



PERSONNEL COMMISSION MEETING AGENDA

April 18, 2019

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Thursday, April 18, 2019**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on April 18, 2019

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

- G.06 Approval of Minutes for Regular Meeting on March 13, 2019

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

Approval of Minutes for Special Meeting on April 4, 2019

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

April 18, 2019

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Thursday, April 18, 2019**, at **4:30 p.m.**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on April 18, 2019

G.06 Approval of Minutes for Regular Meeting on March 13, 2019

Approval of Minutes for Special Meeting on April 4, 2019

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

G.08 Personnel Commissioner Comments/Reports:

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

G.09 Communications:

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

- SEIU Report
- Board of Education Report

G.10 Public Comments:

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

II. CONSENT CALENDAR:

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

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

Classification

Eligibles

Assistant Director – Fiscal Services	5
Campus Monitor	16
Education Data Specialist	1
Facilities Technician	4
Instructional Assistant - Bilingual	6
Lead Grounds Person	5
Paraeducator-1	9
Paraeducator-2	2
Paraeducator-3	4
Plumber	4
Senior Office Specialist	11

C.02 Advanced Step Placement:

Katherine Long in the classification of Paraeducator-1 at Range 20, Step B

- C.03 Advanced Step Placement:
Mark Marin in the classification of Instructional Assistant - Bilingual at Range 20, Step B
- C.04 Advanced Step Placement:
Denise Perez in the classification of Paraeducator-1 at Range 20, Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Appointment of Mrs. Lauren Robinson as an Interim Personnel Commissioner
- A.02 Appointment of Mrs. Maria Stewart as an Interim Personnel Commissioner
- A.03 Classification Revision:
Chief Steward within the Personnel job family
- A.04 Classification Revision:
Director of Classified Personnel within the Personnel job family

IV. DISCUSSION ITEMS:

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

- D.01 Proposed Budget – Personnel Commission Fiscal Year 2019/20 - First Reading

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. V.D.2. (for SMMUSD School Board Agenda)
 - March 21, 2019Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
 - April 3, 2019
- I.04 Classified Personnel - Non-Merit Report - No. V.D.3.
 - March 21, 2019

Classified Personnel – Non-Merit Report No. VIII.D.3. (for SMMUSD School Board Agenda)

- April 3, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2018 - 2019
- I.06 Board of Education Meeting Schedule
- 2018 – 2019

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	8/14/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	9/11/19
Merit Rules Revisions Update - Definitions	Discussion	10/9/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 8, 2019, at 4:30 p.m. - *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

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

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

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

XI. ADJOURNMENT:

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

Submitted by:

Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

March 13, 2019

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, March 13, 2019**, 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 and Waterstone were present.

G.03 Pledge of Allegiance: Mr. Eric Rowen, Director of Classified Personnel, led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: March 13, 2019
It was moved and seconded to approve the agenda as submitted. The motion passed.

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

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

G.06 Motion to Approve Minutes: February 13, 2019

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - Director Rowen expressed his gratitude to Ms. Clare Caldera, Personnel Analyst, for assisting with the last regular Personnel Commission meeting as he had to attend to a family emergency.
 - Director Rowen updated the Personnel Commission about the status of the new Personnel Commissioners' appointment. The Personnel Commission staff has reached to the State Superintendent's Office, but no definite response was given. If the new Personnel Commissioners are not appointed by the next regular meeting in April, they will be appointed as interim Commissioners.
 - Director Rowen informed the Personnel Commission about the Personnel Commission Office to be fully staffed again as the employee who was on a long term leave has returned to work in full capacity.
 - Director Rowen notified the Personnel Commission about a planned revision of the Advanced Step Placement process once the new Personnel Commissioners are appointed.
 - Commissioner Inatsugu recommended the Personnel Commission staff to be persistent in communication with the State Superintendent's Office, especially since some changes in personnel have taken place.
 - Commissioner Waterstone inquired about communication with recipients of Advanced Step Placement who had expected to be awarded with a higher step than the one they received.
 - Director Rowen clarified the policy of awarding a specific step based on education and experience that must be included during the application process. This policy will be re-examined and re-defined during the revision of Advanced Step Placement's criteria.

G.08 Personnel Commissioner Comments/Reports:

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

- Commissioner Waterstone expressed her hopes for a timely appointment of the new Personnel Commissioners by the State Superintendent of Public Instruction.

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 expressed her gratitude to Commissioner Inatsugu for her dedicated service to the District and Santa Monica community.**
 - **Ms. Cartee-McNeely reported on SEIU's continuous work of labor management teams in Transportation, Special Education and Maintenance and Operations departments.**
 - **Ms. Cartee-McNeely expressed SEIU's intent to schedule meetings with the Personnel Commission to discuss a classification and compensation study.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU requesting a joint meeting with the Board of Education President, Vice-president, the Superintendent, and SMMCTA to discuss the loss of the ERAF funding.**
 - **Ms. Cartee-McNeely acknowledged that the SEIU membership has increased in SMMUSD as well as in LAUSD this school year.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about the last Board of Education meeting where a couple of presentations addressed the District's budget-including basic aid funding and also the loss of the Education Revenue Augmentation Fund (ERAF).**
 - **Dr. Kelly explained the source, characteristics, calculations, and potential impact of this specific funding.**
 - **Dr. Kelly has also notified the Personnel Commission about two other presentations that took place at the last Board of Education meeting.**
 - **One was a presentation by FCMAT, a private agency, that provides guidance to school districts in the area of business and financial management practices. They are specifically assisting the District with the Special Education program. The other presentation dealt with proposed sustainability plan, developed with input from students and community.**
 - **Dr. Kelly informed the Personnel Commission about the Board's focus on project-based learning at Olympic High School, a program for one hundred students in ninth grade next year.**
 - **Dr. Kelly informed the Personnel Commission about the merger of Juan Cabrillo Elementary School and Point Dume Marine Science School. The Board of Education will hear a recommendation for the school's new name, Malibu Ocean Elementary School, at their regular meeting on March 21, 2019.**
 - **Dr. Kelly notified the Personnel Commission about the Human Resources department's staffing assessments and recruitments for 2019-2020 school year.**

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>
Accounting Technician	9
Cafeteria Cook/Baker	4
Director of Purchasing	8
Gardener: 19-01	3
Gardener: 19-02	5
Instructional Assistant - Classroom	11
Paraeducator-1	8
Paraeducator-2	1
Paraeducator-3	2
Technical Theater Technician	2

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Senior Office Specialist	14
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C.02 Advanced Step Placement:

Corina Carlstroem in the classification of Instructional Assistant - Classroom at Range 18, Step C

C.03 Advanced Step Placement:

Stephanie Evans in the classification of Bus Driver at Range 30, Step C

C.04 Advanced Step Placement:

Delvin Glymph in the classification of Job Development and Placement Specialist at Range 31, Step D

C.05 Advanced Step Placement:

Christopher Price in the classification of Audio-Visual Technician at Range 34, Step C

- C.06 Advanced Step Placement:
Asuncion Ramos in the classification of Children's Center Assistant-3 at Range 19, Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.06. The motion passed.

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

REPORT AND DISCUSSION

- Director Rowen expressed his appreciation of completing recruitments in participation of vacancies created by the Supplemental Early Retirement Plan.
- Director Rowen brought attention to the strong Director of Purchasing eligibility list with eight (8) candidates.
- Director Rowen provided rationale for extending the Senior Office Specialist eligibility list as several vacancies will be created by SERP.
- Ms. Cartee-McNeely inquired about the two eligibility lists for Gardener. Director Rowen explained the reasoning as it is related to two recruitments for positions with different work hours.

