilled Maintenance Workers, and other maintenance personnel as assigned in the performance of construction, repair, maintenance, and related duties.
2. Establishes and verifies job priorities and determines availability of maintenance personnel to assure that emphasis is kept on high priority work orders and that work is completed in a timely fashion.
3. Assures that work performed is in compliance with Building, Health and Safety, and Education Codes and other applicable federal, ~~S~~state, and local laws and regulations.
4. Determines best methods for completing work and reviews work procedures to assure that proper trade methods are used.
5. Prepares rough sketches and diagrams of required work; reads, interprets, instructs, and works from plans, blueprints, sketches, diagrams, drawing, and specifications.

6. Assists in defining standards of quality and quantity of work and assures that standards are met.
7. Estimates cost of material, equipment, supplies, and labor for routine repairs and maintenance of District buildings, properties, and equipment and recommends necessary expenditures.
8. Prepares and submits requisitions using best resources and prices for material, equipment, and supplies.
9. Inspects job sites prior to commencement of work and coordinates with site administrators to schedule best timing for scheduling work.
10. Schedules regular preventive maintenance and assigns appropriate personnel to perform required work.
11. Inspects equipment and tools for safety and assures that assigned personnel use approved safety measures; arranges for necessary repairs and recommends the purchase of machinery and tools to maintain safe and efficient work production.
12. Maintains accurate, up-to-date inventories of shop equipment, tools, and stock materials and is responsible for their whereabouts.
13. Trains, instructs, and evaluates subordinates in the proper performance of assigned duties, safe and efficient work methods, appropriate care and use of equipment and tools, and recommends and assists in the selection of staff training to maintain and improve skills levels of maintenance personnel.
- 13.14. Responds promptly to maintenance-related emergencies using a district-provided cell phone, both during and outside of regular work hours.
- 14.15. 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:

Supervision is received from Manager-Director of Maintenance and Construction Operations and is given-provided to assigned Maintenance and Operations department personnel.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Materials, tools, equipment, methods, and terminology used in the building, electrical, and mechanical trades
- Methods of-for estimating project completion timelines
- Current sources and costs Processes and sources for the procurement of building and mechanical trades materials
- Principles and techniques of supervision
- Health and safety regulations and safe working practices, according to the California Division of State Architect (DSA) and Division of Occupational Safety and Health (Cal/OSHA)

- Applicable sections of Education, Building, Electrical, ~~and~~ Health and Safety Codes, and other applicable laws and regulations
- Basic record keeping

ABILITY TO:

- Plan, organize, and schedule work in an efficient sequence and utilize assigned personnel effectively
- Use District and departmental hardware and software
- ~~Use surveyor transit and level to shoot grades~~
- Keep abreast of new developments in the building, mechanical, and electrical trades and apply where practicable
- Prepare clear, concise instructions and reports
- Understand and carry out oral and written instructions
- Establish and maintain effective working relationships with District administrators and employees, contractors, vendors, and the public

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Ability to safely lift, carry, push, and/or pull up to seventy (75) pounds
- Frequent lifting and/or carrying of objects weighing up to fifty (50) pounds
- Ability to bend, crawl, stoop, kneel, crouch, twist, turn, and climb up and down ladders, stairs, scaffolding, ramps, poles etc. of one or more stories above ground

HAZARDS:

Incumbent will be exposed to working around machinery, moving vehicles, and construction sites and will frequently be required to work in inclement weather or under other onerous conditions, such as narrow spaces, dust, fumes, dampness, sewage, foul odors, etc. Incumbent may also be required to serve on the District's emergency response team and also be required to be on call-back and standby duty outside of regular work hours.

