

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, July 11, 2012

ADDENDUM - AGENDA ITEM NO: IV.A.2.b.

SUBJECT: Advanced Step Placement – Charles DeCuir

- A. Merit Rule §12.2.4. (A) *Salary on Employment – Accelerated Hiring Rate*
- B. Merit Rule §12.2.4. (A) *Salary on Employment – Advanced Step Placement*

- A. Merit Rule §12.2.4. (A) *Salary on Employment – Accelerated Hiring Rate*

BACKGROUND INFORMATION:

Pursuant to Merit Rule §12.2.4. (A) *Salary on Employment*

New employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set with the approval of the Board and the Commission at any step of the schedule for class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

The recruitment to obtain a qualified candidate to fill the vacant position of Fiscal Services Supervisor evidenced a great deal of difficulty over the last six (6) months. In light of this situation through discussions held with Superintendent Sandra Lyon and Assistant Superintendent Business and Fiscal Services Janece Maez, the initial hiring rate for this classification is Step C.

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the accelerated hiring rate of Range M-41, Step C on the 2007-08 Management Salary Schedule pursuant to Merit Rule §12.2.4. (A) *Salary on Employment* (attachments) for the classification of Fiscal Services Supervisor. The annual pay rate at Step C is \$59,028.

Motion by: _____
Second by: _____
Vote: _____

B. Merit Rule §12.2.4. (A) *Salary on Employment – Advanced Step Placement*

BACKGROUND INFORMATION:

<p>Classification Title: Fiscal Services Supervisor</p>	<p>Employee: <u>Charles DeCuir</u></p>
<p><u>Education and Experience:</u> Any combination equivalent to:</p> <ul style="list-style-type: none"> • Bachelor’s degree in accounting, business administration, finance or related field and three (3) years increasingly responsible accounting experience. Prior supervisory experience desired. 	<ul style="list-style-type: none"> • Charles has a Bachelor’s Degree in Business Administration with a concentration in Finance from California State University, Los Angeles • Charles has six (6) years’ experience working as a Financial Management Director/Chief Accountant

DIRECTOR’S RECOMMENDATION:

Mr. DeCuir’s professional training and experience significantly exceed the minimum requirements specified for the Fiscal Services Supervisor classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range M-41 , Step D on the 2007-08 Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachment). Annual pay rate at Step C is \$59,028, Step D is \$61,980. The net difference in pay is an increase of \$2,952 annually.

Motion by: _____
 Second by: _____
 Vote: _____

From the *Ralph M. Brown Act*:

54954.2. Agenda requirements; Regular meetings

- (a) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. If requested, the agenda shall be made available in appropriate alternative formats to person with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulation adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of la legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

- (b) Notwithstanding subdivision (a), the legislative body may take action on item of business not appearing on the posted agenda under any of the condition stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.
 - (1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.
 - (2) Upon a determination by two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).
 - (3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.