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action

IV. DISCUSSION ITEMS:

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

- No Discussion

V. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
 - March 7, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - March 7, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2018 – 2019
- I.06 Board of Education Meeting Schedule
 - 2018 – 2019

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	4/10/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	5/8/19
Merit Rules Revisions Update - Definitions	Discussion	6/12/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Thursday, April 18, 2019, at 4:30 p.m. - District Office Board Room

The Personnel Commission has rescheduled the next regular meeting in order to secure a quorum.

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:13 p.m.

Submitted by:

Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

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SPECIAL PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 4, 2019

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

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, April 4, 2019**, at **10:06 a.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 Special Meeting of the Personnel Commission was called to order at 10:06 a.m.
- G.02 Roll Call:** Commissioners Inatsugu, Waterstone, and Commissioner Appointee Stewart were present.
- G.03 Pledge of Allegiance:** Commissioner Waterstone led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** April 4, 2019

It was moved and seconded to approve the agenda with the following amendments. 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.

- Agenda Item D.01 – “Discussion Items – Recruitment of Director of Classified Personnel” and “Closed Session” were moved before “Consent Calendar.”
- The language stating that “a discussion regarding revisions to the classification specifications and examination will be held in closed session...” was revised to “a discussion regarding revisions to the classification specification as they relate to examination materials will be held in closed session...”

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

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):

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Director of Classified Personnel	4
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It was moved and seconded to approve an alternate Consent Calendar motion for the Agenda Items C.01. The motion passed.

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

REPORT AND DISCUSSION

- Commissioner Waterstone stated that the Commission has discussed this item. The extension of the list is a good option to expedite the process, but the Commission unanimously agreed that it is in the District’s best interest to do the Commission’s due diligence and open a new recruitment and not move forward with the eligibility list extension.
- The Commission encourages the candidates on the list to apply; hence the Commission directs Director Rowen to contact those on the list and encourage them to apply in the new recruitment.

III. DISCUSSION ITEMS:

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

D.01 Recruitment of Director of Classified Personnel

REPORT AND DISCUSSION

- Director Rowen expressed gratitude and appreciation of working for the District. He has received the opportunity to join the Los Angeles County Office of Education as an Executive Director of Classified Human Resources.
- Director Rowen presented three (3) recruitment strategies for the Director of Classified Personnel. First two options would involve a new recruitment managed either within the Personnel Commission department or by an outside consultant. The third option would be to extend the existing eligibility list that recently expired in early March.
- Commissioner Waterstone congratulated Director Rowen on his new position with the Los Angeles County Office of Education.
- Commissioner Inatsugu presented several points to consider in the recruitment and hiring process of a new Director of Classified Personnel. She posed a question regarding essential skills and abilities of the new director, and how they should frame the recruitment process.
- Commissioner Inatsugu proposed to review and re-evaluate the framework of the last recruitment.
- Commissioner Inatsugu inquired about the possibility of extending the existing eligibility list.
- Commissioner Inatsugu pointed out the District's vacancies created by SERP, Special Education's needs- based on FCMAT's recommendations, and also a classification and compensation study, a negotiation item between the District and SEIU. She expressed the need to hear from Director Rowen, Ms. Cartee-McNeely, and Dr. Kelly in order to learn how these matters will impact the work demands on the Personnel Commission.
- Commissioner Inatsugu suggested to discuss hiring an outside interim director before a permanent director is selected.
- Commissioner Inatsugu emphasized discussing timelines based on Director Rowen's last day with the District.
- Dr. Kelly expressed his appreciation for Commissioner Inatsugu's points to consider in the Director of Classified Personnel recruitment.
- Dr. Kelly commended the Personnel Commission staff for pro-active approach and early initiation of several recruitments for vacancies created by SERP. The District is currently evaluating which of these vacant positions will be filled for the start of the new school year.
- Dr. Kelly emphasized the importance of reflection on the previous recruitment process.
- Dr. Kelly offered the District's assistance and support for the Personnel Commission staff.
- Ms. Cartee-McNeely concurred with Commissioner Inatsugu and Dr. Kelly's comments. She added that there will be additional vacancies at

the end of this school year; hence, the work load of the Personnel Commission in the next few months will be enormous.

- Director Rowen provided a detailed summary of the previous recruitment and examination process.

IV. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

V. CLOSED SESSION:

The Commission adjourned to closed session at **10:31 a.m.** pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

The Commission reconvened into open session at **11:50 a.m.** and reported on the following action taken in closed session:

The Commission unanimously agreed to seek an appointment of an interim director and proceed with a new recruitment for the position of a Director of Classified Personnel.

VI. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Thursday, April 18, 2019, at 4:30 p.m. – District Office Board Room

VII. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 11:55 a.m.

Submitted by:

Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, April 18, 2019

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Long, Katherine

Hire Date: 3/13/2019

ASP Request Submitted: 4/8/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Katherine Long	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> Katherine Long has a Bachelor's degree in Recreation. 	1 level of education above the required level =1 Step Advance (Max. allowed) 0 (2-year periods) of experience above the required level =0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Long's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The gross difference in pay is an approximate increase of \$.71 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, April 18, 2019

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Mark Marin

Hire Date: 03/01/2019

ASP Request Submitted: 03/31/2019

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant, Bilingual	Employee: Mark Marin	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; OR Must pass the District's Instructional Assistant written examination, demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Mark Marin meets the education requirement. 	0 level of education above the required level = 0 Step Advance (Max. allowed)
<u>Experience:</u> Preferred: Six (6) months paid or verifiable volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people.	<ul style="list-style-type: none"> Mark Marin exceeds the experience requirement. He has worked and volunteered with school-aged children and young people for a period of 3 ½ years. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Marin's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The gross difference in pay is an approximate increase of \$.72 per hour, \$46.50 per month, or \$279 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, April 18, 2019

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Denise Perez

Hire Date: 10/09/2018

ASP Request Submitted: 12/10/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Denise Perez	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> Denise Perez has a Bachelor's degree in Psychology. 	1 level of education above the required level =1 Step Advance (Max. allowed) 0 (2-year periods) of experience above the required level =0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Perez's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The gross difference in pay is an approximate increase of \$.72 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Thursday, April 18, 2019

AGENDA ITEM NO: III.A.01

SUBJECT: Appointment of Mrs. Lauren Robinson as an Interim Personnel Commissioner

BACKGROUND INFORMATION:

With two vacancies on the Personnel Commission and Interim Personnel Commissioner Mrs. Barbara Inatsugu's term expiring after the April 2019 regular meeting, it is necessary to appoint new interim commissioners to ensure a quorum is met in upcoming Personnel Commission meetings.

On February 7, 2019, the SMMUSD Board of Education approved two individuals to join the Personnel Commission but the California Office of the State Superintendent has not yet finalized their appointment, as required by state law. While that approval process is pending, these two individuals will be appointed to the Commission in an interim capacity.

According to California Education Code EDC § 45248(b-d), an interim appointment may be utilized to fill a vacancy to "insure the continuance of the functions of the personnel commission" for up to 60 days. Until the new Personnel Commissioners are officially appointed by the Office of the State Superintendent, it will be necessary to appoint Ms. Robinson as an interim Commissioner for the months of May and June, 2019. We anticipate that her official appointment will be completed before the conclusion of this 60-day interim assignment.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the appointment of Mrs. Lauren Robinson as an Interim Personnel Commissioner, effective May 2019, to continue the functions of the Commission.