CLASSIFICATION ESTABLISHED:

Approved: September 7, 1993

UPDATED:

Revised: January 5, 1994

Revised: March 10, 2009

Revised: November 12, 2014

Proposed Revision: October 10, 2018

IV. Discussion Items:

V. **Commissioner Training/Briefing:**

VI. Information Items:

Open Requisitions (10/10/2018)

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
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL		New	75	5/19/2017
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL		Vac	37.5	7/13/2017
18-040	PARAEDUCATOR-1	MALIBU HIGH SCHOOL		Vac	75	8/10/2017
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
18-062	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY		New	37.5	9/1/2017
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
18-115	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES		Vac	50	11/4/2017
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
18-150	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL		Vac	43.75	2/28/2018
18-154	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES		Vac	37.5	3/6/2018
18-158	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75	3/12/2018
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
18-174	MAINTENANCE SUPERVISOR	FACILITIES MAINTENANCE		Vac	100	5/3/2018
18-184	GARDENER	GROUNDS MAINTENANCE		Vac	70	5/29/2018
18-194	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		Vac	37.5	6/11/2018
18-199	ADMINISTRATIVE ASSISTANT	SPECIAL EDUCATION		Vac	100	6/20/2018
18-203	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION		Vac	100	6/20/2018
18-204	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY		Vac	75	6/20/2018
19-001	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES		Vac	50	7/9/1918

19-006	BILINGUAL COMMUNITY LIAISON (SPANISH)	CHILD DEVELOPMENT SERVICES		Vac	50	7/13/2018
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
19-017	INSTRUCTIONAL ASSISTANT- CLASSROOM	CABRILLO ELEMENTARY SCHOOL		Vac	43.75	8/3/2018
19-018	INSTRUCTIONAL ASSISTANT- CLASSROOM	CABRILLO ELEMENTARY SCHOOL		New	25	8/3/2018
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
19-025	PARAEDUCATOR- 1	MCKINLEY ELEMENTARY SCHOOL		Vac	50	8/14/2018
19-027	PARAEDUCATOR- 1	MCKINLEY ELEMENTARY SCHOOL		Vac	50	8/14/2018
19-028	PARAEDUCATOR- 1	WILL ROGERS LEARNING ACADEMY		New	75	8/14/2018
19-031	Limited Term	SPECIAL EDUCATION		New	100	8/10/2018
19-033	CAMPUS SECURITY OFFICER	JOHN ADAMS MIDDLE SCHOOL		Vac	100	8/20/2018
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	8/10/2018

19-036	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		Vac	43.75	8/22/2018
19-037	OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL		Vac	100	8/14/2018
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
19-044	CONSTRUCTION SUPERVISOR	BUSINESS SERVICES		New	100	8/22/2018
19-045	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL		New	37.5	8/29/2018
19-046	PARAEDUCATOR-2	CABRILLO ELEMENTARY SCHOOL		Vac	75	8/27/2018
19-047	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	8/22/2018
19-048	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL		Vac	96.87	9/13/2018
19-049	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
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
19-054	HEALTH OFFICE SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL		Vac	43.75	9/11/2018
19-055	PARAEDUCATOR-1	MALIBU HIGH SCHOOL		New	75	9/17/2018
19-056	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL		New	75	9/5/2018
19-058	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES		Vac	62.5	8/20/2018

19-059	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL		Vac	75	9/27/2018
19-060	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL		Vac	75	9/27/2018
19-061	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL		New	62.5	9/27/2018
19-062	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL		Vac	75	9/18/2018
19-063	BUS DRIVER	TRANSPORTATION		Vac	87.5	10/1/2018
19-064	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	10/3/2018
19-065	INSTRUCTIONAL ASSISTANT- CLASSROOM	FRANKLIN ELEMENTARY SCHOOL		Vac	43.75	10/1/2018
19-066	INSTRUCTIONAL ASSISTANT- CLASSROOM	GRANT ELEMENTARY SCHOOL		Vac	37.5	10/2/2018
19-067	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL		New	75	10/3/2018
19-069	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL		Vac	79	9/26/2018
19-070	PARAEDUCATOR-1	SPECIAL EDUCATION		New	50	10/4/2018
19-071	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL		Vac	75	10/3/2018
19-072	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL		New	75	9/24/2018

Filled Requisitions (10/10/18)

Req Number	Req Title	Department	Expected Start Date	Date of Accepted Job Offer
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL		6/5/2018
18-117	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		6/20/2018
18-156	CUSTODIAN	M & O (Maintenance & Operations)		6/5/2018
18-162	HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES	7/16/2018	6/20/2018
18-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL		6/15/2018

