



## **PERSONNEL COMMISSION MEETING AGENDA**

**August 8, 2017**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, August 8, 2017**, 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 August 8, 2017

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							

- G.06 Approval of Minutes for Regular Meeting on July 11, 2017

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
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)

**August 8, 2017**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Peter Lippman, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, August 8, 2017**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

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

### **OPEN SESSION**

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

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on August 8, 2017
- G.06 Approval of Minutes for Regular Meeting on July 11, 2017
- 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.

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.

- General Comments and Updates
- Advisory Rules Committee Update

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):

Classification

# Eligibles

Paraeducator-1	9
Paraeducator-2	7
Paraeducator-3	2

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Moses Nwaigwe in the classification of Vehicle and Equipment Mechanic at Range: 36 Step: B

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

These items are presented for ACTION at this time.

A.01 Personnel Commission Annual Report FY 2016-2017

A.02 Classification Revision:

Approval of the revisions to the classification descriptions within the Food Services Series

- Cafeteria Worker/Transporter
- Cafeteria Cook/Baker
- Cafeteria Worker I
- Cafeteria Worker II
- Stock and Delivery Clerk
- Production Kitchen Coordinator
- Site Food Services Coordinator
- Food Service Operations Supervisor
- Director of Food Services

### **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.

T.01 Merit Rules – part 2

### **VI. INFORMATION ITEMS:**

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

I.01 Advanced Step Placement Status Report

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel – Merit Report - No. VIII.D.2. (for SMMUSD School Board Agenda)

- July 19, 2017

I.05 Classified Personnel – Non-Merit Report – No. VIII.D.3.

- July 19, 2017

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

- 2017 – 2018

I.07 Board of Education Meeting Schedule

- 2017 – 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	September 2017

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

Tuesday, September 12, 2017, 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:

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

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



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**July 11, 2017**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Peter Lippman, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, July 11, 2017**, at **4:43 p.m.**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

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

### **OPEN SESSION**

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

**G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:43 p.m.

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

**G.03 Pledge of Allegiance:** Commissioner Lippman led all in attendance in the Pledge of Allegiance.

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda:** July 11, 2017

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

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

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

**G.06 Motion to Approve Minutes:** June 13, 2017

**It was moved and seconded to approve the minutes as revised – Adjournment voting block. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
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
  - **Director Cool updated the Personnel Commission about intense summer recruiting, so that the schools are fully staffed for the next school year.**
  - **Director Cool reported to the Personnel Commission on Human Resource's initiative to lead the pilot on-line processing of Position Control forms.**
  - **Director Cool announced his intent to go on a paternity leave as he and his wife are expecting their first child late in October.**
- Advisory Rules Committee Update - FORMAT
  - **Director Cool stated that the final revisions to Chapter XIV: *Disciplinary Action and Appeal* are still in progress. The chapter will be presented to the Personnel Commission for first reading in September.**

**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 Inatsugu and Commissioner Lippman congratulated Director Cool on his pending fatherhood.**

**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

- **Mrs. Keryl Cartee-McNeely, Chief Steward, updated the Personnel Commission on SEIU's initiatives in regard to classified employees' summer bridging and summer employment, bill AB 621, to pass in the Senate. AB 621 will create a 2-to-1 state-matched fund just for school employees.**
- **Board of Education Report**
  - **Dr. Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on certificated and administrative hiring for the new school year. Dr. Kelly stated that the School Services will have to open again the recruitment for the Assistant Superintendent of Business and Fiscal Services. He announced the new Principal of McKinley Elementary School, Dr. Ashley Benjamin, who was the Assistant Principal of Franklin Elementary School. The Human Resources Department is conducting a recruitment for a Principal of Webster Elementary School, a house Principal for Santa Monica High School, and Assistant Principals in Franklin Elementary School and John Adams Middle School.**
  - **Dr. Kelly notified the Personnel Commission about the agenda for the next Board of Education meeting that will take place on July 19, 2017. The main item on the agenda will be a report prepared by the Financial Oversight Committee.**

#### **G.10 Public Comments:**

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

- **None**

## **II. CONSENT CALENDAR:**

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

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

#### Classification

#### # Eligibles

Campus Security Officer	12
Children's Center Assistant-1 & 3	6
Instructional Assistant - Classroom	5
Physical Activities Specialist	9
Production Kitchen Coordinator	2



It was moved and seconded to approve the Consent Calendar – II.C.01 *Approval of Classified Personnel Eligibility Lists* with the following amendment. The motion passed.

- Campus Security Officer – a correction was made for rank 9.

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

### **REPORT AND DISCUSSION**

- None

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

These items are presented for ACTION at this time.

#### **A.01 Classification Revision:**

Approval of the revisions to the Electrician classification within the Facilities - Maintenance job family.

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

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

### **REPORT AND DISCUSSION**

- Director Cool provided a brief background of the classification revisions for Electrician regarding assignment types of high-voltage and low-voltage responsibilities and duties.
- Director Cool stated that educational requirement of a high school diploma or recognized equivalent was added. Experience and license requirements were clarified. In addition, minor clarifying changes were made to several of the duty statements as well as the supervision, knowledge, and ability sections.

### **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.

### **REPORT AND DISCUSSION**

- Director Cool responded to Commissioner Lippman's questions regarding the potential unification of Malibu Unified School District and its impact on classified staff and the Personnel Commission. The questions included the merit system, a new Personnel Commission, reappointment of present Commissioners, layoff and bumping rights, classified staffing needs, and new classified salary schedules and job descriptions.
- Dr. Kelly responded to a question regarding a new employee's union. There would be a period of time in which the Malibu Unified School District would have to honor the existing collective bargaining agreement. Then the MUSD employees would have the right to choose representation and select a union organization, or they may choose not to unionize.
- Commissioner Inatsugu noted that the unification is a complex and timely process. It will not most likely impact the current Commissioners. In addition, she stated that there is not extensive guidance in the California Education Code addressing issues related to Merit Systems and Personnel Commissioners during and immediately after unification.
- Director Cool will provide the Commissioners with his responses via e-mail.
- Commissioner Inatsugu stated that the Personnel Commission will continue educating itself about the unification process.
- Dr. Kelly encouraged the Commissioners to monitor the progress of the unification and the Board's actions and direction over the next several months. He cautioned the Commissioners in terms of seeking a recommendation from the Director of Classified Personnel on unification as it is a community issue. It would not be appropriate for the Director to take a position. It is advisable to continue to obtain further information regarding the impact, and to continue asking questions such as these.
- Dr. Kelly assured the Personnel Commission about the District's full commitment to all students in Santa Monica - Malibu Unified School District.

### **V. COMMISSIONER TRAINING/BRIEFING:**

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

#### **T.01 Merit Rules**

### **REPORT AND DISCUSSION**

- Director Cool conducted an extensive training for the Personnel Commissioners on the Merit Rules as they relate to the authority and responsibility of the Commission. He cited several sections of the California Education Code explaining the Commission's jurisdiction.

- The Commission prescribes, amends, and interprets rules that ensure the efficiency of the classified service, the selection and retention of employees based on merit and fitness.
- Director Cool pointed out that if the rules are within the scope of the collective bargaining agreement, it takes precedence over the rules. Hence, the rules are composed in agreement with the Union contract, or the Union contract is directly referred to. The Merit Rules apply to the Board of Education, but they don't restrict its authority.
- Director Cool explained the revision process and introduced the Advisory Rules Committee composition. He also provided examples of revision processes from other agencies.
- Director Cool provided a comprehensive list of the Rules' subjects including applications, examinations, appointments, layoffs, compensation in classification, and job analysis and specifications, and many other areas of personnel management.
- Director Cool informed the Commission about proper posting and distribution of Merit Rules.
- Director Cool explained the authority of the Board of Education in contrast to the authority of the Personnel Commission. The Board of Education has jurisdiction over adoption of duties performed by all classified employees, developing salary schedules, and conducting disciplinary actions.
- Director Cool will e-mail the presentation to each Commissioner.

#### **VI. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.37 (for SMMUSD School Board Agenda)
  - June 29, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A.38
  - June 29, 2017
- I.06 Personnel Commission's Twelve-Month Calendar of Events
  - 2016 – 2017

#### **VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	September 2017

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

Tuesday, August 8, 2017, at 4:30 p.m. – *District Office Board Room*

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

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

- **None**

**X. CLOSED SESSION:**

- **No Closed Session**

**XI. ADJOURNMENT:**

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

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

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

**TIME ADJOURNED: 5:39 p.m.**

Submitted by:

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

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

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## II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, August 8, 2017

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

SUBJECT: Advanced Step Placement – Moses Nwaigwe

Hire Date: 05/30/2017

ASP Request Submitted: 07/18/2017

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Vehicle & Equipment Mechanic	<b>Employee:</b> Moses Nwaigwe	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> N/A	<ul style="list-style-type: none"> <li>Moses Nwaigwe has received a vocational diploma in automotive technology</li> </ul>	<b>0</b> level of education above the required level <b>=0</b> (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>Three (3) years journey-level experience in automotive engine maintenance and repair, including work with diesel and alternatively fueled (i.e. CNG, Propane, etc.) engines.</li> </ul>	<ul style="list-style-type: none"> <li>Moses Nwaigwe has over six (6) years of experience exceeds the experience requirement</li> </ul>	<b>1</b> (3-year period) of experience above the required level <b>=1 Step Advance</b>
<b><u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</b>		

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

Mr. Nwaigwe's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-36 at Step A is \$21.02/hour, while Step B is \$22.06/hour. The gross difference in pay is an approximate increase of \$1.04 per hour, \$180.09 per month, or \$1,080.56 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 Moses Nwaigwe at Range A-36, 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							
Peter Lippman							
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.

## 16.3 Step Advancement

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

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

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

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

## 16.4 Advanced Step Placement:

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

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

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

## 16.5 Salary on Promotion

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

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

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

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



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### III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, August 8, 2017**

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

SUBJECT: 2016-2017 Personnel Commission Annual Report

#### **BACKGROUND INFORMATION:**

The 2016-2017 Annual Report of the Personnel Commission encompasses the period from July 1, 2016, through June 30, 2017, and includes information on staff, activities, productivity, and the Merit System. The report is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2.

#### **RECOMMENDATION:**

It is recommended that the Personnel Commission approve the 2016-2017 Personnel Commission Annual Report and submit it to the Board of Education.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Barbara Inatsugu  
Peter Lippman  
Joseph Pertel  
Julie Waterstone

Clare Caldera  
Michael Cool  
Jana Hatch  
Cindy Johnston  
Brooke Lamping  
Rosalee Merrick  
Julie Toma

## PERSONNEL COMMISSION

# Annual Report 2016 - 2017

**OFFICE OF THE PERSONNEL COMMISSION  
1651 SIXTEENTH STREET, SECOND FLOOR  
SANTA MONICA, CALIFORNIA 90404**

### COMMISSION OVERVIEW

What are our core functions? P.2

### TEAM STRUCTURE

Who are we? P.3

### STATISTICAL SUMMARY

Our productivity in numbers P.4

### SIGNIFICANT ACTIVITIES

Major events this year P.5

### MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of each month at 4:00 pm in the District Board Room. Agendas for Commission meetings are posted in the Personnel Commission Office, outside the District's building, sent electronically District-wide, and placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

### CLASSIFIED EMPLOYMENT

Website: [www.smmusd.org/jobs](http://www.smmusd.org/jobs)

Office: (310) 450-8338 ext. 70279

Fax: (310) 450-0898

### PERSONNEL COMMISSION WEBSITE

For additional information regarding the Personnel Commission please visit our website. Our website contains useful information including meeting schedules, complete agendas, minutes, Merit Rules, classification descriptions, and current job openings.

[http://www.smmusd.org/personnel\\_commission/index.html](http://www.smmusd.org/personnel_commission/index.html)

### THANK YOU

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process and is greatly appreciated.

The 2015-2016 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2016 through June 30, 2017.

# PERSONNEL COMMISSION OVERVIEW

As a strategic partner with our District, the Office of Classified Personnel is responsible for developing, implementing, and maintaining services and systems to effectively recruit, select, and retain qualified employees within our school District's classified workforce.

## CORE RESPONSIBILITIES

The Personnel Commission has three (3) core responsibilities as defined in the California Education Code.



1. Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
2. Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
3. Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

1. Establish and maintain a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications to salary ranges using standards that provide equal pay for equal work.
2. Adopt guidelines to analyze jobs and develop valid employment examinations.
3. Adopt rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline, and other rules necessary to carry out classified personnel administration.



## PRIMARY DUTIES

To execute its responsibilities, the Commission performs the following major duties:

## MERIT SYSTEM PRINCIPLES

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code. The Santa Monica Malibu Unified School District voted in the Merit System in 1938. Today, as in 1936, the Merit System provides personnel selection protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions.



1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which ensures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

The Office of Classified Personnel is committed to meeting both the goals of the Personnel Commission and the Santa Monica-Malibu Unified School District. The following positions represent the Office of Classified Personnel, with a summation of the essential functions performed as related to the Personnel Commission.

**PERSONNEL COMMISSIONERS***Barbara Inatsugu* (Chair)*Peter Lippman* (Vice-Chair)*Joseph Pertel* (Member), *Julie Waterstone* (Member)

Review, discuss, and approve actions pertaining to classified employee recruitment, appointment, and due process rights using the guidance of Merit System, Education Code, staff, District, and bargaining unit feedback.

**DIRECTOR OF CLASSIFIED PERSONNEL***Michael Cool*

Carry out all the Merit System rules and regulations functions of the Personnel Commission; plan, organize, and direct the personnel management program for the classified employee workforce in conformance with the Education Code; supervise and evaluate the performance of assigned staff. The Director leads or participates in many committees dedicated to District initiatives.

**PERSONNEL ANALYST***Clare Caldera, Brooke Lamping*

Review and conduct employment recruitment, testing and selection for confidential, supervisory and management positions; research and design structured examination methods to meet the District's need for qualified employees; conduct position classification and compensation studies; analyze personnel policies, rules, and legal issues; administer the web-based recruitment and applicant tracking system; and serve as a team leader for career development workshops, and procedural forms development.

**HUMAN RESOURCES TECHNICIANS***Cindy Johnston, Rosalee Merrick, Julie Toma*

Conduct employment recruitment, testing and selection for bargaining unit classification; coordinate substitute assignments and summer (and inter-session) employment assignments, process non-merit employees, perform employment verifications, process unemployment claims, develop seniority lists; support the development and facilitation of career development workshops; assist in performing job analyses, salary surveys, and exam development; provide information to the Director regarding accommodation and layoff matters; and participate in meetings and committees related to School District operations, such as the District Leadership Team and Safety Committee.

**ADMINISTRATIVE ASSISTANT***Jana Hatch*

Prepare Personnel Commission agendas, supporting documentation, and minutes; maintain department files and records, and respond to various requests for information. Prepare the Board of Education merit and non-merit reports. Track all performance evaluation records for both permanent and probationary classified employees; prepare department payroll; process advanced step placements, disciplinary hearings, layoff actions, requisitions, and other requests received from external agencies.

## **STATISTICAL SUMMARY**

One of the PC's primary initiatives is the ongoing evolution of data capture and analysis. The PC collects information through multiple manual and automated tracking mechanisms.

Recruitment and Examination Activities	
Requisitions	230
Transfer Bulletins	50
Job Interest Cards Submitted	587
Recruitments	75
Applications Received	3655
Eligibility Lists Promulgated	92
Eligibility Lists Extended	3
Number of Eligible Candidates	485
Employment Activities	
Advanced Step Approvals	47
Summer Assignment Requests	664
Summer Assignments	352
Ancillary Activities	
Employment Layoff Meetings	3
Disciplinary Notices	9
Merit Rules Chapter Revisions	2
Rater Requests Received	246
Rater Panel Participation	11
Personnel Commission Agendas	12

Classification Activities	
Classifications Revised	4
Re-classifications	2
New Classifications	2
Applicant EEO Summary Data	
Gender	
Female	2143
Male	1406
Unknown/Decline to State	106
Ethnicity*	
White	817
Hispanic or Latino	1198
Filipino	59
Black or African American	1035
Asian or Pacific Islander	216
American Indian or Alaska Native	40
Multiracial	115
Unknown/Decline to State	336
*Applicants could select more than one option which inflated the total number of applications	



## SIGNIFICANT COMMISSION ACTIVITIES 2016-2017

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- **New Personnel Analyst**

The recruitment and selection process for Personnel Analyst began in May 2016. Former Personnel Analyst, Brooke Lamping, separated from the District in July 2016 and incoming Analyst, Clare Caldera joined the SMMUSD Personnel Commission on July 26, 2016.

- **New Personnel Commissioner**

Mr. Joseph Pertel served on the Personnel Commission from October 2012 until October 2016. The search for a new Commissioner began in September 2016, and concluded with Ms. Julie Waterstone attending her first official Personnel Commission Meeting in May 2017.

- **Merit Rule Revisions**

In collaboration with the Advisory Rules Committee, the Personnel Commission revised and adopted the following chapters of the Merit Rules:

- Chapter XI: Vacations, Leaves of Absence & Holidays  
July 12, 2016
- Chapter XII: Salaries, Overtime Pay, and Benefits  
December 13, 2016
- Chapter V: Recruitment and Examinations  
March 21, 2017

- **Budget Adoption**

The Commission conducted a public hearing and adoption of the 2017-2018 Personnel Commission budget on May 9, 2017.

- **Classified Employee Celebration**

The Personnel Commission hosted the annual Classified Employee Celebration at the District Office on May 17, 2017. District management, SEIU, PTA, and Schools First Credit Union made generous donations that went towards refreshments, prizes and activities.

- **Malibu Meeting**

The Personnel Commission held its May 9, 2017 regular meeting at the Webster Elementary School Library. We would like to establish a tradition of holding at least one (1) Personnel Commission Meeting in Malibu per year.

### SIGNIFICANT ACTIVITIES

Other than our primary duties related to selection and classification, the Personnel Commission engages in other activities that benefit the classified service and the District, as well as upkeep and maintenance of the department and staffing.





**PERSONNEL COMMISSION**  
**Regular Meeting: Tuesday, August 8, 2017**

**AGENDA ITEM NO: III.A.2**

SUBJECT: Classification Description Revision – Food Services Series

**BACKGROUND INFORMATION:**

SMMUSD participates in the National School Lunch Program (NSLP), which is a federally funded program that assists schools and other agencies in providing nutritious lunches to children at reasonable prices.

In July 2015, the California Department of Education released new mandatory Professional Standards for all agencies participating in the NSLP. The crux of these Professional Standards centers on new requirements for continuing education at every level of food service operations. The Standards break down position levels according to hours worked and scope of responsibility, as shown in the following table:

POSITION LEVEL	DEFINITION	ANNUAL HOUR REQUIREMENT
Director	Responsible for managing school nutrition programs for all schools under an SFA	12
Manager	In charge of the operations of a site (or several sites)	10
Staff	Works 20 or more hours weekly in direct program support	6
Part-time Staff	Works less than 20 hours per week in direct program support	4

Additional changes were made to various sections of each description, most of them minor and/or superficial. Several existing descriptions did not list any education requirement. Because all Food Service positions require at least a basic ability to read, write and perform simple calculations, the requirement of a high school diploma was added.

**METHODOLOGY:**

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

- Referred to official USDA and California Department of Education standards.
- Reviewed each active job description with the Director of Food Services.
- Reviewed neighboring District's food service classification descriptions.
- Obtained input on driver license requirements from the District's Risk Management Officer.
- Researched and clarified various types of acceptable food safety certification.



**ANALYSIS & FINDINGS:**

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

<b>CLASSIFICATION</b>	<b>LEVEL</b>	<b>REQUIRED HOURS</b>	<b>ADDITIONAL CHANGES</b>
1. Cafeteria Worker/ Transporter	Part-time/Staff	4 - 6	<ul style="list-style-type: none"><li>• Simplified basic function statement</li><li>• Added minimum education requirement</li><li>• Updated driver license requirement in accordance with Board policy</li><li>• Clarified preferred qualifications</li><li>• Made minor clarification edits</li></ul>
2. Cafeteria Cook/Baker	Part-time/Staff	4 - 6	<ul style="list-style-type: none"><li>• Simplified basic function statement</li><li>• Added minimum education requirement</li><li>• Clarified language on required Food Safety Manager Certification</li></ul>
3. Cafeteria Worker I	Part-time/Staff	4 - 6	<ul style="list-style-type: none"><li>• Simplified basic function statement</li><li>• Added minimum education requirement</li><li>• Updated driver license requirement in accordance with Board policy</li><li>• Clarified preferred qualifications</li><li>• Made minor clarification edits</li></ul>
4. Cafeteria Worker II	Part-time/Staff	4 - 6	<ul style="list-style-type: none"><li>• Simplified basic function statement</li><li>• Updated driver license requirement in accordance with Board policy</li><li>• Clarified task statements to eliminate redundancies</li><li>• Made minor clarification edits</li></ul>
5. Stock and Delivery Clerk	Part-time/Staff	4 - 6	<ul style="list-style-type: none"><li>• Simplified basic function statement</li><li>• Updated driver license requirement in accordance with Board policy</li><li>• Added Working Conditions section</li><li>• Made minor clarification edits</li></ul>
6. Production Kitchen Coordinator	Manager	10	<ul style="list-style-type: none"><li>• Simplified basic function statement</li><li>• Clarified language on required Food Safety Manager Certification</li></ul>

			<ul style="list-style-type: none"> <li>• Made minor clarification edits</li> </ul>
7. Site Food Services Coordinator	Manager	10	<ul style="list-style-type: none"> <li>• Simplified basic function statement</li> <li>• Added minimum education requirement</li> <li>• Updated driver license requirement in accordance with Board policy</li> <li>• Made minor clarification edits</li> </ul>
8. Food Service Operations Supervisor	Manager	10	<ul style="list-style-type: none"> <li>• Simplified basic function statement</li> <li>• Added minimum education requirement</li> <li>• Updated driver license requirement in accordance with Board policy</li> <li>• Made minor clarification edits</li> </ul>
9. Director of Food Services	Director	12	<ul style="list-style-type: none"> <li>• Simplified basic function statement</li> <li>• Added minimum education equivalency statement</li> <li>• Updated driver license requirement in accordance with Board policy</li> <li>• Added detail on work condition hazards</li> <li>• Made minor clarification edits</li> </ul>

**DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends approval of the revisions described above.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							



## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: SEIU LOCAL 99

CLASS CODE: 560610

SALARY RANGE: A-15

## **CAFETERIA WORKER/TRANSPORTER**

### **BASIC FUNCTION:**

Under general supervision, performs duties in support of the preparation, serving, clean up, transportation, and sale of food and food items to students and staff, ~~routine food service activities related to the preparation and set-up for the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; and maintain cleanliness of food service facilities; and deliver food supplies, materials, and equipment to schools and offices within the District.~~

### **MINIMUM QUALIFICATIONS**

~~Any combination of education and experience that demonstrates possession of the knowledge, skills, and abilities needed to perform the essential duties listed above.~~

#### EDUCATION:

High school diploma or recognized equivalent.

#### LICENSES AND OTHER REQUIREMENTS:

~~Must have and maintain a v~~Valid Class "C" California d~~Driver's~~ license and ~~a good driving record sufficient to be insurable~~insurability- by the District's auto insurance carrier.

#### CONTINUING EDUCATION/TRAINING:

Each year, at least 4 - 6 hours of continuing education and/or training must be attained on topics such as:

- Free and reduced price eligibility.
- Application certification and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health, and safety standards.
- Any other specific topics required by the USDA, Food Nutrition Services as needed to address program integrity or other critical issues.

Note: For positions which require the ability to communicate effectively in a designated second language, candidates must successfully pass the District's bilingual oral exam.

### **PREFERRED QUALIFICATIONS**

#### EXPERIENCE:

One (1) year of experience preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment.

## LICENSES AND OTHER REQUIREMENTS:

Food Handler or ServSafe certificationone.

## REPRESENTATIVE DUTIES:

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1. Drive a District vehicle to and from various schools, offices and other locations to deliver items related to the operation of the Food Services Department.
2. Load and unload food, beverages, carts, containers, and other food-related storage units into a District vehicle for delivery and pickup; transport propane canisters to and from a vendor for servicing.
3. Perform regular safety inspection of vehicle by checking fuel levels and the proper functioning of the brakes, lights, and turn signals.
4. Obey traffic laws and perform defensive driving practices to ensure optimal safety.
5. Maintain a clean vehicle by regularly removing dirt, debris, and any other inappropriate materials from the interior and exterior parts of the vehicle.
6. Maintain food storage, equipment, work and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store pots, pans, trays and kitchen equipment; clean and store utensils, dishes, trays. and cafeteria equipment.
7. Assist in the preparation and service of breakfast, lunch, main dishes, salad bars, packaged and snack bar items to students and staff in accordance with District standards and the National School Breakfast and Lunch Programs.
8. Prepare a variety of food items such as salads, sandwiches, cookies, etc.
9. Serve a variety of foods in a cafeteria, food cart or snack bar location; stock counters and carts according to appropriate procedures.
10. Operate a cash register to receive cash and lunch cards/student IDs and maintain required records; operate a computer terminal and print reports.
11. Operate kitchen equipment including, but not limited to, graters, slicers, knives, ovens, steamers, tilting skillets. and others.
12. Set up steam tables and ice beds for food service.
13. Ensure that all food is prepared properly with regard to established temperature and quality standards; document on the appropriate forms on a daily basis.
14. Operate a variety of equipment and machines used in a school cafeteria as required; operate a computer terminal, point-of-sale cash register, and other transaction related equipment.
15. Perform related duties as assigned.

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

## SUPERVISION:

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Direct supervision is received from the Director of Food ~~and Nutrition Services in conjunction with the~~ or Food Services Operations Supervisor. Work direction may be received from the Cafeteria Worker II, Production Kitchen Coordinator, or Site Food Service Coordinator. ~~Food Services Operations Supervisor, and/or Director of Food and Nutrition Services.~~ No supervision ~~or work direction~~ is exercised.

## KNOWLEDGE AND ABILITIES

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### KNOWLEDGE OF:

- Basic kitchen utensils and equipment.
- Basic mathematics including addition, subtraction, and multiplication.
- Proper food handling techniques and kitchen sanitation.
- Basic health, safety, and sanitation regulations.
- Methods of cleaning and maintaining food service areas, utensils and equipment.
- Safe driving practices and operation of light and/or medium delivery vehicles.
- Appropriate methods for lifting and loading supplies and equipment.
- Proper use of hand trucks and dollies.

### ABILITY TO:

- Operate standard and automatic transmission vehicles safely.
- Perform basic mathematics including addition, subtraction, and multiplication.
- Count money and make change accurately.
- Communicate effectively in English and orally and in writing.
- Work cooperatively with students and staff.
- Operate a computer terminal and point-of-sale cash register.
- Understand and carry out oral and written instructions in English.
- Read recipes and interpret forms in English.
- Understand and apply the National School Lunch Program.
- Serve a variety of foods in large quantities.
- Read and write at the level necessary to perform the above duties.
- Learn school and office locations and geography of the District and adjust routes when needed.
- Maintain tight work schedules without close supervision.
- Maintain flexibility working with frequent interruptions.

## WORKING CONDITIONS:

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### ENVIRONMENT:

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.

Transportation; use of a motor vehicle which may expose the incumbent to adverse weather and driving conditions.

***PHYSICAL DEMANDS:***

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.

***DUTIES APPROVED  
BOARD OF EDUCATION:***

***CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:***



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 560605  
SALARY RANGE: A-22

## CAFETERIA COOK/BAKER

### BASIC FUNCTION:

Under general supervision, perform a wide variety of food service activities related to the preparation and heating of, ~~a variety of foods in~~ large quantities ~~iesy of food~~ at a production kitchen for distribution to adjacent and satellite cafeterias and ~~assigned~~ school sites.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

High school diploma or recognized equivalent.

#### EXPERIENCE:

One (1) year of experience in ~~preparing the preparation~~ and serving ~~of~~ large quantities of food. ~~or e~~ Completion of a course in food preparation may be considered in lieu of the required experience.

#### LICENSES AND OTHER REQUIREMENTS:

~~An approved (CA Health and Safety Code Chapter 3, Article 2 section 113947 and 113947 (1-6)) food safety certificate must be obtained by the time of appointment and maintained.~~

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~~113947.3a: Food safety certification required pursuant to Section 113947.1 shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization must be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs".~~

An approved Food Safety Manager Certification from an accredited institution must be obtained by the time of appointment and maintained.

Some positions in this class may be required to provide his/her own transportation between school sites and be required to possess a valid ~~California Class C~~ driver's license.

#### CONTINUING EDUCATION/TRAINING REQUIREMENT:

Each year, at least 4 - 6 hours of continuing education and/or training must be attained on topics such as:

- Free and reduced price eligibility.
- Application certification and verification procedures.
- The identification of reimbursable meals at the point of service.

- Nutrition, health, and safety standards.
- Any other specific topics required by the USDA, Food Nutrition Services as needed to address program integrity or other critical issues.

## **REPRESENTATIVE DUTIES:**

1. Prepare and Heat a wide-variety of pre-cooked and made-from-scratch food items in accordance with foods, such as pizza, burritos, chicken, beef, and turkey items, breakfast items, and vegetables to meet production schedules.
2. Estimate food quantities needed and prepare as required; accurately follow menus and Food and Nutrition Services approved recipes.
3. Clean cooking, heating and food preparation areas and related equipment; store kitchen equipment and supplies in proper conditions and location.
4. Operate a variety of standard kitchen equipment including slicers, stove, steamer, ovens, titling skillet, barbecues, and other equipment and utensils.
5. Rotate stock according to established procedures; maintain inventory records of stock, and notify appropriate personnel of inventory needs.
6. Operate a cash register/computer terminal and serving line; ~~C~~ count and reconcile cash collected at assigned register or food cart.
7. Assist in the maintenance of records on the number of items sold.
8. Prepare and complete daily a la carte report.
9. Serve foods in a cafeteria or snack bar or remote food cart location.
10. Prepare food production reports for serving lines.
11. Prepare food for catering and special events.
12. Perform related duties as assigned.

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

## **SUPERVISION:**

Supervision is received from the Director of Food ~~and Nutrition~~ Services or Food Service Operations Supervisor. Work guidance-direction is received from the Production Kitchen Coordinator.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Methods of preparing, heating, cooking, and serving food in large quantities.
- Methods of computing food quantities required by menus.
- Food handling techniques and kitchen sanitation.
- Methods of cleaning and maintaining food service areas, utensils and equipment.
- Kitchen sanitation and safety precautions.
- Time management techniques.
- The National School Lunch and Breakfast Program regulations.



### *ABILITY TO:*

- Understand and follow oral and written directions.
- Prepare, heat and cook foods in large quantities.
- Follow recipes.
- Operate appliances found in school cafeterias.
- Maintain accurate records.
- Prepare meats, vegetables, and baked goods in large quantities.
- Compute food quantities required by menus.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships.
- Operate a computer terminal/cash register.
- Count money and make change accurately.
- Meet production schedules.
- Work under pressure of time deadlines.
- Establish and maintain ~~cooperative and~~ effective working relationships with others.
- Adapt and re-prioritize as situations change.
- ~~Be flexible.~~

### **WORKING CONDITIONS:**

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#### *ENVIRONMENT:*

Production kitchen environment; heat from ovens and stoves, cold from walk-in refrigerators and freezers.

#### *PHYSICAL DEMANDS:*

Standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carrying, pushing or pulling food trays and carts; occasionally lifting carrying, pushing or pulling moderately heavy objects up to forty-five (45) pounds; seeing to assure proper quantities of food; bending at the waist; reaching overhead, above the shoulders and horizontally.

#### *HAZARDS:*

Exposures to very hot foods, equipment, metal objects; exposure to sharp knives, slicers, cleaning solvents and detergents.

***DUTIES APPROVED  
BOARD OF EDUCATION:***

***CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:***



## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: SEIU LOCAL 99

CLASS CODE: 560607

SALARY RANGE: A-13

## **CAFETERIA WORKER I**

### **BASIC FUNCTION:**

Under general supervision, perform routine food service activities related to the preparation, ~~and set-up for the serving, sale and clean-up~~ of food to students and staff; ~~perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.~~

### **DISTINGUISHING CHARACTERISTICS**

Cafeteria Worker I is the entry-level classification in this series. Incumbents perform a variety of food service duties related to the preparation, set-up, serving, clean up, and cashiering for an assigned food service cafeteria.

The Cafeteria Worker II classification serves in a lead capacity in various school cafeterias and prepares daily sales reports, daily cash handling and food production records in a production kitchen requiring more experience and independent work. Incumbents in this classification will determine appropriate milk and ice cream stock, order stock from vendors, and prepare daily sales reports and cash deposits.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

High school diploma or recognized equivalent.

#### **EXPERIENCE:**

Some experience in preparing and serving large quantities of food.

#### **LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may be required to provide his/her own transportation between school sites and be required to possess a valid Class C California driver's license.

#### **CONTINUING EDUCATION/TRAINING REQUIREMENT:**

Each year, at least 4 - 6 hours of continuing education and/or training must be attained on topics such as:

- Free and reduced price eligibility.
- Application certification and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health, and safety standards.
- Any other specific topics required by the USDA, Food Nutrition Services as needed to address program integrity or other critical issues.

### PREFERRED QUALIFICATIONS:

Food ~~H~~andler or ServSafe certification ~~on~~ e-preferred.

### REPRESENTATIVE DUTIES:

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- Assist in the preparation and ~~service~~ serving of breakfast, lunch, main dishes, salad bars, and snack ~~bar~~ items to students and staff in accordance with District standards and the National School Lunch Program;
- ~~prepare salads, sandwiches, beverages and short-order foods such as hamburgers, burritos and hot dogs; wrap and warm muffins, bagels, cookies and nachos.~~ Wash, cut and prepare fresh produce for salad bars and packaged salads; prepare other short-order foods for sale.
- ~~Serve foods in a cafeteria, food~~ Facilitate the sale and serving of food in a cart or snack bar location; stock counters and carts according to appropriate procedures.
- Operate a cash register to receive cash and lunch cards/student IDs, ~~and~~ maintain required records; operate a computer terminal, and print reports.
- Set up steam tables and ice beds for food service.
- Maintain food storage, equipment, work and serving areas in a clean, sanitary, and safe condition; wash and clean counters and tables; wash and store pots, pans, trays and kitchen equipment; clean and store utensils, dishes, trays, and cafeteria equipment.
- Operate kitchen ~~equipment~~ appliances and tools including, but not limited to, such as graters, slicers, knives, ovens, steamers, tilting skillets, and other kitchen equipments.
- Set tables for special meals as assigned.
- Train and provide work direction to student workers as assigned.
- Assist in the delivery of foods to other District locations as assigned.
- Assist in the receiving and storing of food as assigned.
- Perform related duties as assigned.

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

### SUPERVISION:

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Supervision is received from the Director of Food ~~and Nutrition~~ Services or Food Services Operations Supervisor; training and technical work direction may be received from a Production Kitchen Coordinator, Site Food Services Coordinator or a Cafeteria Worker II. Work direction may be exercised over student workers involved in preparing and serving food.

### KNOWLEDGE AND ABILITIES

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#### KNOWLEDGE OF:

- Basic kitchen utensils and equipment.

- Food handling techniques and kitchen sanitation.
- Methods of cleaning and maintaining food service areas, utensils, and equipment.

**ABILITY TO:**

- Prepare and serve a variety of foods.
- Operate appliances found in school cafeterias.
- Understand and carry out oral and written instructions in English.
- Read recipes and forms in English.
- Read and write at the level necessary to perform the above duties.
- Count money and make change accurately.
- Operate a computer terminal or cash register.
- Understand and apply the National School Lunch Program.
- Maintain cooperative working relationships with others.
- Adapt and re-prioritize as situations change.
- ~~Be flexible.~~

**WORKING CONDITIONS:**

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**ENVIRONMENT:**

Cafeteria work environment; heat from ovens and stoves and cold from walk-in refrigerators and freezers.

**PHYSICAL DEMANDS:**

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.

**HAZARDS:**

Exposure to sharp knives and slicers.

**DUTIES APPROVED  
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:**



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 560608  
SALARY RANGE: A-17

## CAFETERIA WORKER II

### BASIC FUNCTION:

Under general supervision, provide guidance to assigned staff, ~~and operate various school cafeterias;~~ perform cash handling and food production record-keeping duties; prepare and serve meals; clean kitchen equipment and utensils, ~~and~~ maintain necessary records.

### DISTINGUISHING CHARACTERISTICS

Cafeteria Worker I is the entry-level classification in this series. Incumbents perform a variety of food service duties related to the preparation, set-up, serving, clean up and cashiering for an assigned food service cafeteria.

The Cafeteria Worker II classification serves in a lead capacity in various school cafeterias and prepares daily sales reports, daily cash handling and food production records requiring more experience and independent work than the Cafeteria Worker I. Incumbents in this classification will determine appropriate food and supply stock, and order food and supplies from vendors, central kitchens and warehouse.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

~~Educational attainment equivalent to a~~ High school diploma or ~~its~~ recognized equivalent.

#### EXPERIENCE:

One (1) year of experience preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school, including some environment. ~~E~~ experience preparing sales reports and daily cash deposits.

#### LICENSES AND OTHER REQUIREMENTS:

~~An approved (CA Health and Safety Code Chapter 3, Article 2 section 113947 and 113947 (1-6)) food safety certificate must be obtained by the time of appointment and maintained.~~

-

~~113947.3a: Food safety certification required pursuant to Section 113947.1 shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization must be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs".~~

- An approved Food Safety Manager certification from an accredited institution must be obtained by the time of appointment and maintained.
- Some positions in this class may be required to provide his/her own transportation between school sites and be required to possess a valid class C California driver's license.

#### CONTINUING EDUCATION/TRAINING REQUIREMENT:

Each year, at least 4 - 6 hours of continuing education and/or training must be attained on topics such as:

- Free and reduced price eligibility.
- Application certification and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health, and safety standards.
- Any other specific topics required by the USDA, Food Nutrition Services as needed to address program integrity or other critical issues.

#### REPRESENTATIVE DUTIES:

1. Assist in the ~~preparation and service~~preparation, service, sale, and clean-up of breakfast, lunch, and main dishes, salad bars, packaged and meals and snack bar items, to students and staff in accordance with District standards and the National School Breakfast and Lunch Programs
2. ~~Prepare a variety of food items such as salads, sandwiches, cookies, etc.~~
3. ~~Serve a variety of foods in a cafeteria, food cart or snack bar location; stock counters and carts according to appropriate procedures~~
4. ~~Operate a cash register to receive cash and lunch cards/student IDs and maintain required records; operate a computer terminal and print reports~~
- 5.2. Operate kitchen equipment and appliances including, but not limited to, such as graters, slicers, knives, ovens, steamers, tilting skillets, and others.
- 6.3. Set up steam tables and ice beds for food service.
- 7.4. Ensure that all food is stored, prepared, held, ~~and served, properly and~~ documented with regard to established temperature and quality standards.; ~~document on the appropriate forms on a daily basis\*~~
- 8.5. Operate ~~a variety of equipment and machines used in a school cafeteria as required; operate~~ a computer terminal, point-of-sale cash register, and other transaction related equipment.
- 9.6. ~~Assure~~Ensure accuracy of daily sales receipts, count and wrap money, and prepare daily report of meals and a la carte items served and/or sold.\*
10. ~~Monitor work and participate in the preparation and completion of main dishes, vegetables, salads, sandwiches and desserts delivered from the central kitchens and/or central warehouse to elementary satellite school cafeterias~~
- 11.7. ~~Prepare daily sales report and daily cash deposit.; count money after meal periods and prepare sales reports according to establish guidelines; prepare cash drawers for following days~~
- 12.8. ~~Monitor and assist cafeteria workers and student workers. in setting up steam tables, serving food, washing dishes, taking and documenting food/beverage temperatures, storing equipment, and taking cash and lunch~~

- ~~cards/student IDs. Assure all workers are following "Offer versus Serve" and other guidelines of the National School Breakfast and Lunch Program\*~~
- ~~13. Place food and supply orders and receive, inspect, and store deliveries. according to established procedures\*~~
- ~~14. Receive and store food from production kitchen, warehouse, and vendors in accordance with District policies and Health and Safety guidelines~~
- ~~15.9. Perform monthly inventory to ensure food service needs are met.~~
- ~~16. Prepare food transport/production records and/or a la carte tally sheets for all food served on a daily basis\*~~
- ~~17.10. Serve as liaison between the school offices of the school sites and the central kitchens in determining the quantity of food to be delivered each day.~~
- ~~18. Attend monthly Food and Nutrition Services meetings; communicate with Operations Supervisor to coordinate training for cafeteria staff and student workers as necessary~~
- ~~19.11. Operate a variety of equipment and machines used in a school cafeteria as required; operate a computer terminal and point of sale cash register.~~
- ~~20.12. Perform related duties as assigned.~~

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

### **SUPERVISION:**

~~Direct s~~Supervision is received from the Director of Food Services, ~~in conjunction with or the~~ Food Services Operations Supervisor. Work direction is received from the Production Kitchen Coordinator, Site Food Service Coordinator, ~~and/or~~ Food Service Operations Supervisor, ~~and Director of Food Service~~. Work direction may be given to Cafeteria Worker I and/or Student Workers.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Basic kitchen utensils and equipment.
- Basic mathematics including addition, subtraction, and multiplication.
- Proper food handling techniques and kitchen sanitation.
- Health, safety, and sanitation regulations, including proper food temperatures\*
- Methods of ~~completing the prepar~~ing and ~~the serving of~~ food in large quantities.
- Methods of cleaning and maintaining food service areas, utensils, and equipment.
- Safety and sanitation guidelines/regulations.
- National School Breakfast Program regulations.
- National School Lunch Program regulations.

#### **ABILITY TO:**



- Prepare and serve a variety of foods in large quantities.
- Take and document temperatures of all food and beverage items.
- Operate appliances and equipment at school cafeterias.
- Effectively communicate with customers in English.
- Understand and carry out oral and written instructions in English.
- Perform basic mathematics including addition, subtraction, and multiplication.
- Read recipes and interpret forms in English.
- Count money and make change accurately.
- Operate a computer terminal and point-of-sale cash register.
- Understand and apply the National School Lunch Program.
- Maintain flexibility working with frequent interruptions and multiple changing priorities.
- Establish and maintain cooperative working relationships with others.
- Read and write at the level necessary to perform the above duties.
- Maintain accurate records, prepare reports and balance cash receipts accurately.
- Understand basic computer applications.
- Monitor work of cafeteria workers and student helpers.
- Maintain professional working relationships with others.
- ~~Interact successfully with students, school personnel and Food and Nutrition Services Operations Supervisor~~

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Incumbent will work in a cafeteria environment; with heat from ovens and stoves and cold from walk-in refrigerators and freezers.

### **PHYSICAL DEMANDS:**

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.

### **HAZARDS:**

Exposure to sharp knives and slicers, cleaning solvents, and detergent.

**DUTIES APPROVED  
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:**





**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 561634  
SALARY RANGE: A-28

## STOCK AND DELIVERY CLERK

### BASIC FUNCTION:

Under immediate supervision, receive, process, store and deliver mail, materials, food supplies, and equipment to schools and offices in the District. ~~and perform other duties as assigned.~~

### MINIMUM QUALIFICATIONS

#### EDUCATION:

~~Graduation from a~~ High school diploma or ~~its~~ recognized equivalent.

#### EXPERIENCE:

One (1) year of experience performing related duties in mail, warehousing or delivery.

#### LICENSES AND OTHER REQUIREMENTS:

~~Must have and maintain a v~~Valid Class "C" ~~California d~~Driver's license and ~~a good driving record sufficient to be insurable~~insurability by the District's auto insurance carrier.

#### CONTINUING EDUCATION/TRAINING REQUIREMENT:

Each year, at least 4-6 hours of continuing education and/or training must be attained on topics such as:

- Free and reduced price eligibility.
- Application certification and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health, and safety standards.
- Any other specific topics required by the USDA, Food Nutrition Services as needed to address program integrity or other critical issues.

### REPRESENTATIVE DUTIES:

1. Receives, picks up and delivers school mail, food, supplies, furniture, and equipment for all District locations.
2. Checks goods received for conformance with invoices.
3. Maintains a clean and orderly stockroom.
4. Maintains a clean vehicle at all times.
5. Packages and sends out goods.
6. Fills stock orders.
7. Sorts and distributes incoming and outgoing mail.
8. Processes outgoing United States mail including special handling if required.
9. Sets, cleans and adjusts the postage meter and scales.

10. Ensures that sufficient available postage is maintained and is responsible for taking the funds to the post office to add to the meter.
11. Maintains accurate records of the postage used by individual departments so that this is billed correctly to the appropriate accounts.
12. Picks up daily cafeteria cash receipts and delivers the money to designated locations.
13. Maintains physical inventory of warehoused Food and Nutrition Services Department items.
14. Maintains fixed asset system; tags and receives for fixed asset inventory.
15. Lists incoming packages as received, delivers to departments and has them signed for receipt.
16. Operates forklift, light truck and pallet jack.
17. Performs other 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 Purchasing and Warehouse or Director of Food and Nutrition Services and/or Operations Supervisor (Food and Nutrition Services), as determined by the assignment. No supervision is exercised.

#### **KNOWLEDGE AND ABILITIES**

##### **KNOWLEDGE OF:**

- Methods and practices related to warehousing.
- Postal rates, regulations and procedures.
- Current office practices, procedures and equipment including filing, record and data management, and storage and retrieval systems.
- Effective communication techniques.
- Interpersonal skills using judgment and tact.

##### **ABILITY TO:**

- Operate standard and automatic transmission vehicles safely.
- Learn to operate a forklift in a warehouse situation and on the street.
- Learn to operate computer software programs.
- Learn to operate postage-metering equipment.
- Be able to lift up to 50 pounds and perform repetitive motions.
- Follow instructions without requiring close supervision.
- Communicate appropriately, both orally and in writing.
- Establish and maintain effective working relationships.
- Meet schedules and deadlines while working under pressure.

**WORKING CONDITIONS:**

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**ENVIRONMENT:**

Cafeteria work environment; 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; transportation through use of a motor vehicle which may cause expose to adverse weather and driving conditions.

**PHYSICAL DEMANDS:**

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.

***DUTIES APPROVED  
BOARD OF EDUCATION:***

***CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:***



## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: SEIU LOCAL 99

CLASS CODE: 560654

SALARY RANGE: A-31

## **PRODUCTION KITCHEN COORDINATOR**

### **BASIC FUNCTION:**

Under general supervision, plan, organize, coordinate, monitor, schedule, and provide training on and participate in the operations of a complex food production kitchen at a high school site producing 2,500 or more meals; ~~coordinate, schedule and monitor the transportation of food to satellite kitchens; train and provide work direction and guidance to assigned staff.~~

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

~~Educational attainment equivalent to a h~~high school ~~d~~iploma or ~~its~~ recognized equivalent.

#### **EXPERIENCE:**

Five (5) years of experience ordering, preparing and serving large quantities of food.

#### **LICENSES AND OTHER REQUIREMENTS:**

~~An approved (CA Health and Safety Code Chapter 3, Article 2 section 113947 and 113947 (1-6)) food safety certificate must be obtained by the time of appointment and maintained.~~

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~~113947.3a: Food safety certification required pursuant to Section 113947.1 shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization must be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs".~~

- A Food Safety Manager Certification from an accredited institution must be obtained by the time of appointment and maintained.
- Some positions in this class may be required to provide his/her own transportation between school sites and be required to possess a valid ~~California-class C driver's~~ licensed driver license.

#### **CONTINUING EDUCATION/TRAINING REQUIREMENT:**

Each year, at least 10 hours of continuing education and/or training must be attained on topics such as:

- Free and reduced price eligibility.
- Application certification and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health, and safety standards.

- Any other specific topics required by the USDA, Food Nutrition Services as needed to address program integrity or other critical issues.

## **REPRESENTATIVE DUTIES:**

1. Plan, organize, coordinate and participate in the preparation of food at a complex high school production kitchen; maintain food production and high quality standards; assure recipes and menus are in accordance with federal, State and department rules and regulations.
2. Train and provide work direction to assigned food service staff; oversee the preparation and cooking of food and the transportation of lunches to the satellite cafeterias.
3. Plan and oversee the ordering, receipt, inspection, storage and inventory control of food products and supplies.
4. Oversee and direct the cleaning and maintenance of food production equipment and food preparation areas.
5. Confer with the Director and Assistant Director of Food Services, school principals and other food service staff regarding food production needs, quality control, menu planning, ordering food products and supplies, and delivery of meals.
6. Prepare daily sales report and daily cash deposit for transactions at the high school; audit and evaluate the daily sales reports from each satellite location.
7. Utilize cost control procedures to maintain compliance with operating costs and budget limitations.
8. Establish and maintain appropriate plan sanitation, safe working conditions and food handling practices and procedures; assure compliance with health and safety rules and guidelines.
9. 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 the Director of Food Services. ~~Incumbents in this classification coordinate with work and~~ Work coordination and provide guidance to is given to Cafeteria Worker II's at ~~each of the~~ assigned ~~satellite~~ locations.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Principles of training and providing work direction.
- Methods of preparing, cooking, packaging and/or serving food in large quantities.
- Federal, State and District rules and regulations pertaining to school meals and child nutrition programs.

- Techniques of shipping food to satellite locations.
- Food production costs, and price, portion and quality control methods in a large food production operation.
- Methods of computing food quantities required by menus.
- Procedures for ordering, receiving and storing foods and other perishable items in large quantities.
- Food handling techniques.
- Methods of cleaning and maintaining food service areas, utensils and equipment.
- Kitchen sanitation and safety precautions.
- Effective food merchandising.

**ABILITY TO:**

- Plan, schedule, monitor and train assigned personnel.
- Operate appliances found in school cafeterias.
- Maintain accurate records and prepare reports.
- Monitor the preparation of food in large quantities.
- Compute food quantities required by menus.
- Implement quality control methods and procedures for food production.
- Establish and maintain cooperative and effective working relationships with others.
- ~~Be flexible.~~ Adapt and re-prioritize as situations change.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment; heat from ovens and stoves and cold from walk-in refrigerators and freezers.

**PHYSICAL DEMANDS:**

Lifting, carrying, pushing, or pulling moderately heavy objects up to forty-five (45) pounds; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist.

**HAZARDS:**

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers.

**DUTIES APPROVED  
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:**



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 560644  
SALARY RANGE: A-29

## **SITE FOOD SERVICE COORDINATOR**

### **BASIC FUNCTION:**

Under general supervision, organize, lead, monitor, and participate in the food service operations at ~~an~~ assigned middle school satellite kitchen; ~~train, assign and provide work direction to assigned personnel.~~

### **MINIMUM QUALIFICATIONS**

#### EDUCATION:

High school diploma or recognized equivalent.

#### EXPERIENCE:

Two (2) years of experience ordering, preparing and serving large quantities of food, ~~and including the~~ cleaning and ~~maintenance~~ maintaining of food service areas and ~~related~~ equipment.

#### LICENSES AND OTHER REQUIREMENTS:

- Valid Class "C" driver license and insurability by the District's auto insurance carrier.
- An approved Food Safety Manager Certification from an accredited institution must be obtained by the time of appointment and maintained.

~~An approved (CA Health and Safety Code Chapter 3, Article 2 section 113947 and 113947 (1-6)) food safety certificate must be obtained by the time of appointment and maintained.~~

~~113947.3a: Food safety certification required pursuant to Section 113947.1 shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization must be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs".~~

~~Some positions in this class may be required to provide his/her own transportation between school sites and be required to possess a valid California driver's license.~~

#### CONTINUING EDUCATION/TRAINING REQUIREMENT:

Each year, at least 10 hours of continuing education and/or training must be attained on topics such as:

- Free and reduced price eligibility.



- Application certification and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health, and safety standards.
- Any other specific topics required by the USDA, Food Nutrition Services as needed to address program integrity or other critical issues.

## **REPRESENTATIVE DUTIES:**

1. Organize and lead food service operations at an assigned middle school satellite kitchen; assure the preparation, serving and storage of food is in accordance with established government health and safety guidelines and procedures.
2. Oversee serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with serving size requirements.
3. Prepare work schedules and assign duties for assigned personnel; train and provide work direction.
4. Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.
5. Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports, menu planning and production sheets.
6. Operate a variety of equipment and machines used in a school cafeteria as required; operate a computer terminal to access data and input information from SNAP program.
7. Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.
8. Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify, and accept delivery of food and supplies; utilize proper methods of storing foods.
9. Attend meetings related to food service operations and activities; schedule, prepare, and deliver food for catering events and meetings 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 Food ~~and Nutrition~~ Services or Food Service Operations Supervisor. Functional and technical work direction guidance is provided to Cafeteria Worker I's and student workers at the middle school satellite kitchen.



## **KNOWLEDGE AND ABILITIES**

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### **KNOWLEDGE OF:**

- Operations of a middle school satellite cafeteria.
- Principles of training and providing work guidance direction.
- Methods of preparing and serving food in large quantities.
- Methods of computing food quantities required by menus.
- Food handling techniques and kitchen sanitation.
- Methods of cleaning and maintaining food service areas, utensils, and equipment.
- Kitchen sanitation and safety precautions.
- Components of the National School Lunch Program regulations.
- Techniques of shipping food to satellite locations.
- Effective food merchandising.

### **ABILITY TO:**

- Train and provide work direction to assigned staff.
- Operate appliances found in school cafeterias.
- Maintain accurate records.
- Prepare and serve meats, vegetables and baked goods in large quantities.
- Compute food quantities required by menus.
- Understand and carry out oral and written instructions in English.
- Establish and maintain cooperative and effective working relationships with others.
- ~~Be flexible.~~ Adapt and re-prioritize as situations change.

## **WORKING CONDITIONS:**

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### **ENVIRONMENT:**

Middle school satellite kitchen environment; heat from ovens and stoves and cold from walk-in refrigerators and freezers.

### **PHYSICAL DEMANDS:**

Lifting, carrying, pushing or pulling moderately heavy objects (such as canned food cases) up to forty-five (45) pounds; standings and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist.

### **HAZARDS:**

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers.

**DUTIES APPROVED  
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:**



## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: Non-Represented

CLASS CODE: 521321

SALARY RANGE: M-38

## **FOOD SERVICE OPERATIONS SUPERVISOR**

### **BASIC FUNCTION:**

Under general direction, participate in planning, organizing, directing, and reviewing District Food Service operations, supervise the day to day operations of assigned cafeterias and conduct staff training and evaluations to ensure efficient and effective operations and compliance with District, State, and federal laws and regulations.; ~~conducts staff training and evaluations; assist Director of Food Services with planning, organizing, directing and reviewing of Food Services' operations.~~

### **MINIMUM QUALIFICATIONS**

#### EDUCATION:

High school diploma or recognized equivalent.

#### EXPERIENCE:

Three (3) years of experience in quantity food preparation and service, including at least one (1) year of supervisory experience.

#### LICENSES AND OTHER REQUIREMENTS:

- ~~• Must have and maintain a valid California Class C driver's license, have use of a personal vehicle, and maintain insurance at or above the District's standard rate during employment.~~
- ~~• An approved (CA Health and Safety Code Section 113716) food safety certificate must be obtained by the time of appointment and maintained.~~
- A Food Safety Manager Certification from an accredited institution must be obtained by the time of appointment and maintained.
- Valid Class "C" driver license and insurability by the District's auto insurance carrier.

#### CONTINUING EDUCATION/TRAINING:

Each year, at least 10 hours of continuing education and/or training must be attained on topics such as:

- Free and reduced price eligibility.
- Application certification and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health, and safety standards.
- Any other specific topics required by the USDA, Food Nutrition Services as needed to address program integrity or other critical issues.

## **PREFERRED QUALIFICATIONS**

### **EDUCATION:**

Two (2) years of college-level course-work in a planned food service management or nutritional program.

### **REPRESENTATIVE DUTIES:**

1. Assures assigned cafeterias are in compliance with State and federal nutritional and serving size requirements, are operating within District standards, and are following assigned menu plans.
2. Conducts school site inspections to assure proper food preparation, service, storage and maintenance of kitchen sanitation standards. Recommends and implements changes as appropriate.
3. Reviews daily and monthly reports and records, such as: monthly inventory, sales reports and payroll sheets to assure correct and timely submission.
4. Trains and supervises assigned Food Services employees. Completes employee evaluations, initiates employee discipline, and handles other personnel related issues.
5. Maintains adequate staffing at food service facilities by assigning substitute personnel and/or filling in when substitutes are not available. Compiles and maintains absentee and substitute hours for payroll submission.
6. Plans and oversees special events: communicates with contact person, notifies personnel involved, orders foods and supplies and arranges for delivery, sets up, and makes necessary arrangements for service.
7. Prepares menus and production records in adherence to State guidelines.
8. Conducts staff in-service training sessions and prepares training materials.
9. Implements and maintains computerized programs for inventory control, menus, recipes, and ingredients; recommends program updates; installs programs and troubleshoots problems.
10. Monitors Point of Sale computers to assure smooth operation.
11. Develops, tests, and markets new products; update menus, recipes, and ingredients; presents new products to students; develops, distributes, and assesses student evaluation forms.
12. Organizes and implements new operations such as salad bars, special breakfasts, and lunches.
13. Receives and prepares sample food products from vendors for testing and evaluation by Co-op Food Service Directors.
14. Coordinates maintenance of food delivery trucks; checks kitchen equipment for function and safety; orders replacements as necessary.
15. Promotes good relations among administrators, faculty, office staff, and Food Services personnel.
16. Drives a vehicle to conduct work.
17. Perform related duties as assigned.

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

### **SUPERVISION:**

Supervision is received from the Director of Food Services. Supervision is exercised over assigned Food Services staff.

### **KNOWLEDGE AND ABILITIES**

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#### **KNOWLEDGE OF:**

- Meal production planning and scheduling.
- Planning, organization and operation of a large food service program.
- Quantity food preparation.
- Principles and practices of supervision and training.
- Use and care of institutional kitchen equipment and utensils.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Current office equipment, including computer hardware and software, typewriter, and calculator.
- Nutritional factors necessary to meet State regulations.

#### **ABILITY TO:**

- Direct and coordinate a food service operation in compliance with District, State and federal requirements.
- Analyze situations accurately and adopt an effective course of action.
- Train others in the preparation of food in large quantities following standardized recipes.
- Make arithmetic calculations with speed and accuracy.
- Understand and follow oral and written directions.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Plan and organize work.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Work independently with minimal supervision.
- —Observe legal and defensive driving practices.

- ~~Be flexible.~~ Adapt and re-prioritize as situations change.

**WORKING CONDITIONS:**

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***ENVIRONMENT:***

Cafeteria and office environment; driving a vehicle to conduct work.

***PHYSICAL DEMANDS:***

Bending, pushing, and moving objects weighing up to fifty (50) pounds; walking to conduct inspections of food service facilities; hearing and speaking to exchange information and make presentations; sitting or standing for extended periods of time; and dexterity of hands and fingers to operate a computer keyboard and typewriter and standard office and kitchen equipment.

***HAZARDS:***

Working in a cramped or restrictive kitchen; working around equipment having moving parts; exposure to temperature extremes.

***DUTIES APPROVED  
BOARD OF EDUCATION:***

***CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:***



## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: Non-Represented

CLASS CODE: 510903

SALARY RANGE: M-59

## **DIRECTOR – FOOD SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Business and Fiscal Services, plan, organize, direct, ~~and coordinate,~~ supervise, and evaluate the self-supporting District Food Service program and assigned personnel; ~~supervise and evaluate the performance of assigned personnel.~~

### **MINIMUM QUALIFICATIONS**

#### ***EDUCATION:***

Bachelor's degree in food service management, dietetics, nutrition or related field. A Registered Dietitian (Rdn) degree may be substituted for three (3) years of the required experience.

#### ***EXPERIENCE:***

Five (5) years of experience in a food service operation, including at least two (2) years in a supervisory capacity.

#### ***LICENSES AND OTHER REQUIREMENTS:***

Valid ~~California~~ Class C driver's license and use of a personal vehicle.

#### ***CONTINUING EDUCATION/TRAINING REQUIREMENT:***

Each year, at least 12 hours of continuing education and/or training must be attained on topics such as:

- Free and reduced price eligibility.
- Application certification and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health, and safety standards.
- Any other specific topics required by the USDA, Food Nutrition Services as needed to address program integrity or other critical issues.

### **REPRESENTATIVE DUTIES:**

1. Plan, organize and direct the District-wide Food Service program; assure cost-effectiveness and compliance with State and federal laws and regulations and with District policies and procedures.
2. Develop and prepare the annual preliminary budget for the Food Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; implement and monitor computerized financial and operational systems.

3. Direct the accounting functions for cafeteria funds, including setting prices for food served, auditing, verifying and approving applications for free and reduced price meals, and directing the collection, recording and depositing of daily receipts; maintain related accounts and records.
4. Plan, prepare and review menus to assure proper dietary balance and nutritional adequacy standards; prepare school lunch information for distribution.
5. Research available products; interview vendors and establish and maintain source of supply; coordinate the purchase and maintenance of required equipment for the department and the purchase, warehousing, inventory and delivery of food and supplies; receive and approve site supervisors' requisitions for supplies.
6. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; maintain appropriate accounts, inventories and files.
7. Supervise and evaluate the performance of assigned staff; determine staffing needs; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates regarding operating policies, nutritional standards, sanitation procedures and safety practices.
8. Travel to various sites to inspect facilities and monitor personnel.
9. Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs.
10. Prepare and present written and oral reports to the Assistant Superintendent and professional and community groups and organizations.
11. Communicate with school administrators to coordinate the Food Service program; consult with principals regarding cafeteria and school needs; communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
12. Participate in the planning and implementation of cafeteria and cafeteria kitchen design, renovation and construction.
13. Attend and conduct a variety of meetings; represent the department at District meetings; participate on committees and teams as required.
14. Maintain current knowledge of developments in food service management and other regulations applicable to school food service programs.
15. Perform related duties as assigned.

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

#### **SUPERVISION:**

Supervision is received from the Assistant Superintendent of Business and Fiscal Services. Supervision is exercised over Food Services personnel.

## **KNOWLEDGE AND ABILITIES**

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### **KNOWLEDGE OF:**

- Planning, organization and direction of the Food Services Department.
- Institutional food service methods and equipment.
- Quantity food preparation and merchandising.
- Food values, nutrition, proper food combinations and economical food substitutes.
- Sanitation and safety procedures related to food preparation, serving and storage.
- Cost accounting and record-keeping techniques.
- Basic personal computer operation.
- Purchasing methods and controls.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

- Plan, organize and direct a large scale, multiple site services program, primarily serving school age children.
- Supervise and evaluate the performance of assigned staff.
- Operate within a framework of multiple and complex federal, State and District food service regulations.
- Plan and organize work.
- Meet schedules and time lines.
- Use and adapt computer based management application to food service operations.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of actions.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

## **WORKING CONDITIONS:**

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### **ENVIRONMENT:**

Cafeteria and office environment; ~~D~~ driving a vehicle to conduct work.

### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations. Seeing to conduct inspections. Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to file materials.



**HAZARDS:**

Working in a cramped or restrictive kitchen; working around equipment having moving parts; exposure to temperature extremes.

***DUTIES APPROVED  
BOARD OF EDUCATION:***

***CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:***

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

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**V. Commissioner Training/Briefing:**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, August 8, 2017**

#### **AGENDA ITEM NO: V.T.01**

SUBJECT: Merit Rules – part 2

#### **SUMMARY:**

This presentation of the Merit Rules will cover the highlights of Chapter I – Preliminary Statement and Definition of Terms, Chapter II – The Personnel Commission, and Chapter III – Classification.

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**VI. Information Items:**

## Advanced Step Placement Annual Fiscal Impact Report

Advanced Step Placement Fiscal Impact Report											
	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2017-18											
1	8/8/2017	Vehicle & Equipment Mechanic	A	36	A	B	100.00%	12	\$1.04	\$180.09	\$1,080.56
	2017-18 TOTAL										\$1,080.56

Requests Not Recommended for Advanced Step Placement					
Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
<b>2017-18</b>					
6/26/2017	7/24/2017	Custodian I, NSI	A	24	100.00%

New Hires Report 2016-2017						
	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
1	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
2	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
3	8/10/2016	7/18/2016	Senior Administrative Assistant	8 Hrs/12 Mo	A	36
4	9/1/2016	8/19/2016	Occupational Therapist	8 Hrs/SY	A	61
5	9/1/2016	7/26/2016	Personnel Analyst	8 Hrs/12 Mo	M	46
6	9/1/2016	8/16/2016	Administrative Assistant	8 Hrs/10 + 10	A	31
7	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
8	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
9	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
10	9/1/2016	8/15/2016	Technology Support Assistant	8 Hrs/12 Mo	A	30
11	9/1/2016	8/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
12	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
13	9/1/2016	8/8/2016	Vehicle and Equipment Mechanic	8 Hrs/12 Mo	A	36
14	9/1/2016	8/15/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
15	9/1/2016	8/15/2016	Athletic Trainer	7 Hrs/10 Mo	A	35
16	9/1/2016	8/15/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
17	9/22/2016	8/19/2016	Cafeteria Worker I	3 Hrs/SY	A	13
18	9/22/2016	8/19/2016	Physical Activities Specialist	3.75 Hrs/SY	A	26
19	9/22/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
20	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
21	9/22/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
22	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
23	9/22/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
24	9/22/2016	8/19/2016	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
25	9/22/2016	8/19/2016	Children's Center Assitant-2	5 Hrs/SY	A	18
26	9/22/2016	8/19/2016	Instructional Assistant - Physical Education	4 Hrs/SY	A	20
27	9/22/2016	8/22/2016	Paraeducator-1	6 Hrs/SY	A	20
28	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
29	9/22/2016	8/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
30	10/6/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	26
31	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
32	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25
33	10/6/2016	8/29/2016	Occupational Therapist	8 Hrs/SY	A	61
34	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
35	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
36	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
37	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
38	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25



	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
39	10/20/2016	9/26/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
40	10/20/2016	9/2/2016	Paraeducator-3	5 Hrs/SY	A	26
41	10/20/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	20
42	10/20/2016	9/14/2016	Technology Support Assistant	8 Hrs/12 Mo	A	38
43	10/20/2016	9/12/2016	Health Office Specialist	3.5 Hrs/SY	A	25
44	10/20/2016	9/14/2016	Facilities Technician	8 Hrs/12 Mo	A	45
45	10/20/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
46	10/20/2016	9/26/2016	Children's Center Assitant-2	3.5 Hrs/SY	A	18
47	10/20/2016	9/19/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
48	11/3/2016	10/17/2016	Instructional Assistant - Classroom	3.6 Hrs/SY	A	18
49	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
50	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3.7 Hrs/SY	A	18
51	11/3/2016	10/17/2016	Paraeducator-1	5 Hrs/SY	A	20
52	11/3/2016	10/13/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
53	11/3/2016	10/17/2016	Paraeducator-3	6 Hrs/SY	A	26
54	11/3/2016	10/20/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
55	11/3/2016	10/13/2016	Elementary Library Coordinator	8 Hrs/10 Mo	A	26
56	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
57	11/17/2016	10/17/2016	Paraeducator-2	6 Hrs/SY	A	25
58	11/17/2016	10/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
59	11/17/2016	11/1/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
60	11/17/2016	11/2/2016	Food Services Operations Supervisor	8 Hrs/12 Mo	M	38
61	11/17/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
62	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
63	11/17/2016	10/24/2016	Paraeducator-1	4.5 Hrs/SY	A	20
64	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
65	12/15/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
66	12/15/2016	11/14/2016	Swimming Instructor/Lifeguard	4 Hrs/12 Mo	A	21
67	12/15/2016	11/14/2016	Senior Office Specialist	8 Hrs/12 Mo	A	25
68	12/15/2016	11/28/2016	Paraeducator-1	6 Hrs/SY	A	20
69	12/15/2016	11/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
70	12/15/2016	11/2/2016	Instructional Assistant - Special Education	6 Hrs/SY	A	20
71	12/15/2016	11/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
72	12/15/2016	11/28/2016	Electrician	8 Hrs/12 Mo	A	39
73	12/15/2016	11/21/2016	Health Office Specialist	3.5 Hrs/SY	A	25
74	12/15/2016	11/14/2016	Administrative Assistant	8 Hrs/12 Mo	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
75	1/19/2017	11/21/2016	Director of Maintenance and Operations	8 Hrs/12 Mo	M	63
76	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
77	1/19/2017	12/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
78	1/19/2017	12/5/2016	Instructional Assistant - Bilingual	3 Hrs/SY	A	20
79	1/19/2017	12/6/2016	Theater Operations Supervisor	8 Hrs/12 Mo	M	45
80	1/19/2017	12/13/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
81	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
82	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
83	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
84	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
85	1/19/2017	12/5/2016	Lead Custodian	8 Hrs/12 Mo	A	29
86	1/19/2017	12/12/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
87	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
88	1/19/2017	12/11/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
89	1/19/2017	12/6/2016	Paraeducator-3	5 Hrs/SY	A	26
90	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
91	1/19/2017	12/6/2016	Custodian	3 Hrs/12 Mo	A	24
92	2/2/2017	12/20/2016	Paraeducator-3	6 Hrs/SY	A	26
93	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
94	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
95	2/2/2017	1/9/2017	Cafeteria Worker I	3 Hrs/SY	A	13
96	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
97	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
98	2/2/2017	1/12/2017	Technical Theater Technician	4 Hrs/12 Mo	A	35
99	2/2/2017	1/10/2017	Instructional Assistant - Music	3 Hrs/SY	A	20
100	2/2/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
101	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
102	2/2/2017	1/17/2017	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
103	2/2/2017	1/17/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
104	2/2/2017	1/9/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
105	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
106	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
107	2/16/2017	2/1/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
108	2/16/2017	12/1/2016	Paraeducator-3	6.4 Hrs/SY	A	26
109	2/16/2017	2/1/2017	Paraeducator-1	6 Hrs/SY	A	20
110	2/16/2017	2/1/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
111	2/16/2017	2/1/2017	Children's Center Assitant-2	3.5 Hrs/SY	A	18
112	2/16/2017	2/1/2017	Paraeducator-1	4 Hrs/SY	A	20
113	2/16/2017	1/25/2017	Paraeducator-1	4 Hrs/SY	A	20
114	2/16/2017	1/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
115	2/16/2017	1/23/2017	Administrative Assistant	8 Hrs/10+10	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
116	3/2/2017	2/7/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
117	3/2/2017	2/7/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
118	3/2/2017	2/21/2017	Occupational Therapist	8 Hrs/SY	A	61
119	3/2/2017	2/13/2017	Custodian	5 Hrs/12 Mo	A	24
120	3/2/2017	2/13/2017	Paraeducator-1	6 Hrs/SY	A	20
121	3/2/2017	2/1/2017	Paraeducator-1	4 Hrs/SY	A	20
122	3/16/2017	2/14/2017	Health Office Specialist	3.5 Hrs/SY	A	25
123	3/16/2017	3/1/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
124	4/20/2017	3/13/2017	Laboratory Technician	4 Hrs/SY	A	26
125	4/20/2017	3/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
126	4/20/2017	3/6/2017	Cafeteria Worker I	3 Hrs/SY	A	13
127	4/20/2017	3/27/2017	Senior Office Specialist	8 Hrs/10 Mo	A	25
128	4/20/2017	3/6/2017	Job Development and Placement Specialist	5 Hrs/SY	A	31
129	4/20/2017	3/23/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
130	4/20/2017	3/13/2017	Bus Driver	7 Hrs/10 Mo	A	30
131	5/4/2017	4/12/2017	Human Resources Specialist	8 Hrs/12 Mo	C	36
132	5/4/2017	4/17/2017	Paraeducator-3	6 Hrs/SY	A	26
133	5/4/2017	4/17/2017	Paraeducator-3	6 Hrs/SY	A	26
134	5/4/2017	4/17/2017	Paraeducator-1	3 Hrs/SY	A	20
135	5/18/2017	4/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
136	5/18/2017	4/25/2017	Instructional Assistant - Music	2.5 Hrs/SY	A	20
137	6/1/2017	5/8/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
138	6/1/2017	5/8/2017	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
139	6/1/2017	5/8/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
140	6/29/2017	5/22/2017	Cafeteria Worker I	3 Hrs/SY	A	13
141	6/29/2017	5/30/2017	Vehicle and Equipment Mechanic	8 Hrs/12 Mo	A	36
142	6/29/2017	6/12/2017	Custodian	8 Hrs/12 Mo	A	24
143	6/29/2017	6/12/2017	Custodian	5 Hrs/12 Mo	A	24
144	7/19/2017	6/26/2017	Technology Support Assistant	8 Hrs/12 Mo	A	38
145	7/19/2017	6/26/2017	Custodian	8 Hrs/12 Mo	A	24
146	7/19/2017	6/26/2017	Custodian	8 Hrs/12 Mo	A	24

## Open Requisitions (as of 08/04/2017)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
17-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/29/2016
17-053	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	8/29/2016
17-097	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	Vac	43.75	10/27/2016
17-153	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	1/12/2017
17-179	ADMINISTRATIVE ASSISTANT	PT DUME ELEMENTARY SCHOOL	Vac	100	3/14/2017
17-184	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	3/24/2017
17-185	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	3/24/2017
17-191	IA-Classroom	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	4/24/2017
17-192	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	4/24/2017
17-196	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	4/25/2017
17-199	EDUCATION DATA SPECIALIST	EDUCATIONAL SERVICES	Vac	100	5/11/2017
17-200	GARDENER	GROUNDS MAINTENANCE	Vac	70	6/1/2017
17-203	PARAEDUCATOR-2	SPECIAL EDUCATION	New	81.25	5/9/2017
17-204	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/11/2017
17-206	PRODUCTION KITCHEN COORDINATOR	FOOD & NUTRITION SERVICES	Vac	87.5	5/12/2017
17-208	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	5/19/2017
17-210	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/19/2017
17-211	PARAEDUCATOR-3	SPECIAL EDUCATION	New	62.5	5/19/2017
17-213	ASSISTANT SUPERINTENDENT, BUSINESS AND FISCAL SERVICES	BUSINESS SERVICES	Vac	100	5/22/2017
17-215	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/22/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
17-221	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75	6/1/2017
17-225	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5	6/7/2017
17-227	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	6/28/2017
17-228	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.8	6/19/2017
17-230	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	6/28/2017
18-001	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	75	7/11/2017
18-002	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	62.5	7/11/2017
18-003	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	7/11/2017
18-004	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	New	75	7/11/2017
18-005	PARAEDUCATOR-2	CABRILLO ELEMENTARY SCHOOL	New	75	7/11/2017
18-006	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75	7/11/2017
18-007	ACCOUNTING TECHNICIAN	FISCAL SERVICES	Vac	100	7/17/2017
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	100	
18-009	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	7/13/2017
18-010	COMMUNICATIONS SPECIALIST	BUSINESS SERVICES	New	50	7/18/2017
18-011	Custodian N/S	M & O (Maintenance & Operations)	Vac	62.5	7/17/2017
18-013	Custodian N/S	M & O (Maintenance & Operations)	Vac	62.5	7/13/2017
18-014	Custodian N/S	M & O (Maintenance & Operations)	Vac	75	7/13/2017
18-015	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.8	7/13/2017
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/2017
18-017	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	7/13/2017
18-018	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	7/13/2017
18-019	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	79.1	7/13/2017
18-020	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	New	50	7/13/2017
18-021	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	7/25/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-022	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	7/25/2017
18-023	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	7/25/2017
18-024	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	7/25/2017
18-025	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	7/19/2017
18-026	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	75	7/18/2017
18-027	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	62.5	7/18/2017
18-028	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	79.1	7/25/2017
18-029	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75	7/19/2017
18-030	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75	7/25/2017
18-031	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	100	7/25/2017
18-032	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	60	7/25/2017

## Filled Requisitions (7/1/2017 – 7/31/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-200	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	7/7/2017
17-201	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	7/7/2017
17-205	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	7/7/2017
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	7/10/2017
17-216	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	7/10/2017
17-217	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	7/10/2017
17-220	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	7/7/2017
17-222	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	7/8/2017
17-226	PARAEDUCATOR-3	SPECIAL EDUCATION	7/11/2017
17-200	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	7/7/2017
17-222	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	7/8/2017
17-226	PARAEDUCATOR-3	SPECIAL EDUCATION	7/11/2017

**Classified Personnel – Merit  
7/19/17**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Barrett, Kenny Information Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 38 Step: A	6/26/17
Chew, David Operations-Olympic HS	Custodian 8 Hrs/12 Mo/Range: 24 Step: A	6/26/17
Harris, Eddie Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo/Range: 24 Step: A	6/26/17

**SUMMER ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Aceves, Cindy Special Ed-Adams MS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Adams, Daryl Educational Services	Physical Activities Specialist Not to exceed: 10 Hrs	6/13/17-6/30/17
Aguayo, Melissa Special Ed-Cabrillo ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Alvarez, Maryke Special Ed-McKinley ES	Paraeducator-1 6 Hrs/Day	6/19/17-7/14/17
Amaya, Janene Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Anderson, Amanda Special Ed-Adams MS	Paraeducator-1 6 Hrs/Day	6/19/17-7/14/17
Atkins, Michael Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/12/17-6/30/17
Ausmus, Juley Educational Services-Cabrillo ES	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
Badillo, Abraham Educational Services	Physical Activities Specialist Not to exceed: 10 Hrs	6/13/17-6/30/17
Bakhyt, Peter Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Basha, Arsanios Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Bazouzi-Palmer, Roula Special Ed-McKinley ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Benjamin, Jacquita Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Bernadou, Michelle Pt. Dume ES	Administrative Assistant 8 Hrs/Day	6/22/17-6/23/17



Biber, Jessica Special Education	Occupational Therapist Not to exceed: 45 Hrs	6/19/17-8/15/17
Bilotti, Alfred Special Education	Paraeducator-1 Not to exceed: 4 Hrs	6/15/17
Bilotti, Alfred Special Ed-McKinley ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Boyer, Liliana Educational Services-Edison ES	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
Boyer, Liliana Educational Services-Edison ES	Instructional Assistant - Classroom Not to exceed: 75 Hrs	6/19/17-7/14/17
Brackett, Kimberly Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Brandoli, Alexandra Educational Services-Edison ES	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
Bravo, Isaura Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Brewer, Ariana Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/Day	6/19/17-7/14/17
Brigham, Dolores Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Brito, Maria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Brito, Salvador Transportation	Bus Driver Not to exceed: 140 Hrs	6/15/17-8/14/17
Brackett, Kimberly Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Brooks, Latricia Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Brown, Lincoln Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Brown, Steve Transportation	Bus Driver 8 Hrs/Day	6/15/17-8/14/17
Brown, Virginia Educational Services-Edison ES	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
Bryant, Annette Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Buendia, Carolina Special Education	Paraeducator-3 Not to exceed: 4 Hrs	6/15/17
Buendia, Carolina Special Ed-McKinley ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17

Burgess, Alan Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Burnham, REXANNE Special Ed-Edison ES	Paraeducator-1 3 Hrs/Day	6/21/17-7/14/17
Burns, Robert Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Burrell, Catherine Facility Use	Swimming Instructor/Lifeguard 3 Hrs/Day	6/10/17-8/20/17
Burrell, Catherine CDS-Lincoln MS	Swimming Instructor/Lifeguard 8 Hrs/Day	6/12/17-8/17/17
Butler, Tamara Special Ed-McKinley ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Cabrera, Jennifer Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Calderon, Bianca Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Calderon, Bianca Facility Use-Lincoln MS	Swimming Instructor/Lifeguard 7 Hrs/Day	6/10/17-8/19/17
Campos, Mercedes Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Carbajal, Patricia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Carrillo, Steven Transportation	Bus Driver Not to exceed: 140 Hrs	6/15/17-8/14/17
Casey, Brittany Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Casiano, Violeta Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Castaneda, Laura Special Ed-Adams MS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Chan, Robin Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Ceron, Gloria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Cisneros, Yolanda Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Colula Moncada, Anilu Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Cornejo, Natalie Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17

Cruz, Carmen Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Cruz-Aguilar, Julia Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Custodio, Thelma Special Ed-Santa Monica HS	Paraeducator-1 5 Hrs/Day	6/19/17-7/21/17
Dacanay, Peter Special Ed-Edison ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Daniels, Delone Special Ed-Santa Monica HS	Paraeducator-2 6 Hrs/Day	6/19/17-7/14/17
Davis, Jonathan Special Ed-Adams MS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Davis, Kenrick Transportation	Bus Driver Not to exceed: 170 Hrs	6/15/17-8/14/17
Davis, Lenora Transportation	Bus Driver Not to exceed: 175 Hrs	6/15/17-8/14/17
De Los Santos, Gabriela Educational Services-Adams MS	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
De Noya, Michael Special Education	Speech Language Pathology Assistant 4 Hrs/Day	6/19/17-7/14/17
Do, Thu Hong Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Doty, Joel Special Ed-McKinley ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Drewry, Ristin Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Durst, Peggy Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Elie, Latrice Transportation	Bus Driver Not to exceed: 160 Hrs	6/15/17-8/14/17
Elie-Turner, Banita Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/17-8/14/17
Elliot, Eugene Special Ed-McKinley ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Ernst, Amanda Special Ed-Cabrillo ES	Paraeducator-2 4 Hrs/Day	6/19/17-7/14/17
Escobar Rios, Alicia Educational Services-Edison ES	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
Evans, Michael Special Ed-Adams MS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17

Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Fair, James Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Fernandez, Angelica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Flores, Ana Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Flores, Ardis Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Flores, Maria Maintenance	Senior Office Specialist 8 Hrs/Day	6/19/17-8/11/17
Flores, Martha Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Fowler, Damone Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Frei, Jeanne Special Education	Occupational Therapist Not to exceed: 6 Hrs	6/15/17
Friedenberg, Mindy Special Ed-McKinley ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Garcia, Mayra Special Ed-Adams MS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Garcia-Ramirez, Carol Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/12/17-6/30/17
Gauntt, Deborah Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/17-8/14/17
Gergis, Sohair Special Ed-McKinley ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Godinez, Lorena Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Goldbach, Eder Special Ed-Edison ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Gomez, Aida Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Gomez, Leonor Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Gomez, Monica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Gondo, Janet Educational Services-McKinley ES	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17

Gonzalez, Andrea Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/12/17-8/17/17
Gonzalez, April Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Gonzalez, Monica Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/19/17-7/14/17
Gonzalez, Simona Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Gottlieb, Galit Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/Day	6/19/17-7/14/17
Gould, Travis Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Granadino, Frank Transportation	Bus Driver Not to exceed: 130 Hrs	6/15/17-8/14/17
Greene, Milton FIP-Malibu HS	Campus Security Officer 5 Hrs/Day	7/1/17-8/16/17
Greenseid, Diane Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/12/17-6/30/17
Griffis, Crystal Special Education	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Guthrie, Stephanie Cabrillo ES	Senior Office Specialist 6 Hrs/Day	6/15/17-6/16/17
Gutierrez, Adriana Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Gutierrez, Corina Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Gutierrez, Yoly Edison ES	Bilingual Community Liaison Not to exceed: 54 Hrs	6/15/17-8/14/17
Gutierrez-Prada, Nancy Educational Services	Bilingual Community Liaison Not to exceed: 6 Hrs	6/12/17-6/30/17
Haro, Irma Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Hendricks, David Transportation	Bus Driver 8 Hrs/Day	6/15/17-8/14/17
Hendricks, David Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Hernandez, Maira Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Hernandez, Rita Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17

Hernandez, Steven, Jr. Special Ed-Edison ES	Paraeducator-1 6 Hrs/Day	6/19/17-7/14/17
Higgins, Shaun Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Holmes, Michael Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Hoorizadeh, Shayesteh Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Hunter-Sallustio, Dominique Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Hurtado, Renee Special Ed-McKinley ES	Paraeducator-2 6 Hrs/Day	6/19/17-7/14/17
Islas, Gloria Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Jackson, Latasha Special Ed-McKinley ES	Paraeducator-2 4 Hrs/Day	6/19/17-7/14/17
Jackson, Sheralynn Special Ed-Edison ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Jimenez, Maria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Jimenez, Osvaldo Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Jiwani, Raheem Special Ed-Edison ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Johnson, Keri Special Ed-Adams MS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Johnson, Lore Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Jones, Mashawnda Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Kahaleuahi, Joan Special Education	Paraeducator-1 Not to exceed: 4 Hrs	6/15/17
Kahaleuahi, Joan Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Kim, Eun Special Ed-McKinley ES	Paraeducator-1 6 Hrs/Day	6/19/17-7/14/17
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Lawrence, Adrianna Transportation	Bus Driver Not to exceed: 155 Hrs	6/15/17-8/14/17

Lazo, Noreen Special Ed-Santa Monica HS	Paraeducator-3 5 Hrs/Day	6/19/17-7/21/17
Lewis, Jessie Transportation	Bus Driver Not to exceed: 110 Hrs	6/15/17-8/14/17
Llosa, Silvia Special Education	Paraeducator-1 Not to exceed: 4 Hrs	6/15/17
Llosa, Silvia Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Lo Greco, Vincent Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/Day	6/19/17-7/14/17
Lopez, Maribel Special Ed-McKinley ES	Paraeducator-2 4 Hrs/Day	6/19/17-7/14/17
Lopez, Sarah Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Loza, Adelsa Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Lyles, Michelle Special Ed-Cabrillo ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Madry, Tyrone Special Ed-Adams MS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Maldonado, Frederick Special Education	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Manjarrez, Gabriela Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/19/17-7/14/17
Marshall, Shaquita Special Ed-Edison ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Martinez, Daniel Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Martinez, Isabel Special Education	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Martinez, Isabel Special Ed-Edison ES	Paraeducator-3 Not to exceed: 40.5 Hrs	7/3/17-7/14/17
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Martinez, Melinda Special Ed-McKinley ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
McKeever, Marissa Special Ed-Adams MS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Medellin, Diana Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17

Menendez, Joshua Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Mesrobian, Varso Franklin ES	Senior Office Specialist 8 Hrs/Day	8/1/17-8/14/17
Miller, Karen Special Ed-McKinley ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Mirabal, Jessica Special Ed-Adams MS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Mock, Christopher Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Mollman, Irene Special Ed-Santa Monica HS	Paraeducator-1 Not to exceed: 10 Hrs	6/19/17-7/14/17
Morales, Daniel Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/12/17-8/17/17
Morales, Stephany Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Morich, Karin Special Ed-Edison ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Moya, Kim Transportation	Bus Driver Not to exceed: 135 Hrs	6/15/17-8/14/17
Muhammed, Fatimoh Educational Services-SAMOH	Campus Security Officer Not to exceed: 100 Hrs	6/19/17-7/21/17
Muller, Larissa Educational Services-McKinley ES	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
Murphy, Anthony Educational Services	Physical Activities Specialist Not to exceed: 10 Hrs	6/13/17-6/30/17
Nelli, Maria Special Ed-Edison ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Newman, Pasley Special Ed-McKinley ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator-2 6 Hrs/Day	6/19/17-7/14/17
Nunez, Sherry Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Ockner, Sari Special Education	Occupational Therapist Not to exceed: 6 Hrs	6/15/17
Orozco, Cecilia Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Ortiz, Alma FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/23/17-8/15/17



Overton, Christopher Special Ed-Edison ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Oyenoki, Daniel Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Oyenoki, Daniel Educational Services	Physical Activities Specialist Not to exceed: 10 Hrs	6/13/17-6/30/17
Padilla, Elva Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Payton, Tawny Special Ed-Cabrillo ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Pegues, Forrest Transportation	Bus Driver Not to exceed: 155 Hrs	6/15/17-8/14/17
Perez, Grace Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Perez-Madera, Salomon Special Ed-McKinley ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Pernell, Barbara Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Peterson, Ingrid Special Ed-Cabrillo ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Pineda, Blanca Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Pineda, Luz Special Ed-McKinley ES	Paraeducator-2 6 Hrs/Day	6/19/17-7/14/17
Pollack, Bridget Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Pongas, Dorothea Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Portillo, Cristina Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/12/17-8/17/17
Preciado, Daniel Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Preciado, Edwin Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Ramirez, Armida Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Ramos, Margaret Educational Services-Edison ES	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
Rams, Florencia Educational Services	Bilingual Community Liaison Not to exceed: 12 Hrs	6/15/17-6/19/17

Razon-McMillan, Monica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Reuther, Theresa Special Ed-Edison ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Reynoso, Rosa Transportation	Bus Driver Not to exceed: 40 Hrs	6/15/17-8/14/17
Richards, Michelle Special Ed-Adams MS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Ridley, Latresse Special Ed-McKinley ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Riley, Martelle Transportation	Bus Driver Not to exceed: 125 Hrs	6/15/17-8/14/17
Robinson, Christopher Special Ed-McKinley ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Rodriguez, Cecilia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Rodriguez, Denise Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Rodriguez, Frances Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/12/17-8/17/17
Rodriguez, Gerardo Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/12/17-6/30/17
Rogers, Ericka Educational Services-Adams MS	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
Roller, Yolanda Special Ed-McKinley ES	Paraeducator-2 6 Hrs/Day	6/19/17-7/14/17
Rosa, Lucy Special Ed-Adams MS	Paraeducator-2 4 Hrs/Day	6/19/17-7/14/17
Rubio, Ana Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Ruiz, Julianna Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Sakamoto-Wengel, James Special Ed-McKinley ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Sammann, Kevin Transportation	Bus Driver Not to exceed: 110 Hrs	6/15/17-8/14/17
Sampson, Claudia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Sanchez, Cecilia Special Ed-Santa Monica HS	Paraeducator-1 5 Hrs/Day	6/19/17-7/21/17

Sandoval, Sean Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Sea, Shannon Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/12/17-6/30/17
Silvestre, Ernestina Transportation	Bus Driver Not to exceed: 145 Hrs	6/15/17-8/14/17
Smith, Angelique Special Education	Occupational Therapist Not to exceed: 6 Hrs	6/15/17
Smith, Brian Transportation	Bus Driver Not to exceed: 105 Hrs	6/15/17-8/14/17
Smith, Deeveda Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/20/17-7/14/17
Soil, Sophia Special Education	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Soto, Delia Student Services	Bilingual Community Liaison Not to exceed: 6 Hrs	6/10/17-8/21/17
Stafford, Latanya Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Sullivan, Brianna Educational Services-Adams MS	Instructional Assistant - Classroom 4 Hrs/Day	6/16/17
Sumaria, Urvashi Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/12/17-8/17/17
Tanamas, Ayda Special Ed-Santa Monica HS	Paraeducator-2 4 Hrs/Day	6/19/17-7/14/17
Taylor, Christian Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Taylor, Inelle FIP-Malibu HS	Campus Security Officer 5 Hrs/Day	6/15/17-7/14/17
Tehrani, Mahnaz Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Tenison, Laura Special Ed-McKinley ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Thomas, Marjorie Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Trepagnier, Bryant Special Ed-McKinley ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Tse, Pui Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/12/17-6/30/17
Uliantzev, Elena Educational Services	Bilingual Community Liaison Not to exceed: 12 Hrs	6/15/17-6/19/17

Vargas, Cynthia Special Ed-Adams MS	Paraeducator-1 5 Hrs/Day	6/19/17-7/14/17
Vasquez, Graciela Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Vecchiotti, John Special Ed-Edison ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Vethavanam, Savithri Special Ed-Edison ES	Paraeducator-3 6 Hrs/Day	6/19/17-7/14/17
Villegas, Bibiana Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Villegas, Lorena Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Wade, Byron Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Walker, Christine Special Ed-Cabrillo ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Walsh, Leslie Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Wang, Steven Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Washington, Monique Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Watters, Darren Santa Monica HS	Athletic Trainer Not to exceed: 210 Hrs	6/15/17-8/14/17
Watts, Anne Special Ed-Adams MS	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17
Wilson, Stanley Adams MS	Campus Security Officer Not to exceed: 4 Hrs	6/15/17
Wilson, Terry Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Wingfield, Janet Special Ed-Santa Monica HS	Paraeducator-2 6 Hrs/Day	6/19/17-7/14/17
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	6/15/17-6/30/17 7/31/17-8/14/17
Wolf, Petra Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/12/17-6/30/17
Womack, Raven Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Yamamoto, Mikko Special Ed-Edison ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17

Yates-Lomax, Kathy Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/17-8/14/17
Ybarra, Gail Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Yeh, Wendy Special Ed-Edison ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Young, Abigail Special Ed-McKinley ES	Paraeducator-3 4 Hrs/Day	6/19/17-7/14/17
Zheng, Jin Special Ed-Edison ES	Paraeducator-1 3 Hrs/Day	6/19/17-7/14/17
Zibahalat, Haide Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/19/17-7/14/17

#### **TEMP/ADDITIONAL ASSIGNMENTS**

#### **EFFECTIVE DATE**

Calderon, Bianca Facility Use	Swimming Instructor/Lifeguard [overtime; Facility Use events]	6/10/17-8/19/17
Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; prom supervision]	5/20/17-5/21/17
Fargnoli, Cathy Educational Services-Edison ES	Senior Office Specialist [overtime; clerical support]	6/1/17
Grant, Carolyn Child Development Services	Children's Center Assistant-1 [additional hours; State of Our Schools event]	5/1/17
Jackson, Latasha Special Ed-Muir ES	Paraeducator-2 [additional hours; field trip supervision]	6/2/17
Olmos, Maria CDS-Business Office	Senior Office Specialist [overtime; Seaside preschool enrollment support]	5/1/17-7/31/17
Russell, Melissa Educational Services-McKinley ES	Administrative Assistant [overtime; clerical support]	6/1/17

#### **SUBSTITUTES**

#### **EFFECTIVE DATE**

Bransford-Bennett, Elizabeth Special Education	Paraeducator-1	5/1/16-6/9/17
Brown, Virginia Edison ES	Instructional Assistant – Bilingual	6/1/17-6/9/17
Manson, Manfred Operations	Custodian	6/21/17-6/30/17
Ramos, Johnny Operations	Custodian	6/22/17-6/30/17
Roberts, Traveon Operations	Custodian	6/22/17-6/30/17

Shabazz Smith, Tom Operations	Custodian	6/28/17-6/30/17
Vasquez, Melvin Special Education	Paraeducator-3	1/1/17-6/9/17
Velasquez, Jessica Facility Use	Sports Facility Attendant	6/19/17-6/30/17

**INVOLUNTARY TRANSFER**

Marland, Tatiana Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY From: 3 Hrs/SY/McKinley ES	<b><u>EFFECTIVE DATE</u></b> 8/21/17
Muller, Larissa Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY From: 3 Hrs/SY/McKinley ES	8/21/17

**PROFESSIONAL GROWTH**

McGrath, Kathleen Adams MS	Senior Office Specialist	<b><u>EFFECTIVE DATE</u></b> 7/1/17
Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator-2	7/1/17
Rodriguez, Cecilia CDS-Edison ES	Children's Center Assistant-2	7/1/17

**WORKING OUT OF CLASS**

Dodd, Jason Facility Improvement Projects	Construction Supervisor From: Facilities Technician	<b><u>EFFECTIVE DATE</u></b> 5/15/17-6/30/17 7/1/17-9/15/17
McGrath, Kathleen Adams MS	Administrative Assistant From: Senior Office Specialist	6/15/17-8/14/17

**LAYOFF**

XZ7510570 Santa Monica HS		<b><u>EFFECTIVE DATE</u></b> 9/20/17
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**RESCIND DISQUALIFICATION FROM PROBATION**

KS0199063 Operations	Custodian	<b><u>EFFECTIVE DATE</u></b> 6/16/17
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**RESIGNATION**

Casillas, Emma Edison ES	Instructional Assistant – Bilingual	<b><u>EFFECTIVE DATE</u></b> 6/9/17
Escobar Rios, Alicia Adams MS	Instructional Assistant – Bilingual	6/30/17
Lampley, Keyona Operations	Custodian	5/29/17

Velasquez, Jessica  
Malibu HS

Sports Facility Attendant

6/18/17

Villacorta, Kristell  
Fiscal Services

Accounting Technician

8/18/17

**Classified Personnel – Non-Merit**  
**7/19/17**

**NOON SUPERVISION AIDE**

Buster, Anne  
Valadez, Luz

McKinley ES  
Edison ES

4/1/17-6/9/17  
6/15/17-8/14/17



**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2017 – 2018**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2017</b>			
July 11, 2017	4:30 p.m.	Board Room – District Office	
August 8, 2017	4:30 p.m.	Board Room – District Office	
September 12, 2017	4:30 p.m.	Board Room – District Office	
October 10, 2017	4:30 p.m.	Board Room – District Office	
November 14, 2017	4:30 p.m.	Board Room – District Office	
December 12, 2017	4:30 p.m.	Board Room – District Office	
<b>2018</b>			
January 9, 2018	4:30 p.m.	Board Room – District Office	
February 1, 2018 – February 4, 2018	Daily Conference	San Diego	CSPCA 2018 Annual Conference
February 13, 2018	4:30 p.m.	Board Room – District Office	
March 13, 2018	4:30 p.m.	Board Room – District Office	
April 10, 2018	4:30 p.m.	Board Room – District Office	2018–19 Budget Discussion and Development
May 8, 2018	4:30 p.m.	Malibu Site - TBD	2018-19 Budget Adoption
May 15, 2018	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
June 12, 2018	4:30 p.m.	Board Room – District Office	

## Board of Education Meetings 2017-18

Date	Location	Meeting Format	Notes
Wed., July 19, 2017	District Office	Hybrid	
Wed., August 9, 2017	District Office	A	
Tues., August 15, 2017	District Office		Special Meeting: Retreat
Wed., August 30, 2017	District Office	A	
Mon., September 11, 2017	TBD		Special Meeting: Joint Mtg w/ SMC
Wed., September 13, 2017	District Office	B	
Thurs., October 5, 2017	Malibu City Hall	A	
Thurs., October 19, 2017	District Office	B	
Thurs., November 2, 2017	Malibu City Hall	A	
Thurs., November 16, 2017	District Office	B	
Tues., December 5, 2017	District Office		Special Meeting: Retreat
Thurs., December 14, 2017	District Office	Hybrid	
Thurs., January 18, 2018	District Office	Hybrid	
Tues., January 23, 2018	District Office		Special Meeting: Budget Workshop
Thurs., February 1, 2018	Malibu City Hall	A	
Thurs., February 15, 2018	District Office	B	
Thurs., March 1, 2018	District Office	A	
Thurs., March 15, 2018	Malibu City Hall	B	
Tues., March 20, 2018	District Office		Special Meeting: Budget Workshop
Thurs., April 12, 2018	District Office	Hybrid	
Tues., April 17, 2018	District Office		Special Meeting: Retreat
Thurs., May 3, 2018	Malibu City Hall	A	
Thurs., May 17, 2018	District Office	B	
Thurs., May 31, 2018	District Office		Special Meeting (will most likely need for prelim budget and LCAP)
Thurs., June 14, 2018	District Office	A	
Tues., June 19, 2018	District Office		Special Meeting: Retreat
Thurs., June 28, 2018	District Office	B	

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## VII. Personnel Commission Business:

### A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	September 2017

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

Tuesday, September 12, 2017, at 4:30 pm, *District Office Board Room*

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

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## **X. Closed Session:**

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**XI. Adjournment:**