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



PERSONNEL COMMISSION

Regular Meeting: Thursday, April 18, 2019

AGENDA ITEM NO: III.A.02

SUBJECT: Appointment of Mrs. Maria Stewart as an Interim Personnel Commissioner

BACKGROUND INFORMATION:

With two vacancies on the Personnel Commission and Interim Personnel Commissioner Mrs. Barbara Inatsugu's term expiring after the April 2019 regular meeting, it is necessary to appoint new interim commissioners to ensure a quorum is met in upcoming Personnel Commission meetings.

On February 7, 2019, the SMMUSD Board of Education approved two individuals to join the Personnel Commission but the California Office of the State Superintendent has not yet finalized their appointment, as required by state law. While that approval process is pending, these two individuals will be appointed to the Commission in an interim capacity.

According to California Education Code EDC § 45248(b-d), an interim appointment may be utilized to fill a vacancy to "insure the continuance of the functions of the personnel commission" for up to 60 days. Until the new Personnel Commissioners are officially appointed by the Office of the State Superintendent, it will be necessary to appoint Ms. Stewart as an interim Commissioner for the months of May and June, 2019. We anticipate that her official appointment will be completed before the conclusion of this 60-day interim assignment.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the appointment of Mrs. Maria Stewart as an Interim Personnel Commissioner, effective May 2019, to continue the functions of the Commission.

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



PERSONNEL COMMISSION

Regular Meeting: Thursday, April 18, 2019

AGENDA ITEM NO: III.A.03

Classification Description Revision: Chief Steward

BACKGROUND INFORMATION:

The Director of Classified Personnel worked with a retired SEIU steward and the Director of Union-Employer Relations from SEIU to update the Chief Steward classification description for the purposes of an upcoming recruitment. No revisions had been made since the classification was initially established in 2000, so significant updates were made throughout.

METHODOLOGY:

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

- Met with a retired steward and the Director of Union-Employer Relations from SEIU to review the classification description in anticipation of an upcoming recruitment.

ANALYSIS & FINDINGS:

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

- The classification description's format was updated to reflect the most recent standard format used by the SMMUSD Personnel Commission office.
- Extensive changes were implemented throughout all sections of the classification description, incorporating recommendations from the current Chief Steward, Assistant Superintendent of Human Resources, the retired SEIU steward, and SEIU's Director of Union-Employer Relations.
- A minimum education requirement was added to match with the needs of the position, along with other requirements regarding active membership as a current SEIU steward.
- New sections were added for "Supervision" and "Working Conditions", to align this class description with other SMMUSD classifications' formatting and requirements.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Chief Steward classification description as provided.

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



CLASSIFICATION DESCRIPTION

BARGAINING UNIT: SEIU

CLASS CODE: 541453

SALARY RANGE: A-40

CHIEF STEWARD

BASIC FUNCTION:

Under the direction of ~~an assigned supervisor~~ the Santa Monica Malibu Unified School District (SMMUSD) Steward Council and SEIU Local 99 Field Representative, identify employer-employee ~~related matters within affecting~~ the classified staff; ~~and Personnel Commission scope of jurisdiction and provide early intervention and resolution for employees and the District; communicate and monitor the District's implementation of relevant's application of employment rules, regulations, contracts, and bargained agreements; provide early intervention and resolution for potential conflicts between employees and the District; contracts, Merit Rules, Education Code, and District policies and procedures for equitability; provide or delegate oversee~~ Union representation ~~to of~~ members ~~during evaluations, investigations, and in~~ disciplinary related matters; ~~and represent Union interests in a variety of committees and meetings.~~

MINIMUM QUALIFICATIONS

EDUCATION:

~~Participate in SEIU Local 99 Steward Training.~~ High school diploma or recognized equivalent.

EXPERIENCE:

~~Current permanent classified SMMUSD employee. At least t~~Two (2) years of active and pro-active steward participation (in good standing) in Union-related matters within the District, ~~including participation in one (1) or more Union/District committee(s).~~

LICENSES AND OTHER REQUIREMENTS:

- ~~Attend SEIU monthly Steward Council meetings at the Local (at least 4 per year).~~
- ~~A valid Class C driver's license and the availability of private transportation or access to transportation between job sites is required~~
- ~~Some college-level coursework in labor relations, business communications, business law, or a related field is preferred.~~

~~Attend SEIU monthly Steward Council meetings at the Local (at least 4 per year).~~

REPRESENTATIVE DUTIES:

1. ~~Performs a variety of complex and confidential administrative-level duties related to District compliance with the collective bargaining agreement (CBA), Merit Rules, memoranda of understanding (MOUs), local, state, and federal regulations, and SMMUSD policies and procedures impacting classified employees.~~

2. Assists employees in navigating District policies and procedures related to the rights and responsibilities of both the employee and the District.
3. Represents or assigns Union representation for employees in complaints, evaluations, probation, investigations, disciplinary issues, and interactive meetings for work-related or personal injury/illness.
4. Prepares and delivers grievance packets with evidence and documentation; monitors grievance process through mediation and resolution, including arbitration proceedings.
5. Attends all negotiation caucuses and processes as a permanent member of the SEIU/SMMUSD Bargaining Committee.
6. Attends labor management meetings and other committees (e.g. District LCAP meeting, District Safety Committee, Joint Health & Welfare Committee); makes presentations and reports on behalf of the Union; and documents results to share with Steward Council and classified staff.
7. Develops and distributes agendas and minutes for SEIU's monthly Steward Council Meeting, Labor Management Team (LMT) monthly meetings, SEIU's monthly Superintendent's Meetings, and SEIU's bi-weekly meetings with District's Assistant Superintendent, Human Resources.
8. Maintains historical records of meetings attended, actions taken, and the interpretation and application of employment rules, regulations, contracts, and bargained agreements.
9. Presents Union information at New Employee Orientation (NEO) meetings, processes new union membership, and encourages active membership through direct contact with new hires and union members or indirect communication through site stewards.
10. Provides statements to press and the public regarding Union and employee positions related to District decisions and actions.
11. Performs related duties as assigned.

~~Performs a wide variety of highly responsible, confidential and complex administrative-level duties relating to contractual, merit rules, and employee matters and issues.~~

~~Attendance, representation, and oral presentations and reports to labor management meetings* and committees* is required.~~

~~Develops and maintains historical resources (written documentation) of meetings attended.~~

~~Develops and distributes agendas and minutes for SEIU's monthly Steward Council Meeting, SEIU's issues for monthly Superintendent's Meetings, and SEIU's meetings with District's Assistant Superintendent – Human Resources. Permanent member of the SEIUSMMUSD Bargaining Committee.~~

~~Provides statements to press and other public entities on Union and employee positions related to District decisions and actions.~~

~~Provides or delegates Union representation for employees with complaints and/or disciplinary issues.~~

~~*- Board of Education and Personnel Commission meetings, New Employee Orientations, General Membership meetings, City Council meetings, Oversight Committees~~

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 SMMUSD Local Chapter-Steward Council and the SEIU Field Representative. The SEIU Local 99 Field Representative conducts the performance evaluations with input from the SMMUSD Steward Council and the Superintendent or his/her designee. May provide work direction and training to site stewards and union members.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Terms and conditions of the current SMMUSD/SEIU Collective Bargaining Agreement (CBA)
- SMMUSD Merit Rules and other District and department policies and regulations
- SEIU Local 99 By-Laws
- California Education Code, Government Code, and other local, state, and federal laws, as applicable
- Public Employee Relations Board (PERB) processes and procedures
- Negotiation procedures and ~~ed Contract Agreement~~ processes including Interest Based Bargaining (IBB)
- ~~Merit Rules~~
- ~~District and Department Policies~~
- ~~SEIU Local 99 By-Laws~~

ABILITY TO:

- Understand and ~~i~~interpret current negotiated contract relevant employment rules, regulations, contracts, and bargained agreements., Merit Rules, District Policies and Department Policies.
- Work collaboratively in committees with diverse populations and opinions.
- Prepare detailed written documentation from meetings, committees, investigations, and employee evaluations and representations and maintain historical records for seven (7) years.
- Communicate effectively orally and in writing for a variety of audiences and diverse settings.
- Utilize current technology for communication and correspondence.
- Conduct investigations and interviews including fact-finding related to employee complaints, issues, evaluations, and disciplinary matters.

- Mediate between employees and supervisors, and work to resolve matters and issues to the benefit of the employee and the District.
 - Resolve issues and conflicts, exchange information, and continually develop communication between classified employees, certificated staff, supervisory, and management personnel.
 - Work collaboratively with the District on resolutions including grievances procedures.
- ~~• Ability to take detailed notes and transcribe into minutes for historical references. Detail oriented, excellent communication skills, computer proficiency, good phone etiquette, strong written and interpersonal communication skills a must, and ability to utilize current technology for communication and correspondence.~~

~~Requires fact-finding, investigation and interview skills related to employee complaints and issues.~~

~~Ability to mediate between employees and supervisors, and work to resolve matters and issues to the benefit of the employee and the District.~~

~~Communicates on a daily basis with District and site administrators, District and union personnel to resolve issues and conflicts, exchange information and continually develop communication between classified employees, certificated staff, supervisory and management personnel.~~

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with administrators, supervisors, co-workers, faculty, program administrators, and public and private representatives. The employee will also travel to school sites and other district facilities as needed to perform the duties of the position.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate standard office equipment. The position occasionally requires bending, stooping, reaching pushing and pulling drawers to retrieve and file information and lifting and carrying reports that typically weigh less than 20 pounds.

CLASSIFICATION ESTABLISHED:
UPDATED:

Approved: July 1, 2000
Proposed Revision: April 18, 2019



PERSONNEL COMMISSION

Regular Meeting: Thursday, April 18, 2019

AGENDA ITEM NO: III.A.04

Classification Description Revision: Director – Classified Personnel

BACKGROUND INFORMATION:

The Director of Classified Personnel worked with the Personnel Commission Chairperson to review and update the classification description for the purposes of an upcoming recruitment. The most recent revisions were made in January 2018, so only minor updates were required.

METHODOLOGY:

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

- Met with the Personnel Commission Chairperson to review the classification description in anticipation of an upcoming recruitment.
- Compared the classification description with similar classifications at other school districts to ensure similarity in the requirements and duties.

ANALYSIS & FINDINGS:

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

- Minor changes in wording and format were updated throughout to reflect the most recent standards used by the SMMUSD Personnel Commission office.
- The minimum requirements were updated to include relevant areas of study for the education requirement and equivalency provision. Also, language was updated to clarify the amount and type of experience required, including which experience could be substituted with a graduate degree – one year of non-supervisory experience may be substituted.
- Updated wording in the Representative Duties and Knowledge and Abilities sections were made to clarify the needs of this position.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Director – Classified Personnel classification description as provided.

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



CLASSIFICATION DESCRIPTION

BARGAINING UNIT: Non-Represented

CLASS CODE: 510902

SALARY RANGE: M64

DIRECTOR – CLASSIFIED PERSONNEL

BASIC FUNCTION:

Under the direction of the Personnel Commission, plan, organize and direct the personnel management program for the classified service of the District in ~~conformance~~ compliance with the Education Code, Merit Rules, and collective bargaining agreement; supervise and evaluate the performance of assigned staff.

MINIMUM QUALIFICATIONS

EDUCATION:

Bachelor's degree in public administration, human resources, industrial/organizational psychology, or other field related to the job requirements of this classification from an accredited college or university.

EXPERIENCE:

Five (5) years of ~~public sector~~ human resources or personnel administration experience at the aAnalyst level or higher. Including Qualifying experience must include recruitment and selection, examination development and administration, classification, and salary administration, with at least two (2) years in a supervising assigned staff position. Management experience in a K-14 public education California Merit System is preferred.

EQUIVALENCY:

An ~~advanced graduate~~ degree in public administration, human resources, industrial/organizational psychology, or other field related to the job requirements of this classification from an accredited college or University may ~~be considered in lieu of~~ substitute for one (1) year of the required non-supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

A valid ~~California~~ Class C driver's license and availability of private transportation or ~~ability~~ access to ~~provide~~ transportation between job sites ~~may be~~ is required.

REPRESENTATIVE DUTIES:

1. Directs the procedures required for the administration of the District's classified personnel program in ~~conformity~~ compliance with applicable Federal and State law,

Merit System provisions of the State Education Code, Personnel Commission Rules, Board of Education policies and procedures, and collective bargaining agreements.

2. Overseess the District's classification plan by supervising and/or conducting classification and compensation studies; preparess and approvess classification recommendations for presentation to the Personnel Commission.
3. Planss, organizess, directss, and evaluatess the work of the Personnel Commission staff and supervisess the maintenance of classified personnel files and records.
4. Planss, organizess, implementss, directss, and evaluatess a program of recruitment, equal employment opportunity, job-related employment examinations, selection, assignment of classified employees by supervising staff assigned to the preparation of vacancy announcements, screening of employment applications, development and administration of employment examinations, promulgation of eligibility lists and certification of eligible candidates to vacancies; ~~R~~receivess criminal conviction information of applicants and employees from authorized district representatives; auditss and approvess the assignment of employees; maintainss transfer lists and approvess transfer requests.
5. Servess as secretary to the Personnel Commission; overseess the preparation of meeting agendas and minutes; providess technical expertise, information, and assistance to the Commission regarding assigned functions, and assistss as needed in the formulation and development of policy and goals.
6. Providess assistance and counseling to classified employees and District administrators in the interpretation of Merit System law, Personnel Commission Rules and procedures, Board of Education policies and procedures, collective bargaining agreements, and disciplinary action matters.
7. Communicatess with administrators, employee organizations, employees, and independent contractors to coordinate programs and activities, resolve issues and conflicts, and exchange information.
8. Regularly ~~brief~~ collaborates with the Assistant Superintendent of Human Resources ~~on regarding~~ the state of the Classified Service to assure efficient, timely communication.
9. Investigatess employee appeals to disciplinary action and complaints of Personnel Commission Rules violations; ~~d~~Directss arrangement for hearings ordered by the Personnel Commission.
10. Developss, preparess, administerss, and presentss to the Board of Education the Personnel Commission's annual budget, and annual report of Personnel Commission activities.
11. Preparess a variety of narrative and statistical reports and conductss research in areas related to public personnel management or as directed by the Personnel Commission.

12. Workss effectively as a member of the district management team.

~~12.~~13. Performs related duties as assigned.

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel*

so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

SUPERVISION:

Supervision is received from the Personnel Commission and/or their designee/~~delegatee~~. Supervision is exercised over ~~the~~ Personnel Commission staff.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- ~~Planning, organization and direction of the personnel management program for classified service.~~
- Merit System and provisions of the Education Code applicable to personnel practices and procedures.
- Principles and practices of public personnel administration including position classification, salary administration, recruitment, examination₁ and employee assignments.
- Principles and practices of employee training and supervision.
- Statistical₇ research and survey methods and techniques.
- Report writing methods and techniques.
- Budget preparation and control.
- ~~Oral and written communication skills.~~
- Principles and practices of administration, supervision₁ and training.
- Applicable laws, codes, regulations, policies and procedures, including Equal Employment Opportunity, Disability Law, policies₁ and practices.
- ~~Interpersonal skills using tact, patience and courtesy.~~
- ~~Effective customer service techniques.~~

ABILITY TO:

- Efficiently plan, organize and direct the personnel management program for the classified service of the District in ~~conformance~~ compliance with Merit System law and the rules and regulations₅ of the Personnel Commission.
- Obtain, organize, accurately₇ analyze₁ and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission and the Board.
- Effectively supervise and evaluate the performance of assigned staff.
- Provide leadership and create a positive work environment to accomplish organizational goals.
- Exercise sound judgment in the interpretation of laws, rules, policies, practices₁ and procedures.
- Prepare and present comprehensive and effective oral and written reports.
- Effectively advise appropriate personnel on disciplinary hearings, procedures and problems.

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little or no direction.
- ~~Plan and organize work~~
- Direct the maintenance of variety of reports and files related to classified personnel.
- Provide effective customer service.
- Collaborate Effectively interact with a variety of other Departments District stakeholders including unions, employees, administration, and department management.

WORKING CONDITIONS:

ENVIRONMENT:

Work is primarily performed in an office environment. Occasional site visits may be required. Incumbent will be required to attend occasional evening and weekend meetings.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information. Seeing to read a variety of materials. Dexterity of hands and fingers to operate a keyboard and other standard office equipment. Sitting for extended periods of time.

DUTIES APPROVED

BOARD OF EDUCATION:

No date.

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

Revised: December 14, 2004

Revised: August 23, 2012

Revised: January 16, 2018

Proposed Revision: April 18, 2019

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Thursday, April 18, 2019

AGENDA ITEM NO: IV.D.01

SUBJECT: Proposed Budget – Personnel Commission FY 2019-2020 – First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission's FY 2019-2020 proposed budget for a first reading. In accordance with Education Code Section §45253, "the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district." The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2019. (Please see the attached Proposed Budget).

At a preliminary budget meeting with District Administrators, the District tentatively agreed to the proposed budget with consideration for base salary increases and changes to benefits that will take place. It is worth noting that the District business and fiscal leadership have been very collaborative and helpful throughout the preliminary budget planning process, which is greatly appreciated by the Director of Classified Personnel.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 8, 2019.

Attached to this item is a document that was previously created for the Merit System Training Series. It contains information on the budget approval and adoption process, the role and authority of the Personnel Commission and Board of Education, and references to Ed Code and the Merit Rules.

PERSONNEL COMMISSION

Merit System Workshop

TOPIC	PC Budget Authority and Process
THE BASICS	<ul style="list-style-type: none"> The PC shall prepare a proposed budget for approval by the County Superintendent The PC shall conduct a public hearing on its proposed budget by May 30 each year and consider feedback from all before approving the proposal If not approved by the County Superintendent, the previous year approved budget amount will serve as the proposed budget amount
REFERENCES	1) Education Code - 45253 2) Merit Rules - 2.4.1

Procedure for PC Budget Approval at SMMUSD

- The Director meets with the Assistant Superintendent of Business and the Director of Fiscal Services in February or March to discuss options and limitations related to the following fiscal year budget.
- The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
- The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
- The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
 - The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
 - Prior to approval of the proposed budget, the PC will fully consider feedback from the Board or other concerned persons. [Merit Rule 2.4.1.C]
- Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
- After approval by the PC, the proposed budget package is **SUBMITTED TO COUNTY SUPERINTENDENT** at LACOE for final approval. [Merit Rule 2.4.1.D]
- The County Superintendent approves or rejects the proposed budget.
 - If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
 - If Rejected: a public hearing is arranged by LACOE at SMMUSD within 30 days of the submission date. The proposed budget is ultimately amended with approval from the PC or rejected without approval from the PC. If the proposed budget is not approved, the previous year approved budget amount will serve as the proposed budget amount. [Education Code 45253.C]

SEE LEGAL BREAKDOWN ON FOLLOWING PAGE

LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p>Education Code 45253 - Budget; personnel commission; hearings; adoption or rejection; amendments</p> <p>(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255 [Expenditure of funds for staff training].</p> <p>(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.</p> <p>(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.</p>	<ul style="list-style-type: none"> • The PC shall prepare its own departmental budget to be included in the District's regular budget after approval by the county superintendent. • The PC budget may include funding for staff development • The PC shall conduct a public hearing regarding its budget by May 30th each year. • The PC shall invite Board members and District administrators to express feedback on the budget. • The PC shall approve and submit its proposed budget to the county superintendent. • If the county superintendent REJECTS the proposed budget, he/she shall hold a public hearing at SMMUSD within 30 days after submission. • After the public hearing, he/she shall either reject or amend the proposed budget. • If there is no agreement, the budget of the previous year will serve as the proposed budget.

V. Commissioner Training/Briefing:

VI. Information Items:

Open Requisitions (4/18/2019)

Req Number	Req Title	Department	Date From HR	Position Type	FTE	Date Received From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON		Vac	43.75	7/29/2015
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES		New	43.75	1/12/2018
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/24/2017
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL		Vac	31.25	8/30/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	9/8/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES		Vac	43.75	9/26/2017
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	12/11/2017
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	12/11/2017
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	4/19/2018
18-204	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY		Vac	75	6/20/2018
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/13/2018
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/24/2018
19-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018

19-022	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
19-024	PARAEDUCATOR- 1	SANTA MONICA HIGH SCHOOL		Vac	75	8/10/2018
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	8/10/2018
19-043	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/27/2018
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		New	43.75	9/5/2018
19-055	PARAEDUCATOR- 1	MALIBU HIGH SCHOOL		New	75	9/17/2018
19-067	PARAEDUCATOR- 1	FRANKLIN ELEMENTARY SCHOOL		New	75	10/3/2018
19-068	PARAEDUCATOR- 1	FRANKLIN ELEMENTARY SCHOOL		New	75	10/3/2018
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	10/8/2018
19-082	PARAEDUCATOR- 1	MALIBU HIGH SCHOOL		Vac	75	10/26/2018
19-105	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER		Vac	60	12/11/2018
19-106	INSTRUCTIONAL ASSISTANT- BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL		Vac	43.75	11/30/2018
19-108	CAMPUS SECURITY OFFICER	BUSINESS SERVICES		Vac	25	12/17/2018
19-116	PARAEDUCATOR- 3	SANTA MONICA HIGH SCHOOL		Vac	75	1/10/2019
19-117	PLUMBER	M & O (Maintenance & Operations)		Vac	100	1/10/2019
19-118	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	1/17/2019

19-120	EDUCATION DATA SPECIALIST	EDUCATIONAL SERVICES		Vac	100	1/17/2019
19-123	PARAEDUCATOR- 1	LINCOLN MIDDLE SCHOOL		New	50	1/28/2019
19-124	PARAEDUCATOR- 3	LINCOLN MIDDLE SCHOOL		Vac	75	1/28/2019
19-125	PARAEDUCATOR- 3	JOHN MUIR ELEMENTARY SCHOOL		New	75	1/28/2019
19-126	Campus Monitor	GRANT ELEMENTARY SCHOOL		Vac	0.21	1/30/2019
19-128	Campus Monitor	GRANT ELEMENTARY SCHOOL		Vac	0.21	1/30/2019
19-129	FACILITIES TECHNICIAN	M & O (Maintenance & Operations)		Vac	100	2/4/2019
19-130	INSTRUCTIONAL ASSISTANT- BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		Vac	43.75	2/6/2019
19-132	Campus Monitor	WEBSTER ELEMENTARY SCHOOL		New	37.5	2/7/2019
19-135	CHIEF STEWARD	HUMAN RESOURCES		Vac	100	2/14/2019
19-136	PARAEDUCATOR- 1	GRANT ELEMENTARY SCHOOL		Vac	75	2/14/2019
19-137	PARAEDUCATOR- 1	WILL ROGERS LEARNING ACADEMY		Vac	75	2/11/2019
19-138	ASSISTANT DIRECTOR- FISCAL SERVICES	FISCAL SERVICES		Vac	100	2/25/2019
19-139	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY		Vac	87.5	2/25/2019
19-141	SENIOR ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL		Vac	100	2/25/2019

19-142	CUSTODIAN	EDISON LANGUAGE ACADEMY		Vac	100	3/1/2019
19-144	PARAEDUCATOR- 3	EDISON LANGUAGE ACADEMY		New	75	3/1/2019
19-145	SENIOR BUYER	BUSINESS SERVICES		Vac	100	3/1/2019
19-146	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL		Vac	100	3/4/2019
19-148	PARAEDUCATOR- 2	MCKINLEY ELEMENTARY SCHOOL		Vac	75	3/7/2019
19-149	ADMINISTRATIVE ASSISTANT	SMASH (ALTERNATIVE) SCHOOL		Vac	100	3/25/2019
19-150	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL		Vac	0.19	3/21/2019
19-151	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL		Vac	0.19	4/1/2019
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL		Vac	18.75	3/21/2019
19-153	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-154	PARAEDUCATOR- 2	WILL ROGERS LEARNING ACADEMY		New	62.5	3/22/2019
19-155	PARAEDUCATOR- 2	SANTA MONICA HIGH SCHOOL		Vac	75	3/25/2019
19-156	PARAEDUCATOR- 3	LINCOLN MIDDLE SCHOOL		Vac	75	3/25/2019
19-157	PARAEDUCATOR- 3	SMASH (ALTERNATIVE) SCHOOL		Vac	75	3/18/2019
19-158	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-159	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019

19-160	ADMINISTRATIVE ASSISTANT	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-161	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-162	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-163	ADMINISTRATIVE ASSISTANT	GRANT ELEMENTARY SCHOOL		Vac	100	3/25/2019
19-164	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL		Vac	62.5	4/1/2019
19-165	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL		New	62.5	4/1/2019
19-166	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL		New	62.5	4/1/2019
19-167	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	4/9/2019
19-168	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	4/9/2019
19-169	SENIOR OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL		Vac	50	4/9/2019

Filled Requisitions (4/18/19)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-184	GARDENER	GROUPS MAINTENANCE	3/7/2019
19-012	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL	3/8/2019
19-042	ACCOUNTING TECHNICIAN	BUSINESS SERVICES	3/15/2019
19-045	INSTRUCTIONAL ASSISTANT- CLASSROOM	CABRILLO ELEMENTARY SCHOOL	4/3/2019
19-076	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL	3/14/2019
19-094	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	3/8/2019
19-102	INSTRUCTIONAL ASSISTANT- CLASSROOM	SANTA MONICA HIGH SCHOOL	3/18/2019
19-110	GARDENER	GROUPS MAINTENANCE	3/7/2019
19-121	INSTRUCTIONAL ASSISTANT- CLASSROOM	WILL ROGERS LEARNING ACADEMY	3/18/2019
19-140	DIRECTOR OF PURCHASING	BUSINESS SERVICES	3/14/2019
19-143	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	3/22/2019

**Classified Personnel – Merit
3/21/19**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Alvarez, Malissa CDS-Rogers ES	Children's Center Assistant-1 3.5 Hrs/SY/Range: 17 Step: B	2/19/19
Lacson, Andrew Fiscal Services	Payroll Specialist 8 Hrs/12 Mo/Range: 34 Step: A	2/1/19
Marin, Mark Edison ES	Instructional Assistant - Bilingual 3 Hrs/SY/Range: 20 Step: A	3/1/19
Price, Christopher Information Services	Audio-Visual Technician 8 Hrs/12 Mo/Range: 34 Step: A	2/25/19
Valdivia, Matteo CDS-McKinley ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 18 Step: B	2/19/19

PROMOTION

		<u>EFFECTIVE DATE</u>
Martinez, Melinda Special Ed-Rogers ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: D From: Paraeducator-1: 6 Hrs/SY	2/11/19

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Jala, Ariel Operations-Pt. Dume ES	Custodian 8 Hrs/12 Mo/Range: 24 Step: B	2/19/19

CAMPUS MONITOR

		<u>EFFECTIVE DATE</u>
Amarasekara, Susan Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Aranda, Antonio McKinley ES	Campus Monitor 1.33 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Dalton, Judy Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Esquivel, Sandra Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Gallardo, Irma Adams MS	Campus Monitor 3 Hrs/SY/Range: 1 Step: A	1/1/19-6/12/19
Gomez, Marco Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	2/15/19-6/12/19
Gonzalez, Simona Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Gonzalez, Teresa Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Grant, Carol Adams MS	Campus Monitor 2.5 Hrs/SY/Range: 1 Step: A	1/1/19-6/12/19

Gridley, Jake Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Gridley, Ryan Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Jackson, Tyler Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Kelly, Patricia Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Kuyama, Keiko Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Lucas, Ralph McKinley ES	Campus Monitor 0.33 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Luneva, Elena McKinley ES	Campus Monitor 2.66 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Morales, Prisma Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Ortiz, Karina Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Roe, Jennifer Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Santin, Aura Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Sernas, Angelica McKinley ES	Campus Monitor 2.41 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Shank, Kristen Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Sotoj, Maria McKinley ES	Campus Monitor 2.41 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Strauss, Yoko Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Torres, Corina Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Valdivia, Victoria Adams MS	Campus Monitor 3 Hrs/SY/Range: 1 Step: A	1/1/19-6/12/19
Velazquez, Alejandra McKinley ES	Campus Monitor 2.91 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Villero, Carmen Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19
Viviani, Mark Adams MS	Campus Monitor 3 Hrs/SY/Range: 1 Step: A	1/1/19-6/12/19

Viviani, Vhalia Adams MS	Campus Monitor 3 Hrs/SY/Range: 1 Step: A	1/1/19-6/12/19
Willie, Kyrie Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	1/7/19-6/12/19

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Burton, Lisa Fiscal Services	Payroll Specialist [overtime; payroll support]	1/1/19-6/30/19
De Leon, Adrian Special Ed-Adams MS	Paraeducator-3 [additional hours; overnight field trip]	10/26/18-10/28/18
De Leon, Adrian Special Ed-Adams MS	Paraeducator-3 [overtime; overnight field trip]	10/26/18-10/28/18
De Leon, Adrian Special Ed-Adams MS	Paraeducator-1 [additional hours; overnight field trip]	2/1/19-2/3/19
De Leon, Adrian Special Ed-Adams MS	Paraeducator-1 [overtime; overnight field trip]	2/1/19-2/3/19
Flores, Ardis Special Ed-Grant ES	Paraeducator-1 [additional hours; transportation supervision]	1/8/19-6/12/19
Gardea-Perez, Lupe CDS-Business Office	Bilingual Community Liaison [overtime; Superintendent Office translations]	8/1/18-6/30/19
Garrett, Christine Human Resources	Human Resources Technician [overtime; BEST project]	1/21/19-6/30/19
Kamkar, Vida Fiscal Services	Payroll Specialist [overtime; payroll support]	1/1/19-6/30/19
Kamkar, Vida Human Resources	Human Resources Specialist [overtime; BEST project]	2/1/19-6/30/19
Lacson, Andrew Fiscal Services	Payroll Specialist [overtime; payroll support]	1/1/19-6/30/19
Mock, Christopher Human Resources	Paraeducator-3 [additional hours; Joint Committee-Health Benefits]	7/1/18-6/30/19
Mock, Christopher Human Resources	Paraeducator-3 [overtime; Joint Committee-Health Benefits]	7/1/18-6/30/19
Montes, April Student Services	Administrative Assistant [additional hours; clerical support]	2/4/19-2/15/19
Rams, Florencia Educational Services	Bilingual Community Liaison [additional hours; parent meeting interpretation]	3/12/19-3/28/19
Reed, Desiree Adams MS	Senior Office Specialist [additional hours; clerical support]	1/14/19-1/18/19
Rizk, Rizk Fiscal Services	Payroll Specialist [overtime; payroll support]	1/1/19-6/30/19

Wallace, Kymberly
Special Ed-Lincoln MS

Paraeducator-1
[additional hours; computer lab & library supervision] 2/12/19-6/12/19

SUBSTITUTES

EFFECTIVE DATE

Aranda, Antonio
McKinley ES

Campus Monitor

1/7/19-6/12/19

Azzariti, Annie
McKinley ES

Campus Monitor

1/7/19-6/12/19

Gondo, Janet
McKinley ES

Campus Monitor

1/7/19-6/12/19

Gonzalez, Felipe
Educational Services

Instructional Assistant – Physical Education

2/13/19-6/12/19

Harvey, Kalalah
Educational Services

Instructional Assistant – Physical Education

2/5/19-6/12/19

Hong, Grace
McKinley ES

Campus Monitor

1/7/19-6/12/19

Lucas, Ralph
McKinley ES

Campus Monitor

1/7/19-6/12/19

Luneva, Elena
McKinley ES

Campus Monitor

1/7/19-6/12/19

Moreno, Peggy
McKinley ES

Campus Monitor

1/7/19-6/12/19

Rovetto, Nicole
Student Services

Health Office Specialist

1/7/19-6/12/19

Sernas, Angelica
McKinley ES

Campus Monitor

1/7/19-6/12/19

Soto, Julia
Educational Services

Instructional Assistant – Physical Education

2/13/19-6/12/19

Sotoj, Maria
McKinley ES

Campus Monitor

1/7/19-6/12/19

Velazquez, Alejandra
McKinley ES

Campus Monitor

1/7/19-6/12/19

PROFESSIONAL GROWTH

EFFECTIVE DATE

Symons, Alyson
Special Ed-Roosevelt ES

Paraeducator-2

3/1/19

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Casey, Brittany
CDS-Muir ES

Children's Center Assistant-2.
CFRA/FMLA/Medical

1/30/19-4/5/19

Godinez, Octavio
Grounds

Gardener
Personal

2/25/19-6/29/19

Larios, Carmen Fiscal Services	Fiscal Services Supervisor FMLA/Medical	1/26/19-6/30/19
Martino, Jessica Special Education	Occupational Therapist CFRA	2/1/19-4/29/19
Sanchez, Yolanda Muir ES	Administrative Assistant CFRA/FMLA/Medical	1/1/19-2/27/19
Sanchez, Yolanda Muir ES	Administrative Assistant Catastrophic	2/28/19-6/24/19

LEAVE OF ABSENCE (UNPAID)

Amaya, Janene CDS-Adams MS	Children's Center Assistant-2 Personal	<u>EFFECTIVE DATE</u> 2/20/19-3/20/19
Toma, Julie Personnel Commission	Human Resources Technician	2/23/19-3/5/19

RESCIND LEAVE OF ABSENCE (UNPAID)

Robbins, Marcus Special Ed-SMASH	Paraeducator-1 Partial Personal	<u>EFFECTIVE DATE</u> 2/11/19-6/10/19 (BOE Agenda: 3-7-19)
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TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST) VG0947405 Child Development Services	Children's Center Assistant-2	<u>EFFECTIVE DATE</u> 3/21/19
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RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST) QT9044285 District		<u>EFFECTIVE DATE</u> 2/22/19 (BOE Agenda: 2-21-19)
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WORKING OUT OF CLASS

Shanley, Scott Santa Monica HS	Campus Security Officer From: Instructional Assistant – Physical Education	<u>EFFECTIVE DATE</u> 1/24/19-6/12/19
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RESCIND DISQUALIFICATION FROM PROBATION

PB6415256 Special Ed-McKinley ES	Paraeducator-1	<u>EFFECTIVE DATE</u> 3/8/19 (BOE Agenda: 3-7-19)
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RESIGNATION

McFarland, Quinella Special Ed-McKinley ES	Paraeducator-1	<u>EFFECTIVE DATE</u> 3/8/19
Pierce, Elisabeth Child Development Services	Accountant	3/6/19
Reed, Trinee Special Ed-SMASH	Paraeducator-3	3/1/19

Richards, Michelle
Special Ed-Lincoln MS

Paraeducator-3

3/12/19

Robinson, Keeshon
Franklin ES

Campus Monitor

2/15/19

Stewart, April
Special Ed-Cabrillo ES

Paraeducator-3

3/1/19

RETIREMENT

Tanamas, Ayda
Special Ed-Santa Monica HS

Paraeducator-2

EFFECTIVE DATE

3/8/19

**Classified Personnel – Merit
4/3/19**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Henderson, Skaih Special Ed-Muir ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	3/25/19
Ihim, Nnaemeka Operations-Lincoln MS	Custodian 8 Hrs/12 Mo/Range: 24 Step: A	4/1/19
Long, Katherine Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	3/13/19

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Baxter, Isaac Lincoln MS	Swimming Instructor/Lifeguard 6 Hrs/12 Mo/Range: 21 Step: F	3/18/19-3/29/19
Murray, April Lincoln MS	Swimming Instructor/Lifeguard 6 Hrs/12 Mo/Range: 21 Step: F	3/11/19-3/29/19
Webb, Kevin Lincoln MS	Swimming Instructor/Lifeguard 6 Hrs/12 Mo/Range: 21 Step: A	3/14/19-3/29/19

CAMPUS MONITOR

		<u>EFFECTIVE DATE</u>
Armas, Paola Grant ES	Campus Monitor 1.66 Hrs/SY/Range: 1 Step: A	1/7/19
Berlanga, Sandra Grant ES	Campus Monitor 1.5 Hrs/SY/Range: 1 Step: A	1/7/19
Chabbouh, Dalilah Grant ES	Campus Monitor 1.66 Hrs/SY/Range: 1 Step: A	1/7/19
Chavez, Luis Rogers ES	Campus Monitor 3.5 Hrs/SY/Range: 1 Step: A	1/1/19
Colvin, Monica Rogers ES	Campus Monitor 1 Hrs/SY/Range: 1 Step: A	1/1/19
Daniels, Adriana Rogers ES	Campus Monitor 1.75 Hrs/SY/Range: 1 Step: A	1/1/19
Del Rio Valle, Marco Grant ES	Campus Monitor 0.75 Hrs/SY/Range: 1 Step: A	1/7/19
Fountain, Maresa Grant ES	Campus Monitor 0.75 Hrs/SY/Range: 1 Step: A	1/7/19
Grant, Carolyn Rogers ES	Campus Monitor 1.75 Hrs/SY/Range: 1 Step: A	1/1/19
Hernandez, Beatrice Grant ES	Campus Monitor 1.66 Hrs/SY/Range: 1 Step: A	1/7/19
Jackson, Jessica Rogers ES	Campus Monitor 1 Hrs/SY/Range: 1 Step: A	1/1/19