**Classified Personnel – Merit
9/20/18**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Gilliland, Sean Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	8/23/18
Grise, Jacob Special Ed-Pt. Dume ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	8/30/18
Pullard, Joseph Adams MS	Instructional Assistant – Physical Education 7 Hrs/SY/Range: 20 Step: A	9/4/18
Ramirez, Erika Adams MS	Library Assistant 6.5 Hrs/10 Mo/Range: 26 Step: A	9/11/18
Seiden, Abbey Cabrillo ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A	8/23/18
Tran, Daniel Santa Monica HS	Athletic Trainer 7 Hrs/10 Mo/Range: 35 Step: A	9/4/18

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Jackson, Jessica Rogers ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: E	8/27/18
Mulligan, Tiffany Cabrillo ES	Instructional Assistant – Classroom 3.9 Hrs/SY/Range: 18 Step: B	9/4/18

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Cummings, Nichelle Personnel Commission	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: A	8/28/18-10/31/18

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Harding, Stephanie Lincoln MS	Senior Office Specialist 8 Hrs/Day	8/13/18-8/15/18
Hernandez, Patricia Lincoln MS	Senior Office Specialist 8 Hrs/Day	8/13/18-8/15/18
Lugo, Rebecca Rogers ES	Administrative Assistant 8 Hrs/Day	8/6/18-8/9/18
Shih, Jennifer Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Flores, Maria Roosevelt ES	Senior Office Specialist [overtime; clerical support]	8/23/18-6/12/19
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; clerical support]	8/23/18-6/12/19

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Avalos, Marlen Muir ES	Senior Office Specialist	8/16/18-10/31/18
Field, Larissa Roosevelt ES	Instructional Assistant – Classroom	8/23/18-6/12/19
Harris, Melessia Student Services	Health Office Specialist	8/30/18-6/12/19
Jenkins-McNeal, LaSundra Human Resources	Office Specialist	7/2/18-6/12/19
Marland, Tatiana Roosevelt ES	Instructional Assistant – Classroom	8/23/18-6/12/19
Ortiz, Alondra Special Education	Office Specialist	8/6/18-6/30/19
Wang, Stephen Special Education	Paraeducator-1	8/22/18-6/8/19

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Kubicz-Preis, Anna Educational Services	Administrative Assistant 8 Hrs/12Mo From: 8 Hrs/11Mo/Educational Services	7/1/18
Sheppard, Billy Facility Use	Sports Facility Attendant 7 Hrs/12 Mo From: 6 Hrs/12 Mo/Facility Use	8/12/18

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Capitano, Carol Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	8/23/18
Fair, James Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers ES	8/22/18
Friedenberg, Mindy Special Ed-Lincoln MS	Paraeducator-1 6.5 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Roosevelt ES	8/23/18
Gonzalez, Natalia Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers ES	8/22/18
Mejia, Laura Special Ed-Lincoln MS	Paraeducator-1 7.5 Hrs/SY From: 7.5 Hrs/SY/Special Ed-Muir ES	8/22/18
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/22/18

Soil, Sophia Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/22/18
Soria, Michelle Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Franklin ES	8/23/18

PROFESSIONAL GROWTH

Jackson, Jessica Rogers ES	Instructional Assistant – Classroom	<u>EFFECTIVE DATE</u> 10/1/18
Ong, Mary Special Ed-CDS-Lincoln Preschool	Paraeducator-3	9/1/18
Tehrani, Mahnaz CDS-McKinley ES	Children’s Center Assistant-2	10/1/18

LEAVE OF ABSENCE (PAID)

Adams, Melissa Special Ed-Webster ES	Paraeducator-1 Partial Personal	<u>EFFECTIVE DATE</u> 8/22/18-9/22/18
Johnson, Joseph Santa Monica HS	Campus Security Officer CFRA/FMLA/Medical	8/16/18-2/8/19
Larios, Carmen Fiscal Services	Fiscal Services Supervisor Intermittent CFRA/FMLA/Medical	8/30/18-1/3/19
Martinez, Isabel Special Ed-Franklin ES	Paraeducator-3 CFRA	8/22/18-11/14/18
Mitri, Veronica Special Ed-Roosevelt ES	Paraeducator-3 CFRA	5/14/18-6/8/18
Orellana, Juana Grant ES	Instructional Assistant – Classroom CFRA	8/22/18-11/13/18
Pittman, Angela FNS-Webster ES	Cafeteria Worker I CFRA/FMLA/Medical	8/22/18-2/19/19
Rising, Robert Operations-Adams MS	Custodian Intermittent CFRA/FMLA	8/1/18-11/1/18
Toma, Julie Personnel Commission	Human Resources Technician CFRA/FMLA/Medical	7/25/18-10/31/18

LEAVE OF ABSENCE (UNPAID)

Cooper, Dionne Pt. Dume ES	Elementary Library Coordinator Partial Personal	<u>EFFECTIVE DATE</u> 8/16/18-6/18/19
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ABOLISHMENT OF POSITION

CDS-Rogers ES	Children’s Center Assistant-2 3.5 Hrs/SY	<u>EFFECTIVE DATE</u> 8/15/17
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CDS-Rogers ES	Children's Center Assistant-2 3.5 Hrs/SY	8/15/17
Special Ed-Santa Monica HS	Paraeducator-3 6.33 Hrs/SY	8/15/18

WORKING OUT OF CLASS

Benjamin, Venecia FNS-Webster ES	Cafeteria Worker II From: Cafeteria Worker I	<u>EFFECTIVE DATE</u> 8/22/18-12/21/18
Cline, Wendy FNS-Pt. Dume ES	Cafeteria Worker II From: Cafeteria Worker I	8/22/18-12/21/18
Navarro, Nancy Muir ES	Administrative Assistant From: Senior Office Specialist	8/13/18-10/31/18

RESIGNATION

Mitri, Veronica Special Ed-Roosevelt ES	Paraeducator-3	<u>EFFECTIVE DATE</u> 8/16/18
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**Classified Personnel – Merit
10/4/18**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Esquivias, Rene Maintenance	Electrician 8 Hrs/12 Mo/Range: 39 Step: A	9/13/18
Klein, Barbara McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	9/12/18
Ramos, Adrian Operations	Plant Supervisor 8 Hrs/12 Mo/Range: 41 Step: A	9/17/18
Royal, Kenneth Operations	Custodian 5 Hrs/12 Mo/Range: 24 Step: A	9/5/18

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Fruchtman, Bettelyn Ed. Svcs-Franklin ES	Administrative Assistant 8 Hrs/Day	8/6/18-8/7/18
Kim, Eun Mi Special Ed-Adams MS	Paraeducator-1 6 Hrs/Day	8/9/18-8/17/18
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1 6 Hrs/Day	8/13/18-8/17/18
Mock, Christopher Ed. Svcs-Franklin ES	Paraeducator-3 8 Hrs/Day	8/6/18-8/7/18
Rodriguez, Maria Ed. Svcs-Adams MS	Bilingual Community Liaison 8 Hrs/Day	8/6/18-8/7/18
Soil, Sofia Special Ed-Adams MS	Paraeducator-1 6 Hrs/Day	8/9/18-8/10/18

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Ayala Quintana, Magdalena Roosevelt ES	Health Office Specialist [additional hours; health office support]	8/23/18-6/12/19
Engle, William Roosevelt ES	Physical Activities Specialist [additional hours; physical education support]	8/23/18-6/12/19
Gonzalez Mortenson, Simona Roosevelt ES	Physical Activities Specialist [additional hours; physical education support]	8/23/18-6/12/19
Ingle, Jennifer Special Education	Speech Language Pathology Assistant [overtime; training a new employee]	8/13/18-8/21/18
Khodadadi, Shirin Roosevelt ES	Health Office Specialist [additional hours; health office support]	8/23/18-6/12/19
Ostendorf, Mari Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Reilly, Sami Roosevelt ES	Senior Office Specialist [overtime; clerical support]	8/23/18-6/12/19

Soloway, Beth
Cabrillo ES
Senior Office Specialist
[additional hours; clerical support] 8/13/18-8/23/18

Thomas, Craig
Special Education
Paraeducator-1
[additional hours; clerical support] 8/13/18-6/30/19

SUBSTITUTES

Gonzalez, Diana
Edison ES
Health Office Specialist
EFFECTIVE DATE
8/23/18-6/12/19

PROFESSIONAL GROWTH

Colula Moncada, Anilu
Special Ed-Santa Monica HS
Paraeducator-3
EFFECTIVE DATE
10/1/18

LEAVE OF ABSENCE (PAID)

Gonzalez, Jessica
CDS-Rogers ES
Children's Center Assistant-2
FMLA/Medical Maternity
EFFECTIVE DATE
8/22/18-9/26/18

Hurtado, Renee
Special Ed-McKinley ES
Paraeducator-2
CFRA/FMLA/Medical
8/22/18-2/21/19

Mirabal, Jessica
Special Ed-Adams MS
Paraeducator-1
CFRA/FMLA/Medical
8/22/18-10/1/18

WORKING OUT OF CLASS

Jackson, Sheralynn
Special Ed-Santa Monica HS
Job Development & Placement Specialist
From: Paraeducator-1
EFFECTIVE DATE
8/22/18-9/30/18

RESCIND REDUCTION OF HOURS

CDS-Edison Seaside Preschool
Children's Center Assistant-2
3.5 Hrs/SY
From: 5.5 Hrs/SY
EFFECTIVE DATE
9/20/18
(revision from BOE 7-19-18)

RESIGNATION

Brooks, Victor
Special Ed-Franklin ES
Paraeducator-1
EFFECTIVE DATE
9/12/18

Sandoval, Sean
Special Ed-McKinley ES
Paraeducator-3
9/7/18

**Classified Personnel – Non-Merit
10/4/18**

NOON SUPERVISION AIDE

Barrett, Sarah	Roosevelt ES	08/23/18-6/12/19
Cajas, Debbie	Roosevelt ES	08/23/18-6/12/19
Gonzalez, Teresa	Roosevelt ES	08/23/18-6/12/19
Goodman, GERALYN	Edison ES	08/23/18-6/12/19
Jackson, Tyler	Roosevelt ES	08/23/18-6/12/19
Morales Mendez, Prisma	Roosevelt ES	08/23/18-6/12/19
Olivera-Carrizales, Maria	Roosevelt ES	08/23/18-6/12/19
Ortiz, Karina	Roosevelt ES	08/23/18-6/12/19
Roe, Jennifer	Roosevelt ES	08/23/18-6/12/19
Shandalov, Lisa	Roosevelt ES	08/23/18-6/12/19
Torres, Corina	Roosevelt ES	08/23/18-6/12/19
Waterford Bailey, Elzemarco	Rogers ES	08/22/18-6/12/19
White, Paula	Rogers ES	08/22/18-6/12/19

COACHING ASSISTANT

Bellows, Trebien	Santa Monica HS	8/14/18-6/12/19
Hansberry, Felicia	Malibu HS	8/1/18-6/30/19
Saenz, Derek	Malibu HS	9/7/18-6/30/19
Saunders, Kathryn	Santa Monica HS	8/23/18-6/7/19

TECHNICAL SPECIALIST – LEVEL I

Wyant, Allison	Santa Monica HS [Colorguard Instructor] - Funding: Santa Monica Arts Parents Association	8/1/18-6/30/19
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2018 – 2019**

Date	Time	Location	Notes
2018			
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	
2019			
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 16th 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"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items (as needed) 9. Major Items 10. Continuation of General Public Comments (if needed) 	<ol style="list-style-type: none"> 1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments 	<ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items 9. Major Items 10. Continuation of General Public Comments (if needed)

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions Update - Definitions	Discussion	11/14/18
Job Descriptions Minimum Qualifications	Commissioner Training	12/12/18

VIII. Next Regular Personnel Commission Meeting:

Wednesday, November 14, 2018, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: