



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

October 10, 2018

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, October 10, 2018**, at **4:35 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:35 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Jenkins, and Waterstone were present.
- G.03 Pledge of Allegiance:** Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** October 10, 2018

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

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

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

G.06 Motion to Approve Minutes: September 12, 2018

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities.**
 - **Director Rowen pointed out the large number of Advanced Step Placement requests as a positive sign of hiring new employees whose qualifications reach far and beyond the minimum requirements.**
 - **Director Rowen expressed his gratitude to Ms. Nichelle Cummings, Human Resources Technician substitute, who has assumed recruitment duties from an employee on a long-term leave. Ms. Cummings is responsible for conducting recruitments for Paraeducator-series and Cafeteria Worker positions.**
 - **Director Rowen informed the Personnel Commission about the status of the Personnel Commissioner recruitment. The position has been opened in NEOGOV, and on the District website, until the end of November 2018. In addition, Ms. Gail Pinsker, the District Community and Public Relations Officer, will conduct an interview with Commissioner Inatsugu about her service and experience with the Personnel Commission and the Santa Monica community. Commissioner Inatsugu shared her experience from former recruitment outreach that resulted in a pool of applicants who thought that the Personnel Commission position was a good volunteer opportunity, similar to PTA or a community service. They were not familiar with the Merit System, and they misunderstood functions of the Personnel Commission. Director Rowen invited the Personnel Commissioners to access the posting on NEOGOV. He assured them about the clarity of the posting as well as of the classification specification.**
 - **Commissioner Inatsugu inquired about the status of the employee on a long-term leave. Director Rowen stated that a meeting with Human Resources, Fiscal Services, and Risk Management is scheduled for next week to address the situation.**
 - **Commissioner Inatsugu inquired about the Personnel Commission annual report. It will be generated in near future.**

- **Commissioner Jenkins inquired about the communication plan for the outreach for the Personnel Commissioner vacancy. Director Rowen, in close cooperation with Ms. Pinsker, is targeting the local newspapers to inform the Santa Monica and Malibu communities about this recruitment. In addition, Director Rowen intends to set up District Facebook and Instagram pages for Santa Monica-Malibu Unified School District job opportunities.**

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 shared a message from the former Director of Classified Personnel, Mr. Michael Cool.**
- **Commissioner Inatsugu informed the Personnel Commission about local resources for the upcoming November 2018 elections. They provide useful information about the candidates, including the nominees for the Board of Education for the District and Santa Monica College.**

G.09 Communications:

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

- **SEIU Report**
 - **Ms. Cartee-McNeely, Chief Steward, reported on SEIU's campaign for the upcoming November 2018 elections.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about collaboration between SEIU and the District to identify and resolve issues and concerns of the classified staff.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, reported on District activities and professional development.**
 - **Dr. Kelly reported to the Personnel Commission on the Board of Education business. A whole set of policies supporting immigrants' families was updated. The Board also continues to work on facilities upgrade, and the merge of Juan Cabrillo and Pt. Dume Elementary Schools.**
 - **Dr. Kelly informed the Personnel Commission about celebrating the Week of the School Administrator. The Board has passed a resolution at their October 4, 2018 meeting.**

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per

speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant-1,2,3	4
Credential Analyst	4
Custodian	10
Instructional Assistant – Bilingual	6
Instructional Assistant – Physical Education	5
Physical Activities Specialist	3
Transportation Supervisor	7

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

C.10 Advanced Step Placement:
Kenneth Royal in the classification of Custodian at Range 24, Step C

C.11 Advanced Step Placement:
Moshir Safavi in the classification of Physical Activities Specialist at Range 26, Step B

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

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

REPORT AND DISCUSSION

- Commissioner Jenkins inquired about verifying education in the review process. Director Rowen stated that employees are not required to bring their diplomas unless they are requesting an education stipend for master or doctoral degree. Certain classifications, like Children Center Assistant or Campus Security Officer require specific certifications. Director Rowen will reevaluate the Advanced Step Placement process in regards education verification in near future.

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:
Audio-Visual Technician within the Facility 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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Director Rowen provided a brief history of the most recent recruitment that led to these classification revisions for Audio-Visual Technician. He described the methodology that was used in the review process.
- Director Rowen stated that the minimum experience was specified (2 years) to ensure consistency in the quality of candidates placed on the eligibility list.
- Ms. Cartee-McNeely commended the Personnel Commission staff on these classification specification revisions.

- Ms. Cartee-McNeely pointed out challenges with the salary range, specifically as it relates to the internal alignment within the job family.
- Ms. Cartee-McNeely stated that these challenges should be resolved in the new classification and compensation study.
- Director Rowen added that the Director of Information Services also expressed similar concern regarding the salary range. He agreed with Ms. Cartee-McNeely that the new classification and compensation study will resolve this problem.
- Commissioner Jenkins inquired about the new classification and compensation study and the process used in its development.
- Director Rowen explained the guidelines for implementing the study based on an agreement between SEIU and the District. The Personnel Commission is responsible for correct internal alignment of classifications within a specific job family or related families. There will be several discussions regarding the implementation process—whether the classifications will be analyzed by a job family, so that the study can rotate in the course of five (5) years, or whether to conduct it holistically for the entire District.
- Commissioner Jenkins inquired about rationale for placing the Audio-Visual Technician within the Facility job family. Ms. Cartee-McNeely replied that the position functions within the Facility Use Department working with the Barnum Hall on performing arts productions.
- Commissioner Jenkins inquired about the recruitment challenges, and how the proposed revisions will resolve them. Director Rowen pointed out that the former requirements limited the candidate pool; hence, clarifying and consolidating Duty, Knowledge and Ability statements will enable to obtain a greater variety of candidates in this field of expertise.

A.02 Classification Revision:
Construction Supervisor within the Maintenance job family

It was moved and seconded to approve the Director’s recommendations for item III.A.02 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Rowen provided a brief background of the classification revisions for Construction Supervisor. He described the methodology used in the review process, specifically as it relates to equivalency provisions of minimum qualifications in Experience and Education.
- Commissioner Inatsugu inquired about eliminating the minimum requirements for supervision or lead capacity as this is a supervisory classification.
- Director Rowen stated that this minimum requirement would hinder otherwise qualified District employees from a promotion.

- Commissioner Inatsugu asked about a training program for newly promoted managers. Dr. Kelly explained that there are opportunities for current employees to work out of class in order to provide them with a professional development, as well as they can participate in a variety of training sessions. New supervisors receive a lot of professional support and on-point training on how to be a manager.
- Commissioner Jenkins asked about the classifications and the number of employees an incumbent in this classification will supervise. Director Rowen replied that this position supervises Facility Technician and possibly administrative staff.
- Commissioner Jenkins also asked about the classifications eligible for promotion into this position. Director Rowen stated that Facility Technician would be suitably equipped to promote to Construction Supervisor.
- Commissioner Jenkins inquired about the classification's title in relations to the industry standards. Director Rowen worked closely with the Chief Operation Officer who did not propose any alternatives to the title.
- Commissioner Jenkins asked about the differences in duties between the existing Construction Supervisor position and the newly established one. Director Rowen stated that the existing Construction Supervisor is mostly working on renovations of the District current facilities, and the new Construction Supervisor will work on new construction related to recent bond measures.

A.03 Classification Revision:
Maintenance Supervisor within the Maintenance job family

It was moved and seconded to approve the Director's recommendations for item III.A.03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Rowen provided a brief background of the classification revisions for Maintenance Supervisor. He described the methodology that was used in the review process, pointing out that the same rationale as with the Construction Supervisor was applied for eliminating the supervisory requirement.
- Requirements of using a personal vehicle and telephone were removed as the incumbent will use a District transportation and telephone.
- Director Rowen emphasized the newly added duty-- number 14 -- to respond promptly to maintenance-related emergencies using a District-provided cell phone, both during and outside of regular work hours.
- Commissioner Jenkins inquired about the number of incumbents in this classification and what classifications they will supervise. Director Rowen stated that it is a single incumbent classification at the District. This position supervises Metal Worker, Plumber, HVAC Technician, Carpenter,

Electrician, Skilled Maintenance Worker, and other classifications within the Maintenance Department.

- **Commissioner Jenkins inquired about the type of recruitment that will be used for this position. Director Rowen stated it is an open and promotional.**
- **Currently, one of the employees in the Maintenance Department is working out of class.**

IV. DISCUSSION ITEMS:

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

- No Discussion

V. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VI.D.2. (for SMMUSD School Board Agenda)
 - September 20, 2018Classified Personnel - Merit Report - No. VIII.D.2.
 - October 4, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - September 20, 2018Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - October 4, 2018
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2018 - 2019
- I.06 Board of Education Meeting Schedule
 - 2018 – 2019

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
 Wednesday, November 14, 2018, at 4:30 p.m. - *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:
 Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of 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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

TIME ADJOURNED: 5:30 p.m.

Submitted by:

 Eric Rowen
 Secretary to the Personnel Commission
 Director, Classified Personnel

The meeting was adjourned in memory of victims of Hurricane Michael.

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.