Llosa, Silvia Rogers ES	Campus Monitor 1.75 Hrs/SY/Range: 1 Step: A	1/1/19
Machare, Viviana Grant ES	Campus Monitor 1.66 Hrs/SY/Range: 1 Step: A	1/7/19
Mahir, Sarah Grant ES	Campus Monitor 2.21 Hrs/SY/Range: 1 Step: A	1/7/19
Martinez, Aida Rogers ES	Campus Monitor 2.25 Hrs/SY/Range: 1 Step: A	1/1/19
McDonough, Barbara Grant ES	Campus Monitor 2.16 Hrs/SY/Range: 1 Step: A	1/7/19
Mendoza, Ana Grant ES	Campus Monitor 0.75 Hrs/SY/Range: 1 Step: A	1/7/19
Oliva, Refugio Rogers ES	Campus Monitor 1.75 Hrs/SY/Range: 1 Step: A	1/1/19
Oliva, Refugio Rogers ES	Campus Monitor Not to Exceed: 30 Hrs/Range: 1 Step: A	2/25/19
Pollack, Bridget Rogers ES	Campus Monitor 1 Hrs/SY/Range: 1 Step: A	1/1/19
Preston, Deborah Grant ES	Campus Monitor 2.16 Hrs/SY/Range: 1 Step: A	1/7/19
Rivas De Hernandez, Gladis Rogers ES	Campus Monitor 3.5 Hrs/SY/Range: 1 Step: A	1/1/19
Villagomez, Alice Rogers ES	Campus Monitor 1 Hrs/SY/Range: 1 Step: A	1/1/19
Warrender, Sarah Grant ES	Campus Monitor 1.5 Hrs/SY/Range: 1 Step: A	1/7/19
Waterford Bailey, Elzamarco Rogers ES	Campus Monitor 1 Hrs/SY/Range: 1 Step: A	1/1/19
White, Paula Rogers ES	Campus Monitor 1.75 Hrs/SY/Range: 1 Step: A	1/1/19

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Andersen, Lisa Human Resources	Senior Administrative Assistant [overtime; BEST project]	2/1/19-6/28/19
Conrad, Wei-Jin Webster ES	Instructional Assistant - Classroom [additional hours; overnight school trip supervision]	2/5/19-6/12/19
Gutierrez-Prada, Nancy Educational Services	Bilingual Community Liaison [overtime; parent meetings interpretation]	2/28/19-3/28/19
Martinez, Melinda Special Ed-Rogers ES	Paraeducator-3 [additional hours; student care in afterschool program]	3/4/19-6/12/19

Uliantzeff, Elena Educational Services	Bilingual Community Liaison [overtime; parent meetings interpretation]	3/12/19-3/28/19
White, Robert Facility Use	Sports Facility Coordinator [overtime; Facility Use events]	8/13/18-6/30/19

SUBSTITUTES

EFFECTIVE DATE

Flores, Nancy Edison ES	Health Office Specialist	1/17/19-6/12/19
Fuller, Michelle Operations	Custodian	3/1/19-6/30/19
Jefferson, Amanda Child Development Services	Children's Center Assistant-1	3/8/19-6/12/19
Keys, Dawn Educational Services	Instructional Assistant – Physical Education	3/8/19-6/12/19
McCartney, Remo Special Education	Paraeducator-1	3/8/19-6/12/19
Poindexter, Baja Special Education	Paraeducator-1	3/18/19-6/12/19
Reyes, Marybel Human Resources	Campus Security Officer	3/14/19-6/12/19
Reyes, Marybel Special Education	Paraeducator-1	3/14/19-6/12/19
Sanchez, David Special Education	Paraeducator-1	3/21/19-6/12/19

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Ucan, Abraham Special Ed-Cabrillo ES	Paraeducator-3 7.6 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	12/11/18
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PROFESSIONAL GROWTH

EFFECTIVE DATE

Bryan, Annette Special Ed-Santa Monica HS	Paraeducator-3	4/1/19
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Barthol, Lora Special Ed-Adams MS	Paraeducator-1 Medical/CFRA/FMLA	2/14/19-3/28/19
Dacanay, Peter Special Ed-Malibu HS	Paraeducator-1 Medical/CFRA/FMLA	3/5/19-4/12/19
Daniels, Delone Special Ed-Santa Monica HS	Paraeducator-2 Medical/CFRA/FMLA	2/10/19-3/3/19

Dao, Thong Information Services	Technology Support Assistant CFRA	3/4/19-3/29/19
Jackson, Latasha Special Ed-Lincoln MS	Paraeducator-2 Medical/CFRA/FMLA	2/25/19-4/26/19
MacLearn, Jessica Special Ed-Adams MS	Paraeducator-1 Medical/CFRA/FMLA	3/1/19-4/1/19
Reed, Desiree Adams MS	Senior Office Specialist FMLA/Medical Maternity	3/4/19-4/12/19
Reed, Desiree Adams MS	Senior Office Specialist CFRA	4/15/19-6/17/19
Yashar, Azita Special Ed-Lincoln MS	Paraeducator-1 Medical/CFRA/FMLA	3/1/19-3/28/19
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Friedenberg, Mindy Special Ed-Lincoln MS	Paraeducator-2 From: Paraeducator-1	1/8/19-6/12/19
Navarro, Nancy Muir ES	Administrative Assistant From: Senior Office Specialist	2/1/19-6/24/19
<u>RETIREMENT</u>		<u>EFFECTIVE DATE</u>
Martinez, Daniel CDS-Grant ES	Children's Center Assistant-2 (Revised from BOE Agenda: 2-21-19)	7/31/19

Classified Personnel – Non-Merit
3/21/19

COACHING ASSISTANT

Tran, Daniel	Santa Monica HS	10/1/18-6/12/19
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TECHNICAL SPECIALIST – LEVEL II

Gonzalez, Juan	Santa Monica HS	7/1/18-6/30/19
	[Colorguard Instructor]	
	- Funding: Santa Monica Arts Parents Association	

TECHNICAL SPECIALIST – LEVEL III

Olinger, Barbara	Santa Monica Alternative Schoolhouse	2/27/19-6/12/19
	[Staff Facilitator]	
	- Funding: LCAP-LCFF Supplemental Grant	

Classified Personnel – Non-Merit
4/3/19

COACHING ASSISTANT

Chamberlain, Max

Malibu HS

3/1/19-6/30/19

TECHNICAL SPECIALIST – LEVEL II

Lloyd, Allen

Educational Services

1/30/19-3/27/19

[Flute Coach]

- Funding: Gifts – concert ticket sale

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

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

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

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

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

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

District Office (DO): 1651 16th Street, Santa Monica.

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

Meeting Format Structures:

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	8/14/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	9/11/19
Merit Rules Revisions Update - Definitions	Discussion	10/9/19

VIII. Next Regular Personnel Commission Meeting:

Wednesday, May 8, 2019, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

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

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

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

XI. Adjournment: