
I. General Functions:

A. Call To Order

B. Roll Call

C. Pledge Of Allegiance

D. Motion To Approve Agenda

E. Motion To Approve Minutes

F. Public Comments

G. Communications

1. SEIU Report

2. Board Of Education/District Report

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

REGULAR MEETING
September 11, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

Guiding Principles: Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.
Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee's performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mr. Michael Sidley

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Motion to Approve Agenda:

Motion by: _____
Seconded by: _____
Vote: _____

E. Motion to Approve Minutes: August 14, 2012; August 23, 2012

Motion by: _____
Seconded by: _____
Vote: _____

F. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

G. 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 5 minutes or less.

1. SEIU Report
2. Board of Education Report

II. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

A. Selection Process for a New Personnel Commissioner - Update

B. Recruitment for the Director of Classified Personnel - Update

C. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

- Mr. Mark Harris, Technical Specialist II, Guitar Instructor, from August 22, 2012 to June 11, 2013, Olympic High School
- Ms. Nena Lauerman, Technical Specialist II, Community Service Coordinator, from August 14, 2012 to June 30, 2013, Malibu High School
- Ms. Josephine Moerschel, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Mr. Peter Senchuk, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Ms. Jennifer Roth, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Ms. Meghan Turner, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School

D. Merit Rules Advisory Committee (A.R.C.) Update

- Advisory Rules Committee Agenda – August 23, 2012

E. Disciplinary Pre-hearing Conferences (TBD)

- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138

F. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- Mr. Jeffrey Peoples, Custodian in the position of the Plant Supervisor from August 18, 2012 to August 24, 2012

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	4
Gardener	9
Health Office Specialist	11
Swimming Instructor – Lifeguard	4

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Reappointment of a Personnel Commissioner

Motion by: _____
Seconded by: _____
Vote: _____

2. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Shanelle Franks in the classification of Instructional Assistant - Developmental Health pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Caryl Hall in the classification of Accountant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

3. Scheduling Disciplinary Hearings

- a. Ref. Number: 7003 1680 0002 6368 3401 (half day)

Motion by: _____
Seconded by: _____
Vote: _____

- b. Ref. Number: 7003 1680 0002 6368 3517 (full day)

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. HR-PC Reorganization
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.13
 - August 15, 2012Classified Personnel – Merit Report - No. A. 25
 - September 6, 2012
2. Classified Personnel – Non-Merit Report – No. A.14
 - August 15, 2012Classified Personnel – Non-Merit Report – No. A.26
 - September 6, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report: 2011 – 2012		October 2012
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	October 2012

VI. Next Regular Personnel Commission Meeting:

Tuesday, October 9, 2012, at 5:00 pm - *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.

Motion by: _____

Seconded by: _____

Vote: _____

TIME ADJOURNED: _____

Transparency: characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.

The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

Submitted by:

Wilbert Young, Ph.D.

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.

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
August 14, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mr. Michael Sidley

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 5:04 p.m.
- B. Roll Call:** Commissioners Inatsugu and Sidley were present.
- C. Pledge of Allegiance:** Human Resources Analyst Stephanie Perry led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**
- Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**
- E. Motion to Approve Minutes:** July 11, 2012
- Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**
- F. 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 three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

1. Request to Speak on Agenda Items
 2. Request to Speak on Non-agenda Items
- None**

G. 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 5 minutes or less.

1. SEIU Report

Ms. Keryl Cartee-McNeely, the Chief Steward, informed the Personnel Commission about SEIU involvement in coming elections. SEIU sponsored the Long Beach Airport Special Olympics Plane Pull for the second year. Ms. Cartee-McNeely spoke about the fact that even though classified staff faces many challenges, it will not have any impact in support of the certificated staff and students in the new school year.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about Management Team Institute that took place on August 7, 2012, to discuss the theme of the conference - Creating a Culture of Collaboration. She also notified the Personnel Commission about the District-wide Convocation Welcome Back Event scheduled for August 20, 2012 in Santa Monica High School Barnum Hall. Ms. Washington reported on the new administrators and classified staff recently hired for the next school year.

II. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

A. Selection Process for a New Personnel Commissioner

- **Selection Interviews: August 16, 2012**

On behalf of Dr. Young, Ms. Stephanie Perry, Human Resources Analyst informed the Personnel Commission about the upcoming selection interviews that will take on August 16, 2012. Seven candidates will be interviewed by the Chair of the Personnel Commission and representatives of Board of Education, SEIU and PTA. Ms. Washington and Dr. Young will serve as procedural experts assisting the interview panel.

B. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

- **Ms. Elizabeth Baker Newell, Technical Specialist II, Vocal Music Instructor, from August 20, 2012 to June 11, 2013, Franklin Elementary School**
- **Ms. Lucia Burke, Technical Specialist I, Master Gardner, from June 25, 2012 to July 31, 2012, Santa Monica High School**
- **Ms. Lucia Burke, Technical Specialist I, School Garden Coordinator Assistant, from August 22, 2012 to June 11, 2013, Food and Nutrition Services**
- **Ms. Debbie Harding, Technical Specialist I, School Garden Coordinator, from August 22, 2012 to June 11, 2013, Food and Nutrition Services**
- **Ms. Laura Hernandez, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department**

- Ms. Erica Lee, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Ms. Yolanda Martinez, Technical Specialist II, Fine Arts Instructor, from August 20, 2012 to June 11, 2013, Franklin Elementary School
- Ms. Tara Mullally, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Ms. Nelly Rivera, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Ms. Jessika Rowley, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Ms. Skye Stifel, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Ms. Lynn Thomson, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Ms. Elizabeth Tyler, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Mr. Paul Vogel, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department

C. Merit Rules Advisory Committee (A.R.C.) Update

- Advisory Rules Committee Agenda – July 26, 2012; August 2, 2012; August 9, 2012

Ms. Perry drew attention to the A.R.C. agendas and sign-in sheets from July 26, 2012; August 2, 2012; August 9, 2012 for the Personnel Commission's review.

D. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- Mr. Steven Williams, Cafeteria Worker I in the position of the Stock Delivery Clerk from August 21, 2012 to December 24, 2012

E. Disciplinary Hearings

- Ref. Number: 7003 1680 0002 6368 3401
- Ref. Number: 7003 1680 0002 6368 3517
- Hearings: TBD
- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138
- Pre-hearing Conference: TBD

F. Management Team Institute – August 7, 2012

Theme: Creating a Culture of Collaboration

- Agenda
- Synopsis of *Drive* by Daniel H. Pink

From the conference, Ms. Perry highlighted points from District Update and Priorities for 2012-2013 presented by Superintendent Lyon. She also provided information regarding a group activity based on ideas presented in Daniel H. Pink's *Drive*. Ms. Perry also reported

on a presentation given by Ms. Peggy Harris about respectful communication in a diverse world.

- III. Consent List:** It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	12
Campus Security Officer	19
Children's Center Assistant	38
HVAC Mechanic	5
Instructional Assistant – Music	14
Instructional Assistant – Physical Education	10
Instructional Assistant – Special Education	26
Physical Activities Specialist	37
Specialized Instructional Assistant	14

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

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

Administrative Assistant	42
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Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

Human Resources Technician	19
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Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Diane Greenseid in the classification of Elementary Library Coordinator pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Nicholas Maxson in the classification of HVAC Mechanic pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

Instructional Assistant Classifications

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Gladys Souza in the classification of Instructional Assistant – Developmental Health pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Byron Wade in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Accountant classification specification within the Fiscal Services

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

3. Recruitment for the Director of Classified Personnel – Timelines – **tabled till August 23, 2012**

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

Ms. Perry provided an overview of the recruitment for the Director of Classified Personnel including the classification specification revisions. It was determined to table this agenda item until August 23, 2012 for a special meeting of Personnel Commission to clarify the dual reporting structure.

B. Discussion Item(s):

1. Personnel Requisition Status Report

Ms. Stephanie Perry, Human Resources Analyst, provided a brief overview of the sixteen (16) vacancies.

2. First Reading of Changes to Merit Rule:

- *Chapter XIV: Disciplinary Action and Appeal*
- *Chapter XVI: Grievance Procedure*

Commissioner Inatsugu suggested several revisions to the first draft of the Merit Rules. These suggestions will be presented to the Advisory Rules Committee for their considerations.

Commissioner Sidley presented his concerns regarding the Merit Rules language based on the California Education Code.

Ms. Beth Papp, Advisory Committee Member, explained the revision process from the Committee's point of view. The Merit Rules are revised in concurrence with the SEIU Contract and the California Education Code.

3. Personnel Commission's Twelve-Month Calendar of Events

- 2012 – 2013

No changes

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.28

- July 18, 2012

Classified Personnel – Merit Report - No. A. 11

- August 1, 2012

2. Classified Personnel – Non-Merit Report – No. A.29

- July 18, 2012

Classified Personnel – Non-Merit Report – No. A.12

- August 1, 2012

Ms. Perry drew attention to the Board of Education Merit and Non-Merit reports from July 18, 2012 and August 1, 2012 for the Personnel Commission's review.

Commissioner Inatsugu inquired about the temporary/additional assignments for the Facility Permits Department. These assignments are set up as needed for future events that will take place on the District's facilities in the next school year.

3. Merit Rules Review Tracker

No changes

4. Workforce Organization Development and Strategic District Partnership Tracker

No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

Re-appointment of a Personnel Commissioner		September 2012
Personnel Commission Annual Report		September 2012

Commissioner Inatsugu inquired about any documentation necessary for her request to be re-appointed for the next term. Dr. Young will provide her with all necessary paperwork in the near future.

Ms. Perry presented Personnel Commission Annual Report 2010-2011 for the Personnel Commission's review.

VI. Next Special Personnel Commission Meeting:

Thursday, August 23, 2012, at 4:00 pm - *District Office Board Conference Room*

Next Regular Personnel Commission Meeting:

Tuesday, September 11, 2012, at 5:00 pm - *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.

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **2 – 0**

TIME ADJOURNED: 6:23 p.m.

Submitted by:

Wilbert Young, Ph.D.
Secretary to the Personnel Commission
Director, Classified Personnel

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SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
District Office Board Conference Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

SPECIAL MEETING
August 23, 2012 @ 4:00 p.m.
District Office Board Conference Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mr. Michael Sidley

I. General Functions:

A. Call to Order: The Special Meeting of the Personnel Commission was called to order at 4:02 p.m.

B. Roll Call: Commissioners Inatsugu and Sidley were present.

C. Pledge of Allegiance:

D. Motion to Approve Agenda:

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **2 – 0**

Commissioner Sidley amended the agenda removing agenda item I.C.

E. 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 three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

None

II. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Classification Specification Revision – Director-Classified Personnel
Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 - 0**

Dr. Young reviewed amendments in the classification specifications for Director of Classified Personnel.

Commissioner Inatsugu made a motion with amendments regarding removal of the dual reporting structure, supervision of the Director by the Assistant Superintendent of Human Resources, and regular reporting of the Director to the Assistant Superintendent of HR.

Commissioner Sidley proposed to adjourn the meeting since he was in disagreement with the motion and would not second it. He moved to adjourn, and Commissioner

Inatsugu did not second it requesting an opportunity to explain her motion. Commissioner Sidley restated he would not second the original motion with proposed amendments.

Commissioner Inatsugu presented her rational for removing the dual reporting structure from the classification specification due to the fact that the reorganization of the Human Resources Department and the Personnel Commission has not been implemented at this time. The possibility of such reporting structure is well communicated in the job bulletin used in the recruitment.

Commissioner Sidley proposed to approve the classification specification with the current amendments which include the dual reporting structure as an expression of collaboration with the District, yet the language does not bide the Personnel Commission to adhere to the dual alignment.

Mrs. Washington, the Assistant Superintendent of HR, concurred with the proposed amendments as a starting point for the recruitment so that the applicants are aware of the planned change in a reporting relationship.

Mrs. Cartee-McNeely, the Chief Steward, stated that the Union does not support the proposed revisions. She expressed the Union's concerns about the Personnel Commission's ability to be objective if the Director would report to the District's Administration as well as to the Personnel Commission. The fact that the District and the Personnel Commission are independent bodies does not mean that there is no effective collaboration.

Mrs. Washington presented several examples of dual reporting structure from various merit school districts.

Superintendent Lyon expressed her support for the dual reporting structure so that the Human Resources Department and the Personnel Commission work more collaboratively.

Ms. Stephanie Perry commented on the examination process and selection criteria in the recruitment for the Director of Classified Personnel.

Commissioner Sidley provided a rationale for the Personnel Commission being objective in disciplinary hearings.

Commissioner Inatsugu expressed her concern about the Director's role if a conflict of interests occurs between the District's actions and merit principles.

Mrs. Washington stated that the ultimate responsibility to make decisions would lie with the Personnel Commission regarding the Director's supervision.

Commissioner Inatsugu agreed with Mrs. Washington regarding the ultimate authority of the Personnel Commission, but she was concerned about the Director's role and insubordination to the Assistant Superintendent of Human Resources if he makes decisions that are not in line with the District's.

Dr. Young pointed out that the memorandum of understanding would be developed for specific duties and scenarios to provide cover for the Director so that he/she would not be charged with insubordination.

Commissioner Sidley seconded a motion to move the language regarding the Assistant Superintendent's supervision from the basic functions to the ability section.

In the essential duties section, the language regarding regular reporting to the Assistant Superintendent of Human Resources was amended to regular briefing on the status of classified service. Under the supervision section, there would be a revision stating that the supervision and direction are received from any designee or delegatee of the Personnel Commission and/or the Assistant Superintendent of Human Resources.

Mrs. Washington requested to revise language regarding the Director reviewing criminal conviction information. The current practice is that this information is limited only to the Human Resources Department. Dr. Young stated that in the past the Director of Classified Personnel was able to review the Department of Justice reports in order to generate correspondence to the applicant regarding his inability to be employed by the District. If the applicant appealed the decision, the Director of Classified Personnel was able to provide explanation. Currently, the Assistant Superintendent of Human Resources is not allowed to share specifics of the conviction.

Commissioner Sidley made a motion to revise the language that the Director of Classified Personnel would receive, the criminal conviction information from authorized District representatives.

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **2 - 0**

III. Next Regular Personnel Commission Meeting:

Tuesday, September 11, 2012, at 5:00 pm - *District Office Board Room*

IV. Adjournment:

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

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **2 - 0**

TIME ADJOURNED: 5:20 p.m.

Transparency: characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.

The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

Submitted by:

Wilbert Young, Ph.D.

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. Report From The Director Of Classified Personnel:

- A. Selection Process for a New Personnel Commissioner - Update**
- B. Recruitment for the Director of Classified Personnel - Update**
- C. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**
 - **Mr. Mark Harris, Technical Specialist II, Guitar Instructor, from August 22, 2012 to June 11, 2013, Olympic High School**
 - **Ms. Nena Lauerman, Technical Specialist II, Community Service Coordinator, from August 14, 2012 to June 30, 2013, Malibu High School**
 - **Ms. Josephine Moerschel, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School**
 - **Mr. Peter Senchuk, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School**
 - **Ms. Jennifer Roth, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School**
 - **Ms. Meghan Turner, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School**
- D. Merit Rules Advisory Committee (A.R.C.) Update**
 - **Advisory Rules Committee Agenda – August 23, 2012**
- E. Disciplinary Pre-hearing Conferences (TBD)**
 - **Ref. Number: 7011 0470 0002 6451 4053**
 - **Ref. Number: 7011 0470 0002 6451 4138**
- F. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel**
 - **Mr. Jeffrey Peoples, Custodian in the position of the Plant Supervisor from August 18, 2012 to August 24, 2012**

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Advisory Rules Committee (A.R.C.)
District Office Testing Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

August 23, 2012 @ 1:00 p.m.

1. 1st Reading by Commission on 8.14.12
 - A. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
 - B. Review of Chapter XVI: Grievance Procedure
2. Review of Rule 1.3: Definition of Terms (cont.)
3. Other Business:
4. Next Regular A.R.C. Meeting
 - o 9.13.12

A.R.C. Meeting

SIGN-IN SHEET

Date: August 23, 2012

1. Cindy Johnston Cindy Johnston
2. Keryl Caspe-McNeely KERYL CASPE-McNEELY
3. Virginia Hyatt VIRGINIA HYATT
4. Deborah Washington DEBORAH WASHINGTON
5. Anette Bolan Anette Bolan
6. Wilbert Young WILBERT YOUNG
7. Beth Papp BETH PAPP

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	4
Gardener	9
Health Office Specialist	11
Swimming Instructor – Lifeguard	4

Motion by: _____

Seconded by: _____

Vote: _____

IV. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Reappointment of a Personnel Commissioner

Motion by: _____
Seconded by: _____
Vote: _____

2. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Shanelle Franks in the classification of Instructional Assistant - Developmental Health pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Caryl Hall in the classification of Accountant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

3. Scheduling Disciplinary Hearings

- a. Ref. Number: 7003 1680 0002 6368 3401 (half day)

Motion by: _____

Seconded by: _____

Vote: _____

- b. Ref. Number: 7003 1680 0002 6368 3517 (full day)

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. HR-PC Reorganization
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.13
 - August 15, 2012Classified Personnel – Merit Report - No. A. 25
 - September 6, 2012
2. Classified Personnel – Non-Merit Report – No. A.14
 - August 15, 2012Classified Personnel – Non-Merit Report – No. A.26
 - September 6, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 11, 2012

AGENDA ITEM NO: IV.A.1.

SUBJECT: Reappointment Process for a Personnel Commissioner

BACKGROUND INFORMATION:

Commissioner Michael Sidley, in a series of emails, questioned the existence of any statutory authority for the automatic reappointment of a sitting Personnel Commissioner. As a way of offering some clarity to this inquiry, the following information is presented:

1. For at least ten (10) years, legal authority and guidelines with regards to appointment and reappointment processes for pre-1965 Personnel Commissions have been issued by the State Superintendent of Public Instruction (see Attachments 1 and 2).
2. Pursuant to Education Code Section 45244 (see Attachment 3), nomination decisions shall be in accordance with this section and take several factors into account; the most important of which is that each Personnel Commissioner is a "known adherent to the principle of the merit system." In addition to the requisite factors, it is also recommended that:
 - (9) The candidate is selected through an open process. In the instance of reappointment, when a well-qualified Personnel Commissioner is available for reappointment and the Governing Board wishes to recommend reappointment, the open recruitment process need not be initiated. Instead, a public announcement of the intention to recommend reappointment of the Personnel Commissioner should be made at a meeting of the Governing Board no later than September 30. Unless contested, the recommendation for reappointment should be forwarded to the State Superintendent of Public Instruction by November 1. If the nomination is contested, the process as outlined in the preceding should be followed.

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission continues to adhere to the legal authority and guidelines with regards to the reappointment process of a sitting Personnel Commissioner for pre-1965 Personnel Commissions, which have been issued by the State Superintendent of Public Instruction.

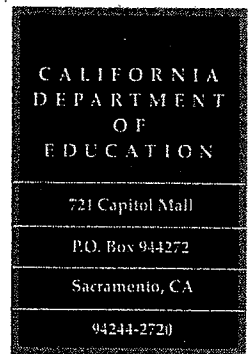
Motion by: _____
Second by: _____
Vote: _____



DELAINE EASTIN
State Superintendent of Public Instruction

SM-MUSD
PERSONNEL COMMISSION
RECEIVED

SEP 3 3 38 PM '02



August 29, 2002

Mr. Neil Schmidt, Superintendent
Santa Monica-Malibu Unified School District
1651 16th Street
Santa Monica, CA 90404

Dear Superintendent Schmidt:

Our records indicate that an appointment to your district personnel commission will expire on December 1, 2002. The Superintendent of Public Instruction (SPI) will appoint a commissioner to fill the vacancy created by the expiration of this appointment.

I have enclosed new recommended procedures (recently approved by the SPI) to assist your district with the process to appoint personnel commissioners. By November 1, 2002, please send (1) a description of the process used to recruit and nominate commissioners, (2) a ranked list of candidates, and (3) a copy of all candidate application materials to: California Department of Education, School Fiscal Services Division, P.O. Box 944272, Sacramento, CA 94244-2720.

Please note that, effective January 1, 2001, your district may adopt a locally controlled selection process for personnel commissions if classified employees petition the governing board to hold an election and subsequently vote to have personnel commissioners selected locally. Under this process, the classified employees' representative appoints one member, the governing board makes a second appointment, and these two appointees select the third member of the commission. The enclosed procedures describe this option.

Thank you for your attention to this issue. If you have questions or need further assistance, please contact Larry Shirey at (916) 322-1468.

Sincerely,


Janet Sterling, Director
School Fiscal Services Division

JS:ls
Enclosure

cc: Classified Personnel Director
Governing Board President
Classified Employees' Representatives



PRE-1965 PERSONNEL COMMISSION PROCEDURES
(Revised August 7, 2002)

I. LEGAL BASIS

Education Code Section 45249 assigns responsibility for the appointment of commissioners to personnel commissions established prior to September 17, 1965, as follows:

- (a) (1) After January 1, 2001, the classified employees of any school district that has already adopted this article on September 17, 1965, may, in accordance with this article, petition the governing board to request that the process to determine how personnel commission members are appointed be determined by a majority vote of the classified employees entitled to vote. That petition shall read substantially as follows:

“We, the undersigned classified employees of the _____ (name of the school district), constituting 15 percent or more of the classified personnel entitled to vote, request the governing board to submit to an election the question of how personnel commission members shall be appointed.

NAME _____ POSITION CLASSIFICATION _____.

- (2) “Classified employee,” as used in this section, shall be construed to include all personnel who are part of the classified service as defined in Section 45103.
- (b) (1) Within 90 days after receipt of a petition pursuant to subdivision (a), the governing board shall conduct an election by secret ballot of its classified personnel to determine the following question and the ballot shall read:

“Shall personnel commission members in the (name of the school district) be appointed as follows:

- (A) One member by the governing board of the district.
(B) One member by the classified employees of the district.
(C) Those two members shall, in turn, appoint the third member.

____ Yes
____ No”

- (2) Although the ballot conducted pursuant to paragraph (1) shall not require the employees’ signature or other personal identifying requirements, the governing board shall devise an identification system to ensure against fraud in the balloting process.
- (3) The governing board shall appoint a three-to-five person tabulating committee. At least one member of the committee shall be a member of the governing board, to canvass the ballots and present the results to the governing board and one member shall be a classified employee nominated by the exclusive representative of the classified

employees of the district. If a simple majority votes in favor of the process for appointing personnel commission members, that process shall become applicable in the district as follows:

- (A) The first vacancy on the commission shall be filled by a person nominated by the classified employees of the district.
 - (B) The second vacancy on the commission shall be filled by a person appointed by the governing board of the district.
 - (C) The third vacancy of the commission shall be appointed by the first two members.
- (c) (1) Subject to subdivision (a) and (b), in a school district that has already adopted the provisions of this article on September 17, 1965, members of the personnel commission shall continue to be appointed by the State Superintendent of Public Instruction, who shall consider the recommendation of the governing board and other interested parties. Subsequent appointments shall be made in accordance with the provisions of this section.
- (2) No later than 90 days prior to making the appointment, the Superintendent of Public Instruction shall notify the classified employees and the governing board, in writing, of the vacancy on the personnel commission and provide them with guidelines and procedures for making a recommendation and challenging a nomination. If a vacancy occurs during the term of a member of the personnel commission, the Superintendent may appoint a new member after providing the foregoing notice no later than 30 days prior to making the appointment.
- A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed but for no more than 90 calendar days.
- (d) As used in this section, "classified employees" means an organization of classified employees that represents the greatest number of classified employees of the district as determined by the board. If no such organization exists within the district, the governing board by written rule shall prescribe the method by which the recommendation is to be made by its classified employees."

II. OVERVIEW OF NOMINATING AND APPOINTMENT PROCEDURES (For personnel commission appointments pursuant to *Education Code* Section 45249 (c) and (d) only)

The Superintendent of Public Instruction (SPI) wants to ensure that all appointments reflect district needs, interests, and priorities; and equally important, that nominations be arrived at through an open logical process. Those most closely involved in local operations are in the best positions to nominate personnel commissioners.

Because the SPI strongly supports local control of the process to nominate and appoint personnel commissioners, the classified employees and governing board of each district are encouraged to pursue the petition and election process described in Section I. A successful petition and election

process gives the authority to nominate and appoint personnel commissioners to the governing board and classified employees in each district.

III. NOMINATING PROCEDURES (For personnel commission nominations pursuant to *Education Code* Section 45249 (c) and (d) only)

To make the best nomination, districts are encouraged to follow these basic steps in their recruitment and nomination process:

1. Open recruitment, including at a minimum public announcement of the vacancy through: (a) board of education/personnel commission agendas, (b) press release and (c) notice to employee organizations and community, handicapped, minority, and women organizations.
2. The district governing board is encouraged to select a nominee following an open interview process, in which up to three representatives of the classified employees association, selected by the classified employees association, are allowed to participate.
3. The district governing board and the classified employee organization should submit their recommendations to the Superintendent of Public Instruction in rank order, together with each candidate's resume.

Nomination decisions shall be in accordance with *Education Code* Section 45244 and take several factors into account; the most important of which is that each commissioner is a "known adherent to the principle of the merit system." This and other factors are outlined below for consideration in nominating commissioners:

1. The candidate shall be a "known adherent to the principle of the merit system." "Known adherent to the merit system" means a person who by the nature of their prior public or private service, has given evidence that they support the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

With respect to a candidate seeking reappointment, "known adherent to the merit system" shall mean a commissioner who has clearly demonstrated through attendance at meetings and prior actions that he or she, in fact, supports the merit system and its operations.

2. The candidate must be a registered voter and resident within the territorial jurisdiction of the school district.
3. The candidate shall not be a member of the nominating governing board or of any other district governing board or county board of education, nor shall he or she be an employee of the district (relatives of employees of the district are acceptable).

In addition to the requisite factors it is also recommended that:

4. The candidate demonstrates an ability to assess the relative importance of personnel issues and make decisions which enhance merit principles, effective employer-employee relations, and equal employment opportunity. This should not be interpreted to require prior personnel experience. The requisite skills and abilities can be acquired in many ways.
5. The candidate possesses personal characteristics that promote the maintenance of rapport with other commission members; promote open communications with the governing board, classified employees, and other interested parties; and improve the commission's decision making by adding new and creative viewpoints.
6. The candidate's membership on the commission reflects a diversity of interests within the community, such as business, labor, education, taxpayers, parents, students, handicapped, women, and ethnic minority groups. It is recognized that due to the size of the personnel commission, all interests cannot be represented, but efforts should be made to assure that there is no concentration of any one sex, ethnic, or interest group on the commission.
7. The candidate is willing to attend and participate in commission meetings.
8. The candidate demonstrates an understanding of the district's and the commission's role.
9. The candidate is selected through an open process. In the instance of reappointment, when a well-qualified personnel commissioner is available for reappointment and the governing board wishes to recommend reappointment, the open recruitment process need not be initiated. Instead, a public announcement of the intention to recommend reappointment of the personnel commissioner should be made at a meeting of the governing board no later than September 30. Unless contested, the recommendation for reappointment should be forwarded to the Superintendent of Public Instruction by November 1. If the nomination is contested, the process as outlined in the preceding should be followed.

IV APPOINTMENT PROCEDURES (For personnel commission appointments pursuant to *Education Code* Section 45249 (c) and (d) only)

After receiving recommendations from the classified employees and the governing board of a district, the SPI shall appoint a personnel commissioner in the manner prescribed in this section.

In those instances where the governing board and the classified employees recommend the same nominee (except when the SPI finds that exceptional circumstances exist), the SPI shall appoint the jointly recommended nominee.

In those instances where either the governing board or the classified employees fail to recommend a nominee, the SPI (except when the SPI finds that exceptional circumstances exist) shall appoint the nominee recommended by the other party.

In those instances where the governing board and the classified employees do not recommend the same nominee, the SPI shall review the qualifications of the nominees and the recommendations of the classified employees, governing board, and other interested parties. After this review, the SPI shall take one of the following actions (except when the SPI finds that exceptional circumstances exist):

- If the SPI determines that the qualifications of the top nominees of both the governing board and the classified employees are relatively equivalent, the SPI shall appoint pursuant to Education Code Section 45249(a)(3)(A) & (B). In other words, the SPI will alternate appointments between the nominee of the classified employees and the nominee of the governing board (in those instances where the governing board and the classified employees do not recommend the same nominee), beginning with the nominee of the classified employees for the first instance in which the governing board and the classified employees do not agree upon the same nominee.
- If the SPI determines that one nominee is significantly more qualified than other nominees, the SPI shall appoint that nominee.
- If the SPI is unable to determine the qualifications of one or more nominees based on the submitted information, the SPI shall undertake steps to gather additional information. These steps may include an interview of the nominees.

NOTICE

The advisory guidelines presented in this document are exemplary. Compliance with them is not mandatory. (See *Education Code* Section 33308.5)

45244. (a) To be eligible for appointment or reappointment to the commission a person shall meet both of the following requirements:

(1) Be a registered voter and resident within the territorial jurisdiction of the school district.

(2) Be a known adherent to the principle of the merit system. No member of the governing board of any school district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission. During his or her term of service, a member of the commission shall not be an employee of the school district.

(b) As used in this section, residence is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a given time, a person may have only one residence.

(c) As used in this section, "known adherent to the principle of the merit system," with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this section, "known adherent to the principle of the merit system," with respect to a candidate for reappointment, means a commissioner who has clearly demonstrated through meeting attendance and actions that he or she does, in fact, support the merit system and its operation.

45245. One member of the personnel commission shall be appointed by the governing board of the district and one member, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those two members shall, in turn, appoint the third member.

As used in this section, "classified employees" shall mean an exclusive representative which represents the largest number of noncertificated employees in a unit or units within the district. If there is no exclusive representative within the district, the governing board shall, by written rule, prescribe the method by which the recommendation is to be made by its classified employees.

45246. (a) Within 30 days after adoption of the system, the governing board shall publicly announce its intended appointee or appointees, as appropriate, and the appointee or appointees, as appropriate, nominated by its classified employees. As soon after their appointment as practicable but within 30 days, the appointed members shall announce their intended appointee for the third member.

They may consider the recommendations of the governing board, the classified employees, or other concerned citizens. If these members do not announce their intended appointee within the 30-day period, the Superintendent of Public Instruction shall make the appointment.

"Adoption of the system" means, in the case of Section 45221, the day on which a successful election is certified to the governing board or, in the case of Section 45224, the day the governing board approves a motion, order, or resolution to adopt the system regardless of the date specified for operational commencement of the system.

(b) Where a system is already in existence and a vacancy will exist on December 1, by not later than September 30:

(1) The governing board shall publicly announce the name of the person it intends to appoint or reappoint, if the vacancy is its appointee.

(2) The appointee of the governing board and the appointee or appointees of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointee.

If the governing board and the classified employees of the district are unable to agree upon a nomination by September 30, the Superintendent of Public Instruction shall make the appointment within 30 days.

(c) Where a system is already in existence and a vacancy in a position nominated by the classified employees will occur, the classified employees shall submit the name of its nominee to the governing board at least 30 days before the date on which the vacancy will occur and the governing board shall appoint that nominee to be effective on the date on which the vacancy would occur.

(d) At a board meeting to be held after 30 and within 45 days of the dates specified in subdivision (a) and paragraph (1) of subdivision (b), as the case may be, the governing board in open hearing shall provide the public and employees and employee organizations the opportunity to express their views on the qualifications of those persons recommended by the governing board for appointment.

The board at the time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

In the case of the nominees of the classified employees, the board shall appoint the nominee, unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the board then shall appoint the new nominee.

(e) If a vacancy exists because of a failure of the classified employees to agree on a nominee, the board may make an emergency appointment as authorized in subdivision (b) of Section 45248. If there is no personnel director, the board nevertheless may make an emergency interim appointment under this subdivision.

(f) At the next regularly scheduled personnel commission meeting to be held after 30 days from adoption of the system, as specified in subdivision (a), or at the next regularly scheduled personnel commission meeting to be held after 30 days from the day the intended appointee is announced, as specified in paragraph (2) of subdivision (b), as the case may be, the appointee of the governing board and the appointee nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organizations the opportunity to express their views on the qualifications of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.

The appointee of the governing board and the appointee nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(g) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days.

45247. Appointees to a commission in a district which has newly adopted the system shall take office upon receipt of notification of appointment but the term of office shall run from noon of the first day of December next succeeding.

In school districts with a three-member personnel commission, the

initial appointee of the governing board shall serve a three-year term, and the term of the appointee recommended by classified employees, and the third member selected by the two other members shall be for two years and one year respectively.

In school districts which have elected to establish a five-member personnel commission, one of the initial appointees of the governing board, and one of the initial appointees nominated by the classified employees shall serve three-year terms. The term of the other initial appointee of the governing board, and the other initial appointee nominated by the classified employees of the district, shall be for two years, and the term of the appointee selected by the other members of the commission shall be for one year.

Subsequent terms shall be for three years commencing at noon the first day of December.

A three-member commission may perform any act authorized or required by law when two members have been appointed.

A five-member commission may perform any act authorized or required by law when three members have been appointed.

45248. (a) Appointment to vacancies occurring subsequent to the initial appointment shall be made by the original appointing authority either for a new full term or to fill an unexpired term. The procedures required in Sections 45245 and 45246 shall be followed in the appointment and recommendation for appointment to fill vacancies occurring subsequent to the initial appointments.

(b) Notwithstanding subsection (a) the governing board at the request of the personnel director shall declare that an emergency exists and shall make an interim appointment to fill a vacancy or vacancies to insure the continuance of the functions of the personnel commission. An interim appointment shall terminate on the date the notification of permanent appointment is received by the appointee.

(c) An interim appointee must meet the requirements of Section 45244 and be free of the restrictions contained therein.

(d) An interim appointment in no event shall be valid for more than 60 days.

45249. In a school district that has already adopted this article on September 17, 1965, members of the personnel commission shall be appointed by the Superintendent of Public Instruction who shall consider the recommendation of the governing board and other interested parties. Subsequent appointments shall be made in accordance with this section.

No later than 90 days before making the appointment, the Superintendent of Public Instruction shall notify the classified employees and the governing board, in writing, of the vacancy on the personnel commission and provide them with guidelines and procedures for making a recommendation and challenging a nomination. If a vacancy occurs during the term of a member of the personnel commission, the superintendent may appoint a new member after providing the foregoing notice no later than 30 days before making the appointment.

A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed but for no more than 90 calendar days.

As used in this section, "classified employees" means an organization of classified employees that represents the greatest number of classified employees of the district as determined by the board. If no organization exists within the district, the governing board, by written rule, shall prescribe the method by which the

recommendation is to be made by its classified employees.

45250. The governing board may authorize payment to members of the commission an amount not to exceed fifty dollars (\$50) per meeting and not to exceed two hundred fifty dollars (\$250) per month.

45251. In a unified school district with an average daily attendance in excess of 400,000, the governing board may authorize payment to members of the commission an amount not to exceed one hundred dollars (\$100) per meeting, and not to exceed five hundred dollars (\$500) per month.

45252. The governing board shall provide the commission with suitable office accommodations.

45253. (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.

(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.

(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.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new

EDUCATION CODE

SECTION 33308.5

33308.5. (a) Program guidelines issued by the State Department of Education shall be designed to serve as a model or example, and shall not be prescriptive. Program guidelines issued by the department shall include written notification that the guidelines are merely exemplary, and that compliance with the guidelines is not mandatory.

(b) The Superintendent of Public Instruction shall review all program guidelines prepared by the State Department of Education prior to issuance to local education agencies. The superintendent shall approve the proposed guidelines only if he or she determines that all of the following conditions are met:

- (1) The guidelines are necessary.
- (2) The department has the authority to issue the guidelines.
- (3) The guidelines are clear and appropriately referenced to, and consistent with, existing statutes and regulations.



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

November 22, 2011

RECEIVED
NOV 28 2011

SANTA MONICA-MALIBU USD
SUPERINTENDENT'S OFFICE

Sandra Lyon, Superintendent
Santa Monica-Malibu Unified School District
1651 16th Street
Santa Monica, CA 90404-3891

Dear Superintendent Lyon:

Our records indicate that an appointment to your district personnel commission will expire December 1, 2011.

I have enclosed recommended procedures to assist your district with the process of appointing personnel commissioners. I have also included an appointment application form that all candidates must complete. As soon as possible, please send: (1) a description of the process used to recruit and nominate commissioners; (2) a ranked list of candidates; and (3) a copy of all candidate application materials to:

Craig Cheslog, Principal Advisor to the State Superintendent of Public Instruction
Superintendent's Initiatives Office
California Department of Education
1430 N Street, Suite 5602
Sacramento, CA 95814-5901

Under *Education Code* Section 45249 C2, the current commissioner whose term will expire may continue to discharge the duties of office until a successor is appointed, but not for more than 90 calendar days. I realize a delay may be necessary due to the Department of Education's delay in disseminating this information.

Please note that, effective January 1, 2001, your district may adopt a locally controlled selection process for personnel commissions if classified employees petition the governing board to hold an election and subsequently vote to have personnel commissioners selected locally. Under this process, the classified employees' representative appoints one member, the governing board has a second appointment, and the two appointees select the third member of the commission. The enclosed procedures describe this option.

Sandra Lyon, Superintendent
November 22, 2011
Page 2

Thank you for your attention to this issue. If you have any questions regarding this subject, please contact Craig Cheslog, Principal Advisor to the State Superintendent of Public Instruction, Superintendent's Initiatives Office, at (916) 319-0554 or by e-mail at ccheslog@cde.ca.gov.

Sincerely,

A handwritten signature in black ink that reads "Tom Torlakson". The signature is written in a cursive, flowing style.

Tom Torlakson

JO:gn
Enclosures

PRE-1965 PERSONNEL COMMISSION PROCEDURES
(Revised August 7, 2002)

I. LEGAL BASIS

Education Code Section 45249 assigns responsibility for the appointment of commissioners to personnel commissions established prior to September 17, 1965, as follows:

- (a) (1) After January 1, 2001, the classified employees of any school district that has already adopted this article on September 17, 1965, may, in accordance with this article, petition the governing board to request that the process to determine how personnel commission members are appointed be determined by a majority vote of the classified employees entitled to vote. That petition shall read substantially as follows:

“We, the undersigned classified employees of the _____ (name of the school district), constituting 15 percent or more of the classified personnel entitled to vote, request the governing board to submit to an election the question of how personnel commission members shall be appointed.

NAME _____ POSITION CLASSIFICATION _____

- (2) “Classified employee,” as used in this section, shall be construed to include all personnel who are part of the classified service as defined in Section 45103.

- (b) (1) Within 90 days after receipt of a petition pursuant to subdivision (a), the governing board shall conduct an election by secret ballot of its classified personnel to determine the following question and the ballot shall read:

“Shall personnel commission members in the (name of the school district) be appointed as follows:

(A) One member by the governing board of the district.

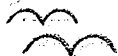
(B) One member by the classified employees of the district.

(C) Those two members shall, in turn, appoint the third member.

____ Yes

____ No”

- (2) Although the ballot conducted pursuant to paragraph (1) shall not require the employees’ signature or other personal identifying requirements, the governing board shall devise an identification system to ensure against fraud in the balloting process.
- (3) The governing board shall appoint a three-to-five person tabulating committee. At least one member of the committee shall be a member of the governing board, to canvass the ballots and present the results to the governing board and one member shall be a classified employee nominated by the exclusive representative of the classified



Santa Monica Malibu Schools

Attachment 3

Extraordinary Public Education

PERSONNEL COMMISSION:

Pam Brady
Celia Carroll
Shane McCloud

Office of the Personnel Commission
Wilbert Young, Ph.D.
Director of Classified Personnel
Secretary to the Personnel Commission

MEMORANDUM

To: Tim Cuneo, Interim Superintendent

From: Wilbert Young, Director of Classified Personnel

Date: August 28, 2008

Subject: Personnel Commissioner Reappointment

FILE COPY

Pursuant to Personnel Commission Rule 2.1.4, and Education Code Section § 45247, I would like to inform you and SEIU that Mrs. Pam Brady wishes to be considered for reappointment to the Personnel Commission for another three (3) year term.

Pursuant to Personnel Commission Rule 2.1.3 (A) Mrs. Pam Brady's home address is:

The procedure for reappointment of an incumbent Personnel Commissioner is: "When a well-qualified Personnel Commissioner is available for reappointment and the governing board wishes to recommend reappointment, the open recruitment process need not be initiated. Instead, a public announcement of the intention to recommend reappointment of the Personnel Commissioner should be made at a meeting of the governing board no later than September 30th. Unless contested, the recommendation for reappointment should be forwarded to the Superintendent of Public Instruction by November 1st." Commissioner Pam Brady under the provision of Education Code Section § 45244 "Qualification for Membership to the Personnel Commission," is a well-qualified Commissioner, in that she has amply met the requirements in the Education Code to be reappointed to the Personnel Commission. These requirements are: *that she is a known adherent to the principles of the Merit System, which she has clearly demonstrated through meeting attendance and actions which support the merit system and its operation.*

A copy of this memorandum will be sent to SEIU. I will contact the appropriate representatives of SEIU and inform you of their intentions. Please, discuss this matter with the Board and inform me of their intentions, so that I can prepare the necessary Board Agenda Item. Thank you for your assistance and cooperation.

Cc: Personnel Commission
Keryl Cartee-McNeely, Chief Steward, SEIU Local 99
Michael Haberberger, Project Director, SEIU Local 99
Commissioner's File

Attachments: Merit Rule Chapter 2.1
Education Code Section § 45247

Santa Monica-Malibu Unified School District

1651 Sixteenth Street • Santa Monica • California 90404-3891 • (310) 450-8338 • www.smmusd.org

Board of Education: Oscar de la Torre • José Escarce • Maria Leon-Vazquez • Ralph Mechur • Kelly Pye • Barry Snell • Kathy Wisnicki
Dianne Talarico, Superintendent of Schools





CLASSIFIED PERSONNEL

2008 SEP 11 P 1:50

Esteban Espinoza
President

Benito Bernal
Vice President

Maggie Johnson
Treasurer

Charles Ruffin
Secretary

Bill A. Lloyd
Executive Director

Executive Board

*County Office of
Education*

Ramon Capiral
Maxine Zepeda

Early Education

Lupe Caloca
LaRonda Davison
Adrian Luna
Gayle Williams

Higher Education

Troylynn Limar
Fernando Sosa

Large Public K-12

Maggie Estell
Corine Recasner
Barbara Torres

Small Public K-12

Vilma Carrizales
Keryl Cartee
Ron Cloutier
Samuel Conner

September 11, 2008

Mr. Tim Cuneo, Interim Superintendent
Mr. Oscar De La Torre, President – Board of Education
Santa Monica-Malibu Unified School District
1651 16th Street
Santa Monica, CA 90404

RE: Personnel Commissioner Reappointment – Ms. Pam Brady

Dear Superintendent Cuneo and President De La Torre:

It has come to our attention that Ms. Pam Brady is seeking re-appointment to the Santa Monica-Malibu Unified School District Personnel Commission.

SEIU Local 99 supports Commissioner Brady's re-appointment. Commissioner Brady has served faithfully in her two terms as a Commissioner and her past service as a member and President of the Board of Education has proven to be invaluable to the Personnel Commission Office, the Board of Education, and the classified employees of the District.

SEIU Local 99 is grateful for Commissioner Brady's past service to the classified employees and the Personnel Commission. SEIU Local 99 welcomes Commissioner Brady's continuing commitment and dedication in seeking re-appointment to the Personnel Commission, and we look forward to working with her and the Commission in the future.

Respectfully,

Frank Torres
Lobbyist

Cc: Keryl Cartee-McNeely, Local 99 Chief Steward
Michael Haberberger, Local 99 Project Director
Bill A. Lloyd, Local 99 Executive Director
file

SEIU Local 99
2724 W. 8th Street
Los Angeles, CA 90005
Phone: (213) 387-8393
Fax: (213) 388-4707
Website: www.seiu99.org

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/08

FROM: TIM CUNEO / MICHAEL D. MATTHEWS / WILBERT YOUNG

RE: REAPPOINTMENT OF PERSONNEL COMMISSIONER PAM BRADY

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve the reappointment of Pam Brady to the Personnel Commission for a three-year term commencing December 1, 2008, and ending November 30, 2011. It is further recommended that this recommendation be submitted to Mr. Jack O'Connell, State Superintendent of Public Instruction, for formal appointment.

COMMENTS: Commissioner Brady, under provisions of Education Code §45244 "Qualifications for Membership on Personnel Commission," is a well-qualified Commissioner, in that she has amply met the requirements in the Education Code to be reappointed to the Personnel Commission. These requirements are: That she a known adherent to the principles of the Merit System, which she has clearly demonstrated through meeting attendance and actions which support the Merit System and its operation.

Mrs. Brady was appointed to the Personnel Commission in January 2003, and has faithfully served the district in this capacity since her initial appointment. (The Personnel Commission has staggered terms: Mrs. Celia Carroll is up for reappointment in 2009 and Mr. Shane McLoud 2010.)

Mrs. Brady has demonstrated by her meeting attendance and her participation in the functions of the Personnel Commission, her knowledge of the Merit System; therefore, she meets all requirements for reappointment.

***** ***** ***** ***** ***** *****

Mr. de la Torre thanked Ms. Brady for her years of service.

MOTION MADE BY: Ms. Pye
SECONDED BY: Mr. Snell
STUDENT ADVISORY VOTE: N/A
AYES: All (7)
NOES: None (0)



Santa Monica Malibu Schools

Extraordinary Public Education

PERSONNEL COMMISSION:

Pam Brady
Celia Carroll
Shane McLoud

Office of the Personnel Commission
Wilbert Young, Ph.D.
Director of Classified Personnel
Secretary to the Personnel Commission

September 19, 2008

The Honorable Jack O'Connell
State Superintendent of Public Instruction
California Department of Education
1430 N Street
Sacramento, California 95814-5901

Attn: Mrs. Michelle Zumot

Dear Mr. O'Connell:

We encourage your support for the reappointment of Mrs. Pam Brady to the Personnel Commission of the Santa Monica – Malibu Unified School District. Mrs. Brady is a known adherent and has been a faithful supporter of the Commission's work in our District. She maintains a high rapport with us and maintains open communication with District Administration, Classified Employees, and the Public. As a former school board member for Santa Monica – Malibu Unified School District and a well-respected educational advocate, she brings her unique background to our meetings.

We urge your reappointment of Mrs. Brady at your earliest convenience.

Sincerely,

Celia Carroll
Chair

Shane McLoud
Member

Enclosure: Board of Education, Recommendation No. A.18

Santa Monica-Malibu Unified School District

1651 Sixteenth Street • Santa Monica • California 90404-3891 • (310) 450-8338 • www.smmusd.org

Board of Education: Oscar de la Torre • José Escarce • Maria Leon-Vazquez • Ralph Mechur • Kelly Pye • Barry Snell • Kathy Wisnicki

Dianne Talarico, Superintendent of Schools



JACK O'CONNELL
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

CLASSIFIED PERSONNEL

2008 NOV 24 A 11:40

November 14, 2008

Pam Brady
1051 Sixteenth Street
Santa Monica, CA 90404-3001

Dear Mrs. Brady:

It is my pleasure to reappoint you to the Santa Monica-Malibu Unified School District (USD) Personnel Commission. Your term of appointment will begin December 1, 2008 and will expire November 30, 2011.

I am confident that you will continue to be a valuable member of the Commission. Thank you for your willingness to serve. If you have any questions regarding this appointment, please contact Michele Zumot, Appointments Coordinator, Office of the State Superintendent of Public Instruction, at (916) 223-6920 or mzumot@sde.ca.gov.

Sincerely,

JACK O'CONNELL

JG:nz

cc: Dianne Talarico, Superintendent, Santa Monica-Malibu USD
Celia Camot, Chair, Santa Monica-Malibu USD Personnel Commission
Sharon McLeod, Member, Santa Monica-Malibu USD Personnel Commission

1400 N STREET, SACRAMENTO, CA 95811-4001 • T 916-223-6920 • WWW.CSDE.CA.GOV

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 11, 2012

AGENDA ITEM NO: IV.A.2.a.

SUBJECT: Advanced Step Placement – Shanelle Franks

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant- Developmental/Health	Employee: Shanelle Franks
<u>Education and Experience:</u> <ul style="list-style-type: none">• At least three hundred (300) contact hours paid or voluntary experience with individuals with special needs.• At least one (1) year of experience working with students with health/orthopedic impairments is highly desirable.• 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">• Shanellee has over 4,000 contact hours working with individuals with disabilities.• Shanelle is a Licensed Vocational Nurse• Shanelle has passed the District' examinations.

DIRECTOR'S RECOMMENDATION:

Ms. Franks's professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 23, Step F on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$13.83/hour; Step F is \$17.66/hour. The net difference in pay is an increase of \$3.83 per hour.

Motion by: _____
Second by: _____
Vote: _____

Younan, Julie

From: shanelle Franks <shanelle.franks@gmail.com>
Sent: Thursday, August 23, 2012 8:52 AM
To: Younan, Julie
Subject: RE: Pay Rate

To whom it may concern:

I am really pleased to receive a job offer of Instructional Assistant Developmental Health with the Santa Monica School District. I feel confident I will make a significant contribution to the growth and learning of the children I will assist. Santa Monica School District is a place where I can utilize my Nursing skills to assist my assigned student and also contribute to other children in the classroom. The terms you have described in the offer are acceptable, with a minor changes.

The offered hourly rate of \$13. CBSalary.com and SimplyHired.com indicate that the average salary for a Special Education Aide in Santa Monica is \$34k-\$54k which equates to roughly \$16-\$26 an hour. I would like you to consider an hourly rate of \$18 as I believe it is more corresponding with the experience and knowledge I am able to provide. It is also good to mention that this is my current hourly rate. Salary is of course not my primary motivation, however, the offered rate would result in a dramatic reduction in living standards.

I know I will perform extremely well serving the Santa Monica School District as an Instructional Assistant of Development Health. I have worked with my current patient in the classroom setting last school year and am very knowledgeable of the general classroom procedures, special instructions, and communication procedures. I believe that the goals of the District and my personal goals can be achieved once I hold this role. Please, let me know what you think about my suggestion. I am open for any discussions and looking forward to beginning as soon as possible.

Best Regards Shanelle L. Franks

CLASS TITLE: INSTRUCTIONAL ASSISTANT-DEVELOPMENTAL HEALTH

Classified Employee's Salary Schedule: A-23

BASIC FUNCTION:

Under the general supervision of an administrator, the Instructional Assistant-Developmental Health will provide assistance with implementation of instructional programs for students with significant disabilities; will provide assistance in meeting special health care needs which may include feeding, toileting, diapering, and/or personal hygiene, positioning students in wheelchairs and other orthopedic equipment, and monitoring physical health conditions of students who are medically fragile, in accordance with established procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assists with specialized physical health care services, such as lifting and positioning students in/out of wheelchairs, braces, and other orthopedic equipment, and operating medical equipment as appropriate (e.g., gastrostomy tube, tracheotomy tube, colostomy) after receiving necessary training.
- Assists teachers with activities for students with special needs in all educational settings individually and/or groups to provide instructional support in, but not limited to, cognitive, gross/fine motor and adaptive behavior skills, vocational skills, social and leisure skills, physical development and fitness.
- Assists students to and from transportation (on the bus as needed) within the school schedule by wheeling beds and chairs; positioning and repositioning students and operating medical equipment as appropriate (e.g., gastrostomy tube, tracheotomy tube, colostomy) after receiving necessary training; assists during the transporting and instruction of students in off-campus or community based settings.
- Assists the teacher in maintaining health/ safety of severely and multiple handicapped students by being aware of the environment and the potential hazards of each child's actions; assist the teacher according to established guidelines and procedures.
- Serves/prepares meals and feeds students with severe eating problems; monitors self-feeding students as directed by a teacher/health plan; when appropriate, use gastrostomy and suctioning equipment and takes appropriate action when students have difficulty while eating.
- Helps provide assistance for the students with personal hygiene/grooming; monitor individual bathroom routines; change diapers and/or clothing as needed.
- Assists designated instructional service providers with physical development activities when applicable.
- Administers medication, first aid and/or CPR in accordance with established health plan.
- Performs routine sanitation duties to ensure a clean/sterile environment (e.g., clean dishes, tables, toys, therapy equipment).
- Assists students in using computer applications and related assistive technology.
- Attends trainings, workshops, and staff development meetings as required.
- Assists teachers with implementation of student's Individualized Education Program (IEP).
- Completes reports and records, such as accident and incident reports.

OTHER DUTIES:

- Performs related duties as assigned.

SUPERVISION:

Supervision is received from a site administrator. Technical and functional direction is received from teacher and District health personnel. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Basic child development as it relates to students with significant disabilities.
- Special needs of students with severe and multiple health/medical problems.
- Basic strategies and techniques of assisting in the instruction of students who are medically fragile.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic mathematical skills.
- Basic computer applications/assistive technology.
- Personal hygiene practices; health and safety regulations (including first Aid and CPR procedures).

ABILITY TO:

- Assist teacher in responding to student health emergencies.
- Assist in bathroom routines and feeding.
- Prepare instructional materials and maintain records as directed by teacher.
- Use basic computer applications and assistive technology.
- Assist in lifting students and equipment.
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.

EDUCATION AND EXPERIENCE:

Any combination of:

EDUCATION:

Must have a high school diploma or its recognized equivalent and

- 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.

EXPERIENCE:

At least three hundred (300) contact hours paid or voluntary experience with individuals with special needs.

At least one (1) year of experience working with students with health/orthopedic impairments is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency. Some positions in this classification may be required to utilize a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Diversified special education classroom environment including students with significant disabilities; subject to changing diapers and bathroom routines.

PHYSICAL DEMANDS:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate specialized equipment and instructional equipment, and lifting heavy students.

**DUTIES APPROVED
BOARD OF EDUCATION:**

Approved 2005

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

June 14, 2005

Revised February 21, 2006

Revised September 19, 2006

Revised September 2, 2008

Title/Revision change from Instructional Assistant-
Health, March 10, 2009

Title/Revision change from **Developmental/Health
Instructional Assistant**, June 12, 2012

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 11, 2012

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

SUBJECT: Advanced Step Placement – Caryl Hall

BACKGROUND INFORMATION:

Classification Title: Accountant	Employee: Caryl Hall
<u>Education and Experience:</u> Education: Educational attainment equivalent to Bachelor's degree in Accounting or related field. Experience: Two or more years of professional accounting experience, including some fund accounting and bookkeeping experience.	Education: <ul style="list-style-type: none">• Caryl possesses a Bachelor's degree in Accounting. Experience: <ul style="list-style-type: none">• Caryl has 6+ years professional accounting experience.

DIRECTOR'S RECOMMENDATION:

Ms. Hall's professional training and experience exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 41, Step C on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$21.46/hour, Step C is \$23.66/hour. The net difference in pay is an increase of \$2.20 per hour.

Motion by: _____
Second by: _____
Vote: _____

August 15, 2012

CLASSIFIED PERSONNEL

2012 AUG 15 P 2 01

Dr. Wilbert Young
Director of Personnel Commission
Santa Monica-Malibu Unified School District
1651 Sixteenth Street,
Santa Monica, CA 90404

Dear Dr. Young,

I am very pleased to join the SMMUSD staff at the District Office as Accountant with the Special Education Department, and thankful for the opportunity.

Below is a summary of my initial employment offer:

Date Started : August 8, 2012

Salary Range: Range 41

Step A: \$3,720.00 per month

Please see my attached resume that highlights the following:

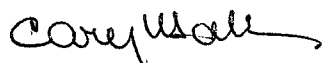
- *Bachelor of Science degree, Major in Accounting*
- *20 years of progressive experience in accounting*
- *Hands-on/applied knowledge of various computer information systems*

Unfortunately the economic challenges of recent years have adversely affected me via a lay-off from my previous employment, at which I held the position of Accounting Manager for 4 years with an annual salary of \$90K.

Please consider my request for Advanced Step Placement; I kindly request your approval for Step F.

I am looking forward to many years of diligent service with the School District and to making significant contributions.

Thank you.



Caryl Hall

CARYL HALL

EXPERIENCE

Shop On Stage, Inc - Ed Hardy, Culver City

November 2007 - present

Accounting Manager

Responsible for full cycle month-end close, including all journal entries and reconciliations.
Provide accounting support to all retail & e-commerce units, including new store openings, sales audit & reporting, inventory, taxes & licenses.
Prepare all financial information for all retail and online operations.

California Pizza Kitchen, Los Angeles

April 2005 - November 2007

Accounting Supervisor

Supervised 4 Senior Accountants
Provided accounting support & financial information to restaurants and senior management.
Worked with Asst Controller to manage month-end close, review and post journal entries.
Analyzed actual vs historical trends to budget for various accounts, including G&A expenses.
Prepared schedules for annual financial audits, quarterly reviews and SOX compliance.
Provided tie-out documentations for SEC reporting.
Prepared Cash Flow Statement & various reconciliations, including Prepaid Expenses and Accrued Liabilities.
Responsible for Franchise accounting, including royalty accruals & franchise schedules.

The Coffee Bean & Tea Leaf, Los Angeles

Accounting Manager

May 2003 – March 2005

Managed AP & Payroll Depts with 2 direct reports, the A/P Supervisor & Payroll Supervisor.
Participated in the Lawson ERP project – implementation of new accounting software, particularly responsible for the GL & AP module and training of end users.
Set-up, tested and implemented vendor agreements on ERS/EDI process
Increased efficiencies of Accounting department by creating various upload templates.
Improved reporting via creation of various queries and templates.
Completed month-end close, including AP sub-ledger close, recurring journals, allocation & amortization entries.
Responsible for posting of all journal entries to the GL, including all sub-ledger interfaces.
Calculated bonus compensation earned by operations (GMs & DMs).

Wolfgang Puck Food Company, Beverly Hills

Accounting Manager

December 2000 – March 2002

Virgin Entertainment Group, Inc., Los Angeles

Senior Accountant

July 1999 – August 2000

Otis Spunkmeyer Inc., San Leandro

Sales Analyst (Sept. 1998 – July 1999)

Senior Accountant (Sept. 1996 – Aug. 1998)

September 1996 – July 1999

EDUCATION

B.S. in Business Administration, Major in Accounting California State University, Hayward 1992

COMPUTER SKILLS

Platinum/Epicor, Lawson, FRx Reporting, Mas90/Mas200, JDEdwards, GreatPlains Dynamics
Microsoft Excel & Word, Quickbooks, RetailPro

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTANT

Classified Employee's Salary Range: A-41

BASIC FUNCTION:

Under general supervision, perform various types of accounting functions and prepare and reconcile accounting reports; maintain and update accounts codes and databases; assist other departments and interface with governmental representatives in reporting information; and perform other related work as necessary.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Update, verify, and review the financial activities of departments and sites having restricted categorical, grant, or gift budgets.
- Prepare status reports for various grants and claims for various programs (including, but not limited to the Regional Occupational Program; prepare budgets and projections for categorical projects.
- Collect and record cash receipts, accounts receivables, and returned checks and prepare related worksheets for general ledger accounting; reconcile cash deposits and sales records and bank statements.
- Analyze general accounting practices to ensure activities meet compliance guidelines; analyze accounting practices in a variety of areas (including, but not limited to, school site ASB, cafeteria, Measure BB, and special education).
- Review and reconcile fund expenditures and fund allocations to ensure accuracy of year-end closing statements; verify account numbers and balance; prepare supporting documentation for corrections needed throughout the year and at year-end closing.
- Prepare month-end and year-end closing entries; generate monthly and quarterly financial statements and prepare activity and special reports as requested; make tax and accounting computations.
- Prepare general ledger entries and reconcile information in subsidiary ledgers.
- Analyze cash flow and prepare cash transfers as needed.
- Provide information and technical assistance to District personnel regarding financial and accounting matters.
- Prepare and reconcile inventory records and enters adjustments.
- Assist with annual budget preparation.
- Prepare claims, requisitions and reports required by the District and other governmental agencies and respond to related inquiries.
- Review and process contract payments.

OTHER DUTIES

- Perform related duties as assigned.

SUPERVISION:

General supervision is received from the Assistant Director of Fiscal Services or designated supervisor as determined by assigned department. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Generally Accepted Accounting Principles (GAAP).
- School accounting methods and procedures.
- State and Federal statutes as related to educational system accounting.
- Financial reporting methods.
- Budgeting practices.
- Bank and inventory accounting methods.
- Problem solving techniques.
- Office filing and record keeping techniques.

ABILITY TO:

- Operate personal computer to utilize spreadsheet and word processing applications, Internet, and electronic mail system.
- Input data and operate ten-key calculator with speed and accuracy.
- Prepare budget projections.
- Review and analyze financial reports.
- Audit accounts for propriety.
- Identify and correct accounting errors.
- Communicate effectively with school administrators, program coordinators, and educational agency representatives.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Schedule, organize, and complete work in accordance with deadlines.
- Understand and interpret school accounting procedures.
- Accurately maintain work records and compile operating, budget, program, or activity reports.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work independently with little direction.

EDUCATION AND EXPERIENCE**EDUCATION:**

Educational attainment equivalent to Bachelor's degree in accounting or related field.

EXPERIENCE:

Two (2) or more years of professional accounting experience, including some fund accounting and bookkeeping experience.

LICENSES AND OTHER REQUIREMENTS:

None.

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 school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing accounting activities, and requesting and providing information.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Physical demands include bending, stooping, reaching, pushing and pulling drawers to retrieve and file information. Lifts and carries reports and records that typically weigh less than twenty (20) pounds.

**DUTIES APPROVED
BOARD OF EDUCATION:**

No date.

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

June 2001

Revised August 14, 2012

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 11, 2012

AGENDA ITEM NO: IV.A.3.

SUBJECT: Scheduling Disciplinary Hearings – Ref. Number 7003 1680 0002 6368 3401 (Half Day) and Ref. Number 7003 1680 0002 6368 3517 (Full Day)

BACKGROUND INFORMATION:

Since we are having extreme difficulty coordinating schedules for the disciplinary hearings for Ref. Number 7003 1680 0002 6368 3401 and Ref. Number 7003 1680 0002 6368 3517, pursuant to the Personnel Commission Rule 14.2.2.A., at the regular Personnel Commission meeting on September 11, 2012, the Personnel Commission will determine the date and time these hearings will be held in November 2012.

Personnel Commission Rule 14.2.2.A. *Procedure for Hearing:*

After an employee has made and filed an appeal in answer to the charges against him/her, the Commission shall investigate, or cause to be investigated, the matter on appeal and may require further evidence from either party. The Commission may, and upon request of the appellant, shall order a hearing. ***If a hearing is so ordered, the Commission shall fix the time and place of the hearing.*** The hearing shall be held within a reasonable length of time from the receipt of the appeal and the Director of Classified Personnel shall provide written notification to all parties.

DIRECTOR'S RECOMMENDATION: . Ref. Number 7003 1680 0002 6368 3401 (Half Day)

The Director of Classified Personnel recommends that the Personnel Commission shall fix the time and place of the hearing for Ref. Number 7003 1680 0002 6368 3401 (Half Day), pursuant to Personnel Commission Rule 14.2.2.A. *Procedure for Hearing*

Motion by: _____
Second by: _____
Vote: _____

DIRECTOR'S RECOMMENDATION: . Ref. Number 7003 1680 0002 6368 3517 (Full Day)

The Director of Classified Personnel recommends that the Personnel Commission shall fix the time and place of the hearing for Ref. Number 7003 1680 0002 6368 3517 (Full Day), pursuant to Personnel Commission Rule 14.2.2.A. *Procedure for Hearing*

Motion by: _____
Second by: _____
Vote: _____

From: Hatch, Jana
Sent: Wednesday, September 05, 2012 2:50 PM
To: Young, Wilbert
Subject: FW: Scheduling Hearing

From: Hatch, Jana
Sent: Wednesday, September 05, 2012 2:40 PM
To: 'Teresa VirgenTorres'; Carlotta Nunnally; 'Elizabeth Zamora-Mejia'; Washington, Debra Moore; Cartee-McNeely, Keryl
Cc: Andersen, Lisa; Young, Wilbert
Subject: Scheduling Hearing

Good afternoon Colleagues,

Since we are having extreme difficulty coordinating schedules for the disciplinary hearings for **Ref. Number: 7003 1680 0002 6368 3401** and **Ref. Number: 7003 1680 0002 6368 3517**, pursuant to the Personnel Commission Rule 14.2.2.A., at the regular Personnel Commission meeting on September 11, 2012, the Personnel Commission will determine the date and time these hearings will be held in November 2012.

Personnel Commission Rule 14.2.2.A. Procedure for Hearing:

After an employee has made and filed an appeal in answer to the charges against him/her, the Commission shall investigate, or cause to be investigated, the matter on appeal and may require further evidence from either party. The Commission may, and upon request of the appellant, shall order a hearing. ***If a hearing is so ordered, the Commission shall fix the time and place of the hearing.*** The hearing shall be held within a reasonable length of time from the receipt of the appeal and the Director of Classified Personnel shall provide written notification to all parties.

Best regards,

Jana Hatch

Administrative Assistant, Personnel Commission
Santa Monica-Malibu Unified School District
Email: jhatch@smmusd.org
Phone: 310.450.8338, ext. 70279
Fax: 310.450.0898
Website: www.smmusd.org

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 11, 2012

AGENDA ITEM NO: IV.B.1.

SUBJECT: HR-PC Reorganization

BACKGROUND INFORMATION:

This item is brought before the Personnel Commission at the request of Commissioner Sidley. In order to facilitate this discussion, the following information is presented:

- Class specifications for human resources administrators and organizational charts from several school districts
- Example of a Memorandum of Understanding
- Proposed organizational chart for HR and PC

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission discuss the organizational realignment of the HR and PC Departments

SOURCE: J.W.
8.23.12



DIRECTOR OF HUMAN RESOURCES

Department/Division:	Human Resources
Reports To:	Assistant Superintendent of Human Resources
Provides Direction To:	Human Resources Staff
Classification Status:	Classified or Certificated Management
Date Prepared:	October 12, 2009
Board Adopted:	October 26, 2009

GENERAL PURPOSE

Under the direction of the Assistant Superintendent-Human Resources, plan, organize, control and direct classified and certificated personnel function of the District; plan, implement and monitor the district's workers compensation and employee benefits programs; supervise and evaluate the performance of assigned personnel; and perform other related duties as assigned.

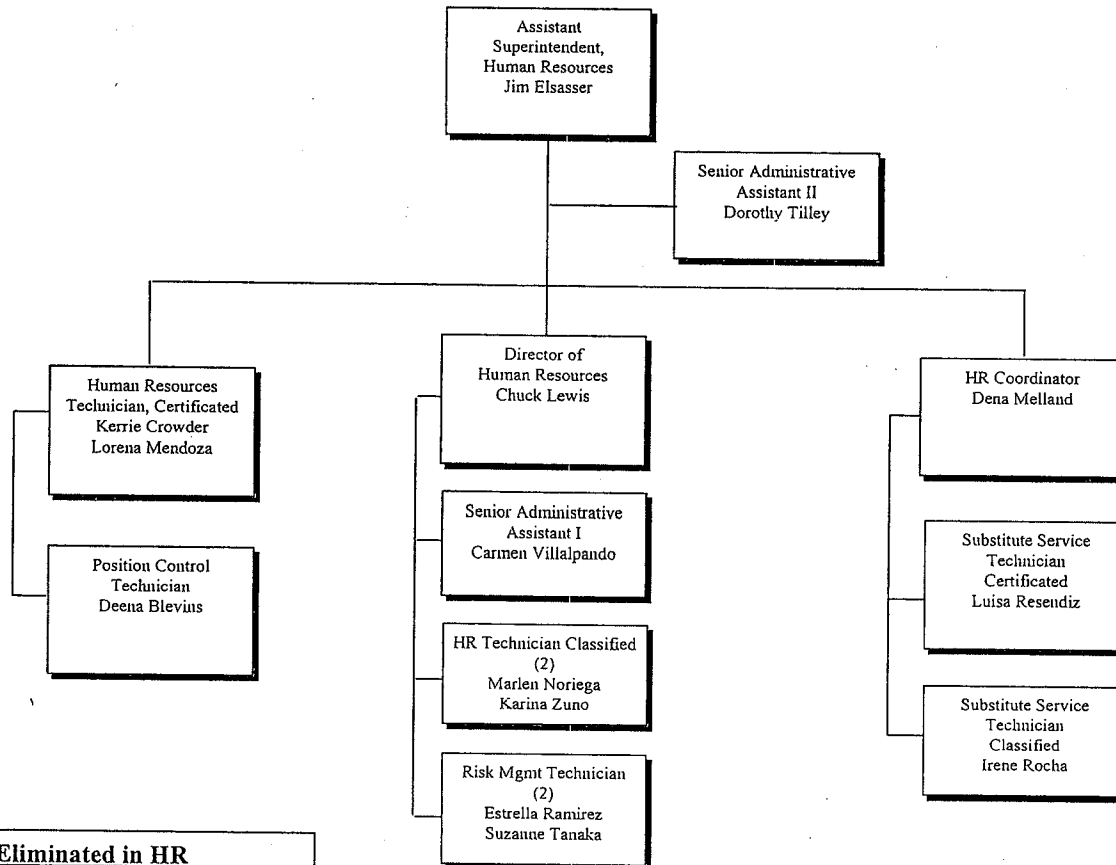
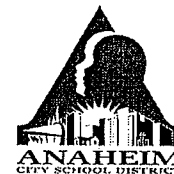
ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plan, organize, control and direct the classified and certificated personnel function of the District; assure compliance with a variety of State and federal regulations, laws and reporting requirements; research, develop and recommend new procedures and programs.
2. Direct the recruitment and selection process for classified and certificated personnel; develop, implement and oversee job announcements, testing activities, paper screening, interviewing, reference checking and other selection processes.
3. Plan, implement and monitor the District's worker's compensation and employee benefits programs.
4. Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

HUMAN RESOURCES

2011-2012 Organizational Chart

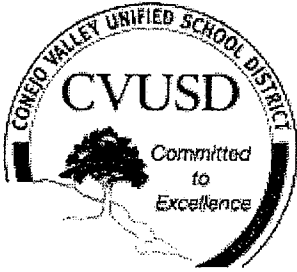


Positions Eliminated in HR

11-30-2009	Director, HR - Classified
12-31-09	HR Assistant
08-31-09	Secretary-Human Resources
08-30-09	Curriculum Specialist-Induction
07-31-09	HR Administrator
03-09-09	HR Technician-Certificated
01-05-08	Risk Manager
10-26-07	HR Assistant
06-30-04	Administrative Assistant
03-31-03	Director, HR - Certificated

Positions Returned/New in HR

07-01-2011	HR Technician-Certificated
12-1-2009	Director, HR



Director, Classified Personnel

Class Code:
225

Bargaining Unit: not applicable

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
Revision Date: Apr 18, 2008

SALARY RANGE

\$41.43 - \$52.90 Hourly
\$3,314.04 - \$4,231.69 Biweekly
\$7,180.42 - \$9,168.67 Monthly
\$86,165.00 - \$110,024.00 Annually

BASIC FUNCTION:

Under administrative direction, serves as secretary and executive officer of the Personnel Commission; plans, organizes and administers a comprehensive classified personnel program and performs other related work as required.

NATURE AND SCOPE

The Director of Classified Personnel works under the supervision of the Personnel Commission, however, may perform duties on behalf of the Board of Education requiring the establishment of sound organizational relationships within the District's management structure.

The Director of Classified Personnel is a member of the Management Team and will be required to travel and attend meetings (daytime and evenings) representing the District and/or Personnel Commission. A major function of the Classified Personnel office is to provide a high degree of personnel services to a variety of departments and school sites; to develop and implement systems and procedures for the timely and efficient response to the needs and requirements of those utilizing the services.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Plans, develops, conducts and supervises selection processes.
2. Develops a selection plan and selection instruments.
3. Establishes weighing and scoring of examination parts.
4. Selects panel members.
5. Trains proctors and raters in selection process documentation.
6. Establishes and administers eligibility lists.
7. Conducts job analysis for selection and classification purposes.
8. Gathers data, document findings and prepares written recommendations.
9. Prepares class specifications for new and revised classifications.
10. Directs and supervises the maintenance of official classified personnel files and records.
11. Conducts salary surveys, collects, compiles and analyzes data.
12. Formulates and makes recommendations.
13. Advises and assists district managers on classified personnel management matters such as employee complaints, grievances, State Unemployment Insurance and involvement with workers' compensation; promotion, progressive discipline, transfer, layoff, termination and performance appraisals.
14. Develops seniority lists, prepares layoff notices and administers layoff lists.
15. Prepares Personnel Commission agenda, meeting minutes, budget and annual report.

DIRECTOR OF PERSONNEL SERVICES

DEFINITION

Under general administrative direction, to be responsible for the District classified personnel program; to assist the Assistant Superintendent, Personnel Services in the administration of the total District personnel program; to perform technical classification, pay, examining, recruiting and employee relations work; and to do related work as required.

EXAMPLES OF DUTIES

Assists the Assistant Superintendent, Personnel Services in the administration of District personnel policies and procedures with major emphasis on the personnel program for classified employees; makes classification studies; prepares class specifications and allocation standards; gathers and evaluates pay data; schedules, prepares and arranges for the preparation of examinations and examination bulletins; interviews job applicants; evaluates and accepts or rejects applications in accordance with specified requirements; participates as a member or chairman of qualification appraisal boards, certifies eligible candidates; participates as a management representative in the collective bargaining process; manages and maintains the District health and welfare programs and workers' compensation insurance program; maintains regular communications with employee organizations; confers with employees, supervisors and school principals on personnel and District policy matters; assists in preparing new policies and procedures; assembles materials for Personnel Commission meetings; represents the District in unemployment insurance claims; conducts various in-service training programs; assists in preparing annual reports and budget request for the Personnel Office; maintains records and makes reports of work done; supervises the work of clerical assistants; acts for the Assistant Superintendent, Personnel Services in the absence thereof or as directed.

DESIRABLE QUALIFICATIONS

Knowledge of:

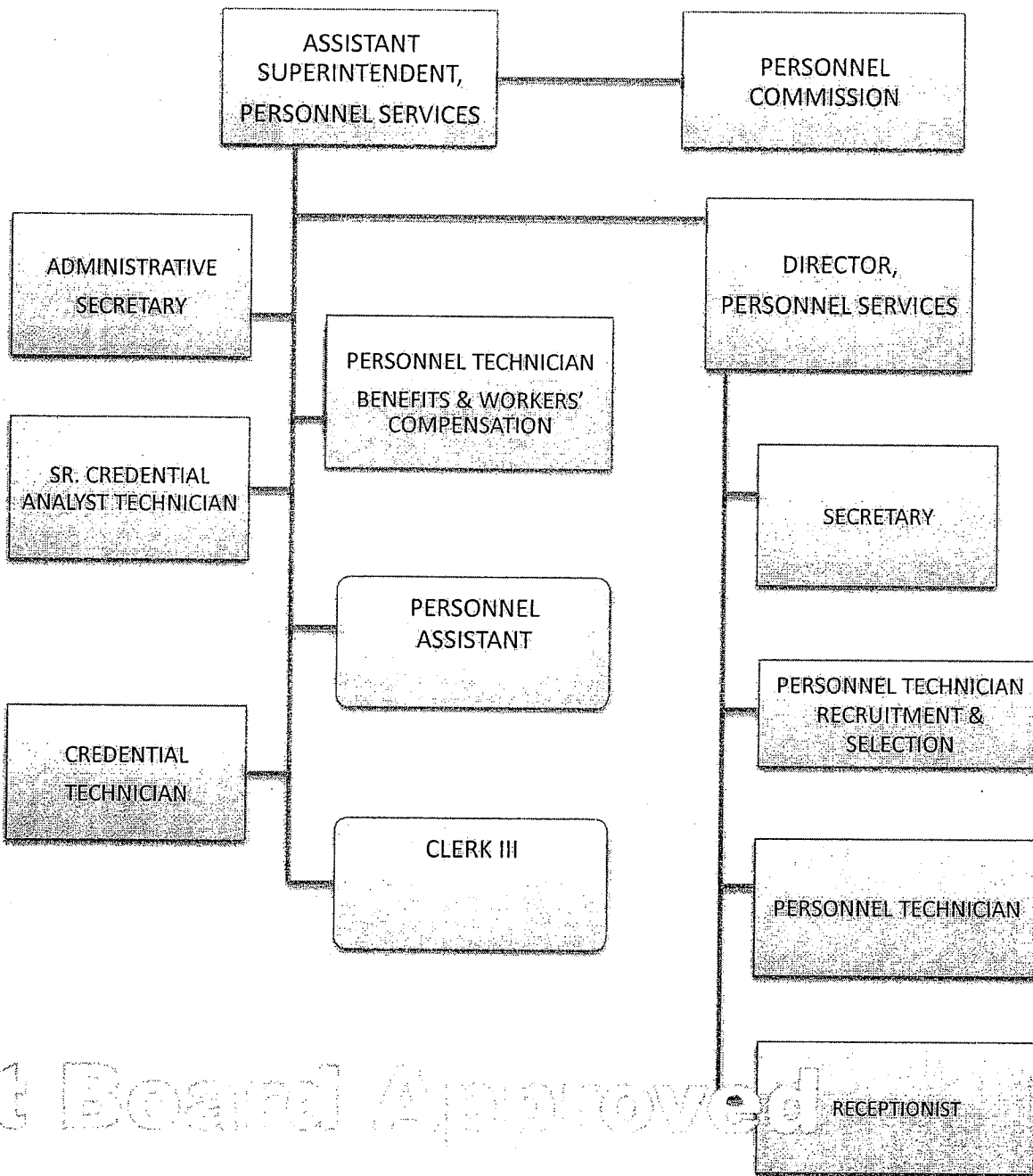
- Principles and techniques of public personnel administration;
- Principles of job analysis, selection techniques and salary administration;
- Principles of employee relations;
- Principles of management and organization.

Ability to:

- Make independent decisions based on information from various sources;
- Communicate well, both orally and in writing;
- Assist with the formulation and administration of personnel policies;
- Do research, evaluate data and prepare reports;
- Counsel employees on a variety of personnel matters;
- Establish and maintain harmonious and effective relationships with applicants, employees, administrators and the public.

Covina-Valley Unified School District

Personnel Services Division



Not Board Approved

Classified

Certificated

Glendale Unified Assistant Superintendent, Human Resources

This position is a dual appointment and carries dual responsibilities, reporting to the Superintendent as Assistant Superintendent, Human Resources and to the Personnel Commission in the capacity of Director, Classified Personnel. The Assistant Superintendent, Human Resources is responsible for the leadership and management of the certificated and classified human resources programs and directs the employer/employee relations program for the District.

Major duties and responsibilities include:

1. Directs the certificated and classified personnel programs within policies of the Board of Education and the Personnel Commission.
2. Serves as Secretary to the Personnel Commission, carrying out those responsibilities required by law.
3. Directs the District's employer/employee relations program.
4. Provides direction for the District's Workers' Compensation Program.
5. Provides assistance in personnel matters to school principals and other management personnel.
6. Prepares personnel reports for submission through the Superintendent of Schools to the Board of Education.
7. Develops, monitors and evaluates the budget for the Human Resources department.
8. Coordinates the employee recruitment, interviewing, placement, evaluation and promotion programs of the District.
9. Supervises preparation of contracts for certificated and classified employees.
10. Develops new personnel policies for submission to the Board of Education through the Superintendent when required.
11. Serves as the District's Affirmative Action Employment Officer.
12. Collaborates with the Educational Services division to support and implement teacher induction programs.
13. Performs other duties as assigned.

Supervision Exercised or Received:

Under the direction of the Superintendent and the District Personnel Commission.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DIRECTOR OF HUMAN RESOURCES (CLASSIFIED MANAGEMENT POSITION)

No
Asst.
Supt.

BRIEF DESCRIPTION OF POSITION

The Director of Human Resources is directly responsible to the Superintendent and is accountable for the management of the certificated and classified divisions of the Human Resources Department. The Director of Human Resources has the primary responsibility in establishing criteria and recommending employment, assignments and dismissal of personnel in cooperation with appropriate district personnel. The Director of Human Resources serves as an "ex officio" member of the Superintendent's Cabinet and participates in Cabinet activities as necessary. The Director of Human Resources also serves as the Personnel Director and Secretary to the Personnel Commission. This is a classified senior management position (Education Code Section 45108.5).

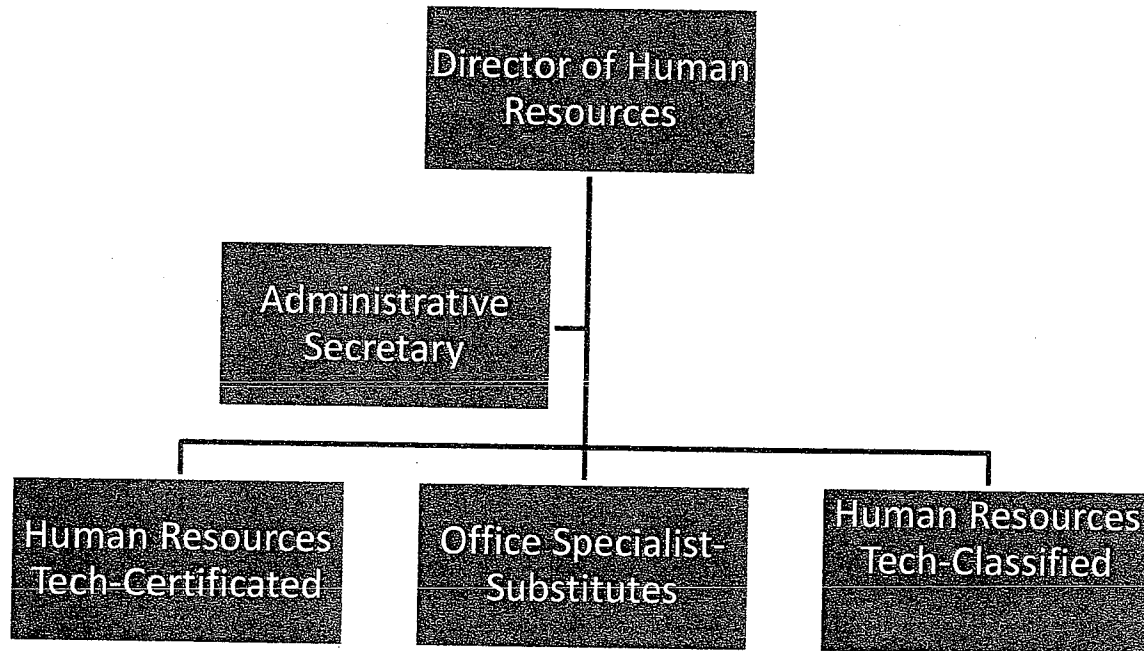
GOALS OF EFFECTIVE PERFORMANCE

- An efficient, cooperative and healthy work place environment
- The development of operational procedures in support of district goals and in compliance with employee contracts, district adopted budgets and state and federal laws
- The administration of Merit System regulations
- The coordination of district staffing (recruitment, selection, credentials, assignment, compensation, training, discipline)
- Advisement to the Board, Superintendent, Personnel Commission and appropriate staff of changes and developments in all aspects of labor relations, personnel practices, training, employee contracts, legal issues, wages and benefits, grievances and arbitration

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Plan, coordinate, supervise and evaluate the daily operations and work of the Human Resources Department
- Directs and supervises the recruitment, selection, assignment and evaluation of certificated and classified personnel
- Coordinates, monitors and reviews all requests for transfer, promotion, professional growth, grievances, leaves of absence, evaluations, sick leave, termination or retirement, layoffs and discipline/dismissal issues.
- Supervises and evaluates the performance of assigned staff
- Assists, monitors and reviews the coordination, preparation, and implementation of the Human Resources items for the Board of Trustees agendas
- Provides counseling in matters related to employee assistance, grievances, credentialing
- Assists staff in contract issues and Merit System requirements

Manhattan Beach Unified School District
Human Resources



SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

HUMAN RESOURCES DIRECTOR - CLASSIFIED

DEFINITION

To plan, organize, and direct the activities of the Classified Human Resources Department in accordance with state laws, Personnel Commission rules, collective bargaining agreements and Board of Education policies and procedures; to provide technical classified personnel support to all District departments; and to provide highly complex staff assistance to an Assistant Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an Assistant Superintendent.

Exercises direct supervision over supervisory and office support staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Directs and participates in the development and implementation of goals, objectives, policies and procedures related to the Classified Human Resources Department. Selects, supervises, trains and evaluates technical and clerical staff. Directs and participates in the preparation and administration of the Department budget. Interprets laws, rules and regulations affecting the program and services provided; informs necessary parties regarding implications and ramifications. Manages the planning and implementation and gives direction and supervision to staff assigned to the recruitment and selection program for classified personnel, including scheduling of examinations, reviewing applications, preparing or arranging for the preparation and administration of written tests, performance tests and qualification appraisals. Supervises the preparation of lists of qualified employment candidates and submission of lists to the Personnel Commission for certification. Administers classified employee performance evaluation program. Counsels and advises management on classified disciplinary matters. Investigates, prepares and recommends to the Board of Education formal charges and causes for certain classified disciplinary actions. Administers applicable laws, rules and regulations related to classified employment. Conducts compensation studies and researches information needed for negotiation with classified employee organizations and for the purpose of representing the District's position in relation to reclassification requests. Serves as a member of the District's negotiating team in classified collective bargaining. Administers the provisions of the Classified Collective Bargaining Agreement. Makes recommendations to the Assistant Superintendent and the Board of Education related to classified personnel issues. Meets with employees and association representatives to resolve complaints. Represents the Board of Education and the Assistant Superintendent at meetings of the Personnel Commission. Coordinates and participates in a wide variety of special projects as assigned by the Superintendent. Prepares special studies and reports for the Assistant Superintendent and the Board of Education. Provides complex and technical staff assistance to assigned Assistant Superintendent; prepares and presents staff reports and other necessary correspondence. Performs related duties as assigned.

Santa Clara County Office Of Education

DIRECTOR, CLASSIFIED PERSONNEL SERVICES

SANTA CLARA COUNTY OFFICE OF EDUCATION
Classified Administrative Job Description
DIRECTOR, CLASSIFIED PERSONNEL SERVICES

SUMMARY: Directs, plans, and supervises the services, activities, and functions of the Classified Personnel Services Department for the Personnel Commission, and assists the County Superintendent of Schools in the functions performed by the Human Resources Branch; develops and recommends policies and procedures to the Personnel Commission, Office administration, and employee group representatives; oversees recruitment, examination, eligibility determination, and selection activities; administers the classification and salary plans for the classified service; manages, organizes and coordinates employment support programs including, substitute recruitment and staffing, applicant live scan fingerprinting, and related special projects as assigned; schedules and organizes employee disciplinary hearings; serves as expert resource for questions and counsel; serves as Secretary to the Personnel Commission; and performs all other related duties.

ACTIVITIES:

40% CLASSIFIED PERSONNEL ADMINISTRATION

Under the direction of the Personnel Commission, directs and participates in the preparation of recruitment programs, applicant examinations, and selection activities; ensures the validity and reliability of employment examination components; oversees the preparation of eligibility, transfer, and reemployment lists as well as confidential files and records; administers classification and compensation plans; reviews classified personnel actions for compliance with law and rules; responds to requests for advanced salary step placement; conducts classification and wage studies, prepares narrative reports, and makes recommendations to the Commission; monitors classified position control, progressive discipline actions, seniority, layoff, and reemployment activities; develops, recommends, and implements rules, policies, and practices related to the classified service personnel program in accordance with Merit System Rules and provisions of the Education Code; serves as Secretary to the Personnel Commission; prepares and coordinates agenda and supporting documents for Commission meetings; schedules and organizes employee disciplinary hearings; responds to complaints related to Personnel Commission functions; prepares, administers, and monitors expenditures of the Commission's budget; and develops and maintains working relationships with Office administrators, employees, employee group representatives, community groups, and others concerned with fair employment.

25% HUMAN RESOURCES PROGRAMS

Administers human resources programs relating to substitute applicant orientation, recruitment, selection, and staffing; manages and coordinates applicant live scan fingerprinting operations and special projects as assigned; approves new job categories and salary rate adjustments for non-regular personnel; researches and remains abreast of issues related to human resources employment functions; coordinates activities with clients as needed; develops, recommends, and proposes policies, rules, and practices related to assigned programs; administers, monitors, and projects basic and revenue budgets; and oversees and authorizes interagency and maintenance agreements.

15% TECHNICAL ASSISTANCE

Provides responsible staff assistance to the Personnel Commission and the Assistant Superintendent, Human Resources; advises Office managers, employees and employee group representatives; responds to technical and general questions; discusses classified labor agreements/merit system rules and employment policies and practices; implements, justifies, or defends decisions; resolves classified personnel issues; and prepares statistical and narrative reports.

15% SUPERVISION

Selects, directs, assigns, monitors, and evaluates technical, secretarial, and other support staff.

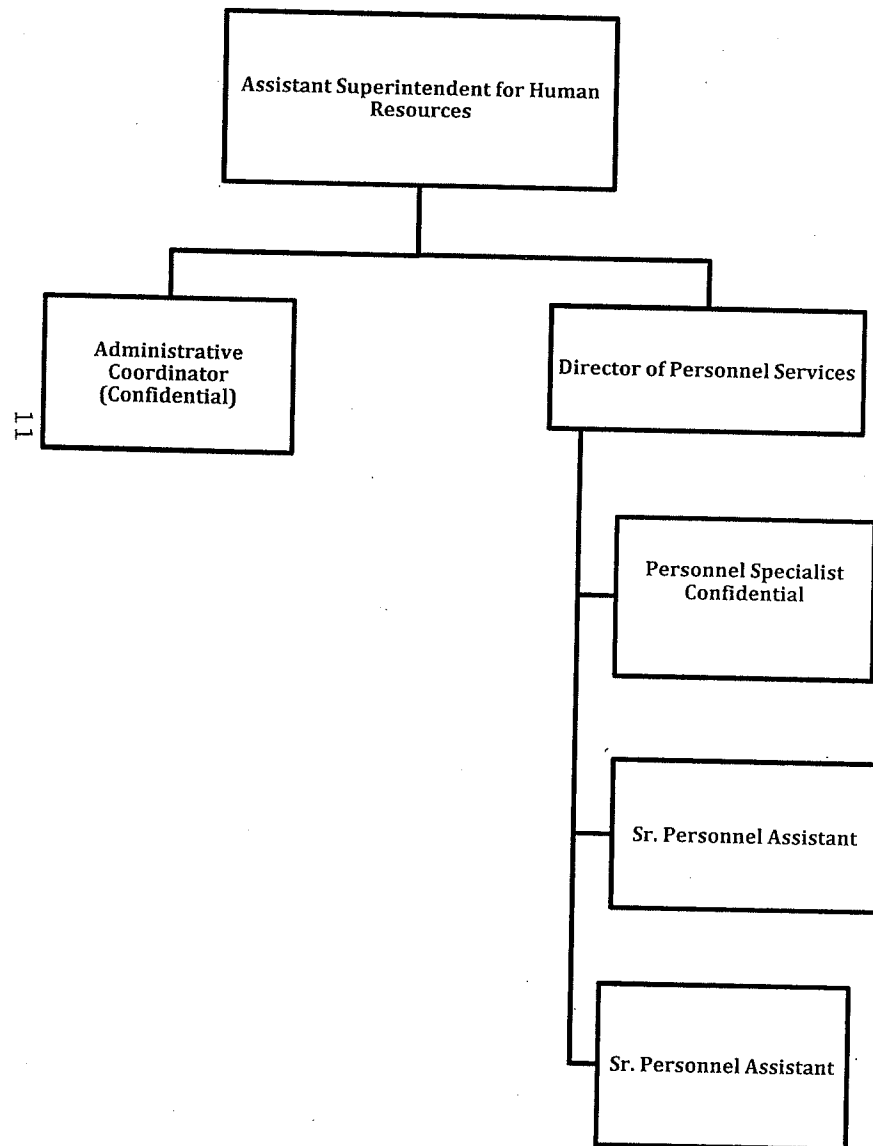
5% RELATED ACTIVITIES

Performs all other related duties.

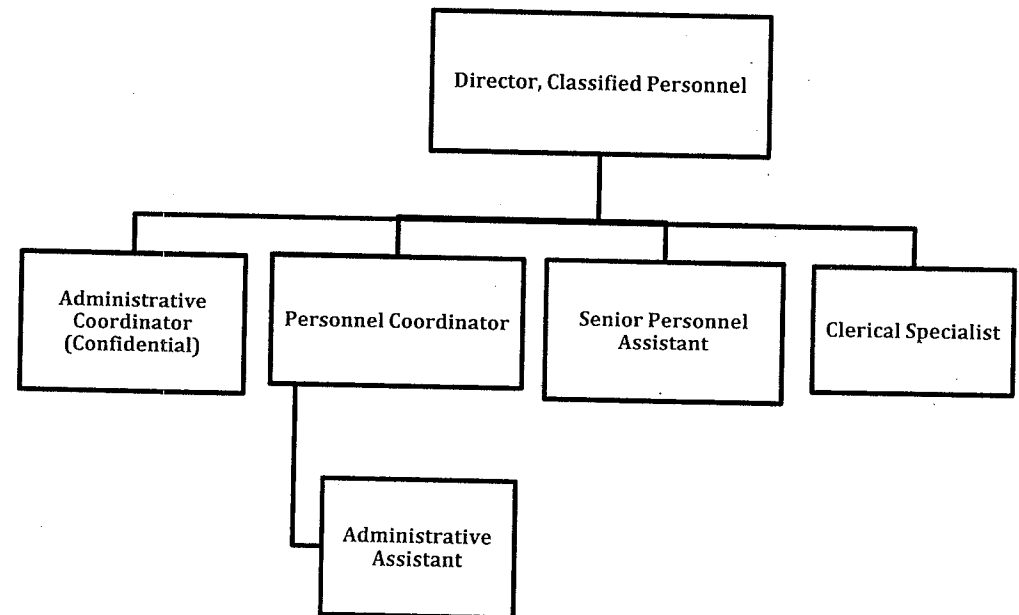
DECISION-MAKING AND PROBLEM-SOLVING: Hears protests and makes determinations relative to

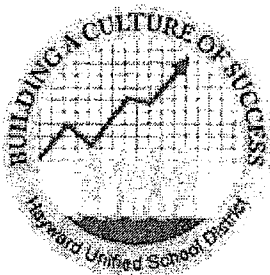
BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources and Personnel Commission Organizational Chart 2011-12

HUMAN RESOURCES



PERSONNEL COMMISSION





Executive Director of Classified Human Resources and Personnel Commission

Class Code:
202110

Bargaining Unit: Management/Supervisory &
Confidential positions

HAYWARD UNIFIED SCHOOL DISTRICT
Revision Date: Dec 31, 2011

SALARY RANGE

\$62.34 - \$75.01 Hourly
\$4,987.27 - \$6,000.96 Biweekly
\$10,805.75 - \$13,002.08 Monthly
\$129,669.00 - \$156,025.00 Annually

GENERAL DESCRIPTION:

This is a management position under the sole direction of the Personnel Commission. The Executive Director of Classified Human Resources directs the activities of professional and support personnel in the overall administration of a comprehensive personnel management program for the classified service. Under Merit System law, this includes recruitment, examination and classification, and appeals. The position also performs duties in training, PERB hearings, arbitration cases, employer/employee relations, disciplinary actions and related staffing problems in support of District human resources activities.

EXAMPLES OF DUTIES:

Direct the establishment and maintenance of procedures required for the administration of the personnel program in conformity with Merit System laws, Personnel Commission rules.

Plan, organize, and direct recruitment, examination and selection programs; prepare or arrange for the preparation and administration of written tests, performance tests, qualification appraisal interviews.

Plan, organize and direct activities including development and issuance of agendas and minutes, development and administration of actual budgets, organizing disciplinary hearings and issuing annual reports to the Board of Education.

Direct the maintenance of the classification plan; gather, analyze and interpret salary data; conduct difficult classification and wage studies and recommend changes in classifications and compensation.

Interpret laws, rules, and regulations at Commission and Board of Education meetings and to classified employees.

Plan, organize and conduct training for classified employees including supervisory training, administrative workshops and others.

Select, supervise and train Commission staff members.

Meet on individual or group basis with employees and their representatives to resolve problems; resolve grievances as necessary.



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT PERSONNEL COMMISSION

THE POSITION

The Personnel Commission of the Victor Valley Union High School District is looking for a Merit System director with the ability to direct a comprehensive human resources program including classification, compensation, discipline, training, employee relations, recognition, budget, and rules. The position serves as principle advisor and secretary to the three-member Personnel Commission as well as being a key administrator in the district human resources program for the Board of Trustees. Both the Board of Trustees and Personnel Commission rely on this position to provide legal and technical advice concerning the Education Code, Personnel Commission authority, and collective bargaining issues. The position reports directly to the Personnel Commission; however, on a day-to-day basis, the position works closely with the Assistant Superintendent of Human Resources, as well as other key district administrators on training, staffing and employee relations issues.

THE COMMUNITY

Victorville is a city located in the Mojave Desert (Victor Valley) foothills along the I-15 interstate corridor north of the San Bernardino and San Gabriel Mountains. The five cities of Victorville, Apple Valley, Hesperia, Adelanto and Barstow make up the Victor Valley with a population of 325,000. The beautiful Mojave Desert, offers the taste of a finer affordable life, while being able to retreat to a quiet calm seldom found in cities. The surrounding Mojave Desert offers some of the finest parks and recreation in the country. Excellent educational and health care opportunities are available in the Victor Valley.

THE DISTRICT

The Victor Valley Union High School District enjoys a reputation of educational leadership, with a strong interest in students and their instructional program, and a commitment to meeting the needs of all students. There are 10,500 students enrolled in the District's secondary programs. The District takes pride in the outstanding staff of more than 463 certificated employees, 451 classified employees, and 39 managers. It is a Merit System district. For District information, please visit the VVUHSD web site at www.vvuhsd.org/

THE PERSONNEL COMMISSION

The Merit System's Personnel Commission manages the recruitment, selection, classification, compensation, and performance management of the classified employees to select and retain the best possible employee. The three Personnel Commissioners of the Victor Valley Union High School

PERSONNEL COMMISSION

Ruth TerKeurst
Vice Chair

Christie Swearingen
Chair

Rita Jackson
Member

**AGREEMENT
BETWEEN
BARSTOW UNIFIED SCHOOL DISTRICT
AND THE PERSONNEL COMMISSION**

**ADMINISTRATIVE COORDINATION FUNCTIONS
(NON-MERIT SYSTEM DUTIES AND RESPONSIBILITIES)**

1. The Barstow Unified School District (hereafter, "DISTRICT") and the Personnel Commission (hereafter, "COMMISSION") have mutually agreed upon administrative coordination duties and responsibilities for the Director, Personnel Commission.
2. **COLLECTIVE BARGAINING DUTIES:** The Director will play an active role in classified negotiations including: facilitating and suggesting solutions, analyzing and reporting the implications of negotiable issues, drafting contract language for consideration by the parties.

The Director's function is one of a resource to both the DISTRICT and the Exclusive Representatives (hereafter, "REPRESENTATIVES") of the bargaining units. The Director shall not serve as the DISTRICT'S spokesperson and shall be free to point out areas to both parties where negotiations may be in conflict with Merit System laws.

The Director may caucus with the DISTRICT or the REPRESENTATIVES if requested, and if appropriate. The Director may facilitate, problem solve, analyze, or suggest alternatives. However, the Director will not pressure either party to reach agreement through the use of a mediation role.

3. **DISCIPLINARY PROCESS DUTIES:** The Director can advise both the DISTRICT and the REPRESENTATIVES/employee on disciplinary procedures, determine facts but not consequences, and help develop individualized employee training programs to address performance needs.

The Director is the COMMISSION'S representative in the disciplinary process; no duties shall be performed that conflict with this primary role. The Director must be free to be an impartial procedural advisor and resource to the DISTRICT, the REPRESENTATIVES, and employees. The Director's participation at different levels of the disciplinary process should promote fairness, consistency, and due process compliance. The Director will not be the DISTRICT'S spokesperson; the decision as to the specific disciplinary action necessary in due process/progressive discipline will be determined by the supervisor and/or Superintendent—**not the Director.**

The DISTRICT'S spokesperson or designee will notify the employee of disciplinary action or administrative leave, the Director may be present to assist with procedural issues.

4. **CONTRACT ADMINISTRATION DUTIES:** The Director will help with administering the contract language as agreed to by the parties. In the event of a grievance, the Director can research factual background information for the parties, act as a facilitator, coordinate procedural issues, and propose solutions/resolutions of alleged violations of the contract.

The Director will not be the DISTRICT'S representative authorized to determine the DISTRICT'S official response to a grievance. The DISTRICT'S response to a grievance is the responsibility of the DISTRICT administrator designated at the appropriate level.

5. **OTHER MISCELLANEOUS ADMINISTRATIVE COORDINATION DUTIES:**

5.1 Classified Staffing Levels: The Director will assist with the research of staffing levels in schools or offices and provide information to the DISTRICT. The DISTRICT will determine the necessary course of action, if any.

5.2 Layoff Processing: The Director will coordinate the implementation of layoff, displacement, or reassignment of employees based on negotiated layoff impact agreements, contractual, COMMISSION rule, and legal requirements.

5.3 New Position Duty Statements: The Director will assist with necessary research and coordinate the drafting of new classification duties based on the functions assigned by the DISTRICT. Upon the Board's approval of the duties for a new position, the Director will submit appropriate items to the COMMISSION for classification and assignment of minimum qualifications.

5.4 Job Duty Assignment Issues: The Director will coordinate responses to supervisors and employees regarding duty assignment issues. The Director will consult with the Superintendent or designee for clarification of the DISTRICT'S position as necessary.

6. The Director is a representative of the COMMISSION and is one hundred percent (100%) funded from the COMMISSION budget. No additional duties performed by the Director under this agreement may conflict with this role. The COMMISSION is responsible for the supervision and evaluation of the Director, providing for input from the DISTRICT and the REPRESENTATIVES.
7. The Merit System duties performed for the COMMISSION under the class specification for the Director, Personnel Commission will take priority over any duties contained in this Agreement. The Director will balance the performance of the administrative coordination functions contained in this Agreement with the core Merit System duties to the extent possible. Where a balance is not possible, the performance of the duties in this Agreement will not be permitted to significantly impact the Director's primary Merit System duties and responsibilities.

8. The REPRESENTATIVES of the classified employees has reviewed this agreement and is understanding of the changes in the administrative coordination functions assigned to the Director, Personnel Commission.
9. The COMMISSION may revoke or request modification of this Agreement with 60 days notice to the DISTRICT. However, the parties may mutually agree to a shorter timeline.

Mr.
Chairperson,
Personnel Commission

Signature

Date

Mr.
President, Board of Trustees

Signature

Date

Mr.
Superintendent

Signature

Date

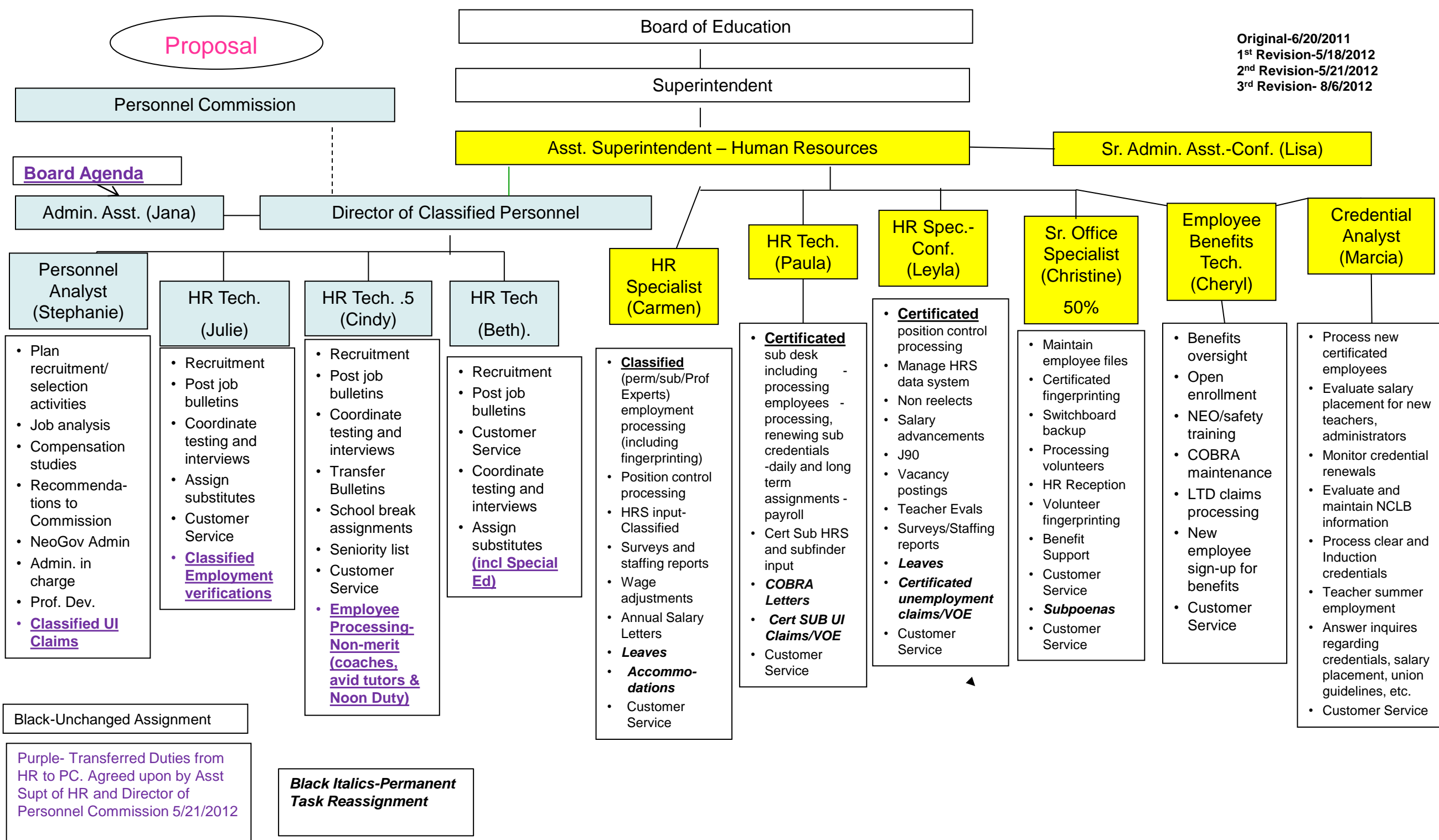
Ms.
Chapter President, California
School Employees Association,
Chapter 306

Signature

Date

Proposal

Original-6/20/2011
1st Revision-5/18/2012
2nd Revision-5/21/2012
3rd Revision- 8/6/2012



Personnel Requisition Executive Summary

as of September 6, 2012

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List [Selection interviews held/scheduled for the positions.]	5
* Open [None of these positions are on Transfer Bulletin.]	7
Total:	12

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (08/07/12)	16
* Requisitions Received (+)	8
* Requisitions Filled (-)	11
* Requisitions Cancelled/On Hold (-)	1
* Current Requisition Total (09/05/12)	12

Personnel Commission

Personnel Requisition Monthly Comparison

Req Status	9/8/2011	10/6/2011	10/28/2011	12/7/2011	1/4/2012	3/7/2012	4/11/2012	5/2/2012	6/6/2012	7/2/2012	8/9/2012	9/6/2012
Cert. List	10	9	5	23	7	6	3	3	4	4	10	5
Open	37	33	39	17	33	9	7	5	5	9	6	7
Total	47	42	44	40	40	15	10	8	9	13	16	12

Req Status: "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
1	13-018	08/14/12	ATHLETIC TRAINER	SANTA MONICA HIGH	87.50	7	Vac	HOLLIE TIRRELL	4	Open		RECRUITMENT OPENED 08/15/12 THROUGH 09/07/12. A SUBSTITUTE WAS PROCESSED ON 08/27/12 TO FILL POSITION DURING RECRUITMENT PROCESS. APPLICATION SCREENING IN PROGRESS. EXAM ADMINISTRATION TENTATIVELY SCHEDULED FOR WEEK OF 09/24/12. [TRANSFER BULLETIN #04 CLOSED 08/21/12.]	
2	13-014	07/26/12	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.5	Vac	LETICIA BATEY	2	Cert. List	08/07/12	STAFF COORDINATING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVW DATE(S). [TRANSFER BULLETIN #02 CLOSED 08/07/12.]	YES
3	13-024	08/23/12	ELEMENTARY LIBRARY COORDINATOR	SMASH	25.00	2	Vac	CLAIRE SWARTZ-MILLER	5	Open		08/28/12, STAFF CONTACTED HIRING AUTHORITY TO DETERMINE POSITION SPECIFICS (DAYS, HOURS, ETC.) AND CANVASSING LIST OF ELIGIBLES FOR CERTIFICATION. SELECTION INTVWS TO BE SCHEDULED IN CONJUNCTION WITH CERTIFICATION OF ELIBILES. [TRANSFER BULLETIN #05 CLOSED 08/30/12.]	
4	13-020	08/13/12	GARDENER	GROUND MAINTENANCE	100.00	8	Vac	BARTON BURDICK	-	Cert. List	08/27/12, 08/29/12	RECRUITMENT OPENED 03/22/12 TO 04/17/12. WRITTEN EXAM ADMINISTERED 05/03/12. PERFORMANCE EXAM ADMINISTERED 08/08/12. REQUISITION RECEIVED 08/13/12 AND POSTED ON TRANSFER BULLETIN #04 (WHICH CLOSED 08/21/12). SELECTION INTVWS CONDUCTED 08/29/12 AND 08/31/12. SELECTION PENDING.	YES
5	13-001	07/11/12	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	43.75	3.50	Vac	LESLIE HENDERSON	1	Cert List	08/29/12	TWO OF THREE ELIGIBLES INTERESTED IN POSITION. RECRUITMENT OPENED 07/16/12 THROUGH 08/03/12 TO SECURE ADDITIONAL ELIGIBLES. EXAM (QUALIFICATIONS APPRAISAL INTERVIEW) ADMINISTERED 08/23/12. SELECTION INTVW HELD 09/04/12. SELECTION PENDING. [TRANSFER BULLETIN #01 CLOSED 07/17/12.]	YES

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
6	12-223	06/13/12	INSTRUCTIONAL ASST-PHYSICAL ED	LINCOLN MIDDLE	75.00	6.00	Vac	QUENTIN PRICE	39	Cert. List	06/29/12	ON 06/29/12, STAFF CONTACTED HIRING AUTHORITY REGARDING SELECTION INTVW DATE. INTVWS WERE TENTATIVELY SCHEDULED FOR WEEK OF 08/06/12 WITH THE ONE FEMALE ELIGIBLE. RECRUITMENT RE-OPENED TEMPORARILY. ON 08/27/12, HIRING AUTHORITY ADVISED THAT ALTHOUGH THE POSITION INITIALLY REQUIRED A FEMALE CANDIDATE, A MALE CANDIDATE IS NOW ACCEPTABLE. EXAM TENTATIVELY SCHEDULED FOR WEEK OF 09/24/12. [TRANSFER BULLETIN #39 CLOSED 06/25/12.]	NO
7	13-025	08/28/12	INSTRUCTIONAL ASST-SPECIAL ED	MCKINLEY ELEMENTARY	50.00	4.00	New	---	6	Open		[TRANSFER BULLETIN 06 CLOSED 09/03/12.]	
8	13-026	08/23/12	INSTRUCTIONAL ASST-SPECIAL ED	SANTA MONICA HIGH	50.00	4.00	Vac	AMANDA SAUGSTAD	6	Open		[TRANSFER BULLETIN 06 CLOSED 09/03/12.]	
9	12-103	09/08/11	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. POSITION ADVERTISED WITH A VARIETY OF SOURCES. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
10	13-013	07/26/12	SENIOR OFFICE SPECIALIST	MALIBU HIGH	50.00	4.00	Vac	LERY ESPINOSA	2	Open		SELECTION INTVWS SCHEDULED 09/07/12. SUBSTITUTE IN PLACE PENDING SELECTION. <u>NOTE:</u> POSITION WAS TEMPORARILY PLACED ON HOLD UNTIL CURRENT EMPLOYEES COMPLETED EXERCISE OF DISPLACEMENT RIGHTS. [TRANSFER BULLETIN #02 CLOSED 08/07/12.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
11	13-023	08/23/12	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	55.00	4.40	Vac	RAMEZ GIUGUIS	5	Cert. List	08/29/12	SELECTION INTVWS HELD 09/05/12 AND 09/06/12. SELECTION PENDING. [TRANSFER BULLETIN #05 CLOSED 08/30/12.]	YES
12	13-017	08/06/12	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	75.00	6.00	New	---	3	Open		RECRUITMENT OPENED 07/12/12 AND SCHEDULED TO CLOSE 08/20/12. APPLICATION SCREENING IN PROGRESS. INITIAL EXAM DEVELOPMENT MTG WITH SME 08/02/12. NOTE: THIS A NEWLY CREATED POSITION APPROVED BY THE BOE 06/27/12; THE CLASS SPEC WAS APPROVED BY THE PERSONNEL COMMISSION 07/11/12. TWO-DAY EXAM (PERFORMANCE + QUALIFICATIONS APPRAISAL INTERVIEW) TENTATIVELY SCHEDULED FOR 09/20/12 AND 09/21/12. [TRANSFER BULLETIN #03 CLOSED 08/15/12.]	

NOTES:

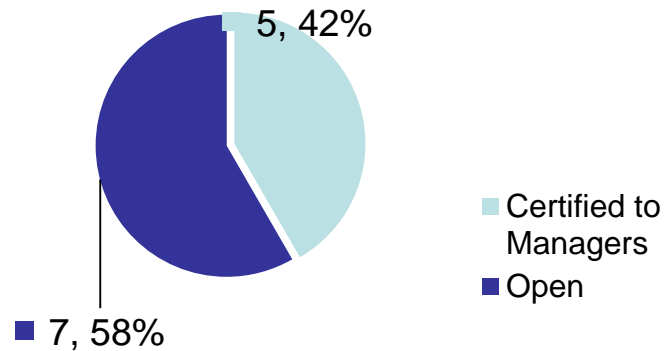
¹ **Position Type** : "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.

² **Req Status** : "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

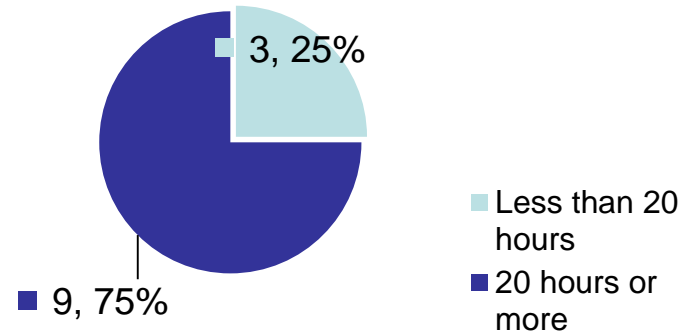
Personnel Requisition Graphic Summary

as of September 6, 2012

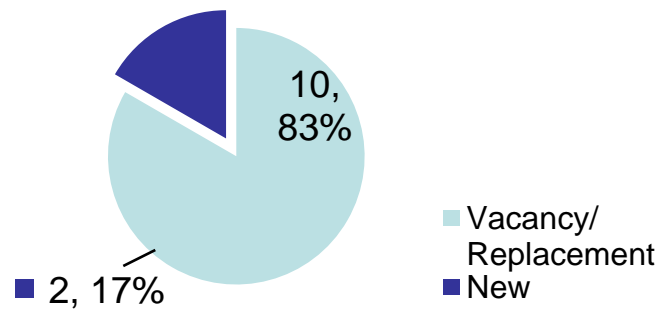
Status



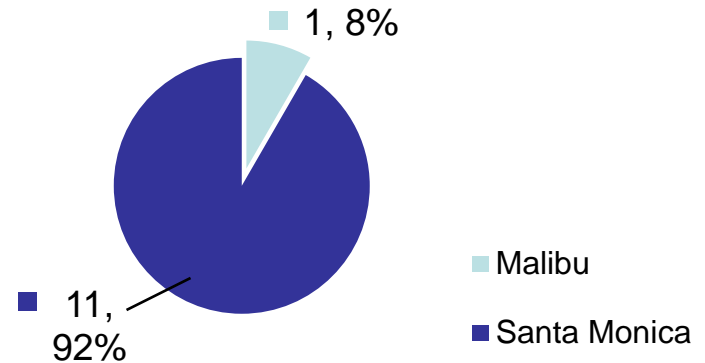
Work Hours



Position Type



Work Location



**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2012 – 2013**

Date	Time	Location	Discussion Item
2012			
July 11, 2012	5:00 p.m.	Board Room – District Office	
August 14, 2012	5:00 p.m.	Board Room – District Office	
September 11, 2012	5:00 p.m.	Board Room – District Office	
October 9, 2012	5:00 p.m.	Board Room – District Office	
November 13, 2012	5:00 p.m.	Board Room – District Office	
December 11, 2012	5:00 p.m.	Board Room – District Office	
2013			
January 15, 2013	5:00 p.m.	Board Room – District Office	
February 2013	Daily Conference	TBD	CSPCA 2013 Annual Conference
February 12, 2013	5:00 p.m.	Board Room – District Office	
March 12, 2013	5:00 p.m.	Board Room – District Office	
April 9, 2013	5:00 p.m.	Board Room – District Office	2013–14 Budget Discussion and Development,
May 14, 2013	5:00 p.m.	Board Room – District Office	2013-14 Budget Adoption
June TBD, 2013	5:00 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director of Classified Personnel
June 11, 2013	5:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2012-2013

Closed Session begins at 4:30pm
Public Meetings begin at 6:00pm

July through December 2012					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/18* DO		*Wednesday, 7/18
August	8/1* M		8/15* DO		*Wednesday, 8/1 *Wednesday, 8/15 First day of school: 8/22
September	9/6 DO		9/20 DO		
October	10/4 M		10/18 DO		
November	11/1 M		11/15 DO		Thanksgiving: 11/22-23
December		12/13 DO		winter break	
Winter Break: December 24 – January 4					
January through June 2013					
Winter Break: December 24 – January 4					
January		1/17 DO			
February	2/7 M		2/21 DO		
March	3/7 DO		3/21 M	spring break	
Spring Break: March 25 – April 5					
April	spring break		4/18 DO		
May	5/2 M		5/16 DO		
June	6/6 DO			6/26* DO	Last day of school: 6/11 *Wednesday: 6/26

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office [vii](#) least one day prior to the meeting.
 Board of Education Meeting AGENDA: June 27, 2012

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
08/15/12

RECOMMENDATION NO. A.12

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Bechkovski, Stefan Child Develop Svcs	Swimming Inst - Lifeguard	7/1/12-7/31/12
Fruchtman, Bette District	Office Specialist	7/1/12-8/21/12
Hall, Ana Special Education	Inst Asst – Developmental Health	6/25/12-7/20/12
Nao, Kim Educational Svcs	Student Outreach Specialist	7/9/12-8/15/12
Nunez, Sherry District	Campus Security Officer	7/1/12-8/2/12

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Anderson, Bruno Santa Monica HS	Custodian [overtime, campus events]	7/1/12-6/30/13
Barrera, Amanda Santa Monica HS	Specialized Inst Asst [additional hours, 2Teach meeting]	6/19/12
Bolan, Anette Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Boyd, Katherine Santa Monica HS	Custodian [overtime, campus events]	7/1/12-6/30/13
Casillas, Veronica Santa Monica HS	Student Outreach Specialist [overtime; Honors Bound Program]	4/1/12-6/30/12
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Cornejo, Natalie Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Cueva, Felipe Santa Monica HS	Custodian [overtime, campus events]	7/1/12-6/30/13
Douglas, Lamont Santa Monica HS	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Fairchild, Kathy Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13

Jaramillo, Guido Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Jones, Chancy Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Lockett, Tyrone Santa Monica HS	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Lopez, Manuel Santa Monica HS	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Lopez, Vickie Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Mangum, Don Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Martin, Anthony Santa Monica HS	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Martin, Charles Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Miller, Melvyn Santa Monica HS	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Nunez, Sherry Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
O'Rourke, Thomas Santa Monica HS	Custodian [overtime, campus events]	7/1/12-6/30/13
Omari, Saleem Santa Monica HS	Custodian [overtime, campus events]	7/1/12-6/30/13
Ratliff-Woods, Sheleita Special Education	Inst Asst – Special Ed [additional hours, 1:1 assignment]	3/26/12
Sargent, Darren Santa Monica HS	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Smith, Dunell Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Strahn, Yvonne ROP/Santa Monica HS	Senior Office Specialist [additional hours, Regional Occup. Program]	7/1/12-8/3/12
Sueaste, Eduardo Santa Monica HS	Custodian [overtime, campus events]	7/1/12-6/30/13
Tangum, Cathy Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Vasquez, Grace Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Walker, Louis Santa Monica HS	Custodian [overtime, campus events]	7/1/12-6/30/13

Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Monroy, Rosa ROP/Santa Monica HS	Office Specialist	7/1/12-8/3/12
Smith, Denise Fiscal Services	Office Specialist	7/1/12-6/30/12
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Alvarez, Alicia Edison Elementary	Administrative Assistant Maternity	8/8/12-8/23/12
Klenk, Heather Lincoln MS	Inst Asst - Music Maternity	8/21/12-9/24/12
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Alvarez, Alicia Edison Elementary	Administrative Assistant Child Care	8/24/12-10/31/12
<u>ABOLISHMENT OF POSITION</u>		<u>EFFECTIVE DATE</u>
	Office Specialist 6 Hrs/10 Mo; Grant Elementary	10/3/12
	Senior Office Specialist 1.6 Hrs/10 Mo; Rogers Elementary	7/23/12
<u>RESIGNATION</u>		<u>EFFECTIVE DATE</u>
Batthey, Leticia McKinley Elementary	Children's Center Asst	8/3/12
Cisneros-Garcia, Margarita Adams MS	Senior Office Specialist	8/2/12
Schwartz-Miller, Claire SMASH	Elementary Library Coordinator	6/20/12
<u>LAYOFF/REDUCTION OF HOURS</u>		<u>EFFECTIVE DATE</u>
AN 5493683	Inst Asst – Classroom 2.5 Hrs/SY Fr: 3 Hrs/SY	10/3/12
NB 1893393	Inst Asst – Classroom 2.5 Hrs/SY Fr: 3 Hrs/SY	10/3/12
HD 5513220	Inst Asst – Classroom 2.5 Hrs/SY Fr: 3 Hrs/SY	10/3/12

EP 2095976

Inst Asst – Classroom
2.5 Hrs/SY
Fr: 3 Hrs/SY

10/3/12

FD 8484927

Inst Asst – Classroom
2.5 Hrs/SY
Fr: 3 Hrs/SY

10/3/12

LAYOFF – DUE TO LOSS OF FUNDING

PY0816761

Senior Office Specialist

EFFECTIVE DATE

7/23/12

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
09/06/12

RECOMMENDATION NO. A.25

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Bradley, Paula Human Resources	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: A	8/21/12
Chocha, Puja Special Education	Specialized Inst Asst 6 Hrs/SY Mo/Range: 26 Step: A	8/21/12
Greenseid, Diane Muir Elementary	Elementary Library Coordinator 7 Hrs/10 Mo/Range: 26 Step: A	8/15/12
Hall, Caryl Special Education	Accountant 8 Hrs/12 Mo/Range: 41 Step: A	8/8/12
Manabe, Michelle Special Education	Specialized Inst Asst 6 Hrs/SY Mo/Range: 26 Step: A	8/21/12
Margarito, Jess Special Education	Specialized Inst Asst 6 Hrs/SY Mo/Range: 26 Step: A	8/21/12
Maxson, Nicholas Maintenance	H.V.A.C. Mechanic 8 Hrs/12 Mo/Range: 37 Step: A	7/30/12
Ramirez, Kelvin Special Education	Specialized Inst Asst 3 Hrs/SY Mo/Range: 26 Step: A	8/21/12
Souza, Gladys Special Education	Inst Asst – Developmental Health 6 Hrs/SY Mo/Range: 23 Step: A	8/21/12
Wade, Byron Special Education	Specialized Inst Asst 6 Hrs/SY Mo/Range: 26 Step: A	8/21/12
<u>RE-EMPLOYMENT</u>		<u>EFFECTIVE DATE</u>
Garrett, Christine Lincoln MS	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: B	8/15/12
Gomez, Leonor Adams MS	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: B	8/15/12
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Burdick, Barton Maintenance/Operations	Equipment Operator – Sports Facilities 8 Hrs/12 Mo/Range: 29 Step: E Fr: Gardener; 8 Hrs/12 Mo	8/1/12
<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Bilotti, Alfred Special Education	Inst Asst – Special Ed	7/23/12-8/3/12
Casillas, Alfredo Special Education	Inst Asst – Special Ed	7/24/12-7/25/12

Claunch, Eboni Special Education	Inst Asst – Special Ed	6/25/12-8/6/12
Coburn, Sharon Food Svcs	Cook/Baker	8/15/12
Cojan, Carmen Food Svcs	Cafeteria Worker II	8/15/12
Cornejo, Natalie Facility Permits	Campus Security Officer	7/1/12-8/22/12
Custodio, Thelma Special Education	Inst Asst – Special Ed	7/23/12-8/3/12
Durst, Peggy Special Education	Inst Asst – Special Ed	7/23/12-8/3/12
Escobar, Victoria Food Svcs	Cafeteria Worker II	8/15/12
Flores, Maria Soledad Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Fowler, Damone Food Svcs	Cook/Baker	8/15/12
Greene, Milton Facility Permits	Campus Security Officer	7/1/12-8/22/12
Gutierrez, Adriana Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Gutierrez, Martha District	Office Specialist	7/1/12-8/31/12
Jones, Chancy Facility Permits	Campus Security Officer	7/1/12-8/22/12
Mangum, Don Facility Permits	Campus Security Officer	7/1/12-8/22/12
Miranda, Karla Food Svcs	Cafeteria Worker II	8/15/12
Moore, Sandra Food Svcs	Cafeteria Worker II	8/15/12
Nolen, Henry Food Svcs	Cafeteria Worker II	8/15/12
Nunez, Sherry Facility Permits	Campus Security Officer	7/1/12-8/22/12
Palkovic, Diane Special Education	Inst Asst – Special Ed	6/25/12-8/6/12
Preciado, Daniel Facility Permits	Campus Security Officer	7/1/12-8/22/12

Ridley, Tischa Food Svcs	Cafeteria Worker II	8/15/12
Romo, Jennifer Food Svcs	Cafeteria Worker II	8/15/12
Rosa, Lucy Special Education	Inst Asst – Developmental Health	6/25/12-8/6/12
Smith, Dunell Facility Permits	Campus Security Officer	7/1/12-8/22/12
Tangum, Cathy Facility Permits	Campus Security Officer	7/1/12-8/22/12
Tirado, Leticia Food Svcs	Cafeteria Worker II	8/15/12
Vasquez, Melvin Special Education	Specialized Inst Asst	6/25/12-7/20/12
Watkins, Jennifer Food Svcs	Cook/Baker	8/15/12

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Bolan, Anette Student Svcs	Administrative Assistant [overtime, hearing transcriptions]	7/1/12-6/11/13
Gutierrez, Martha Franklin Elementary	Senior Office Specialist [additional hours, summer registration]	8/8/12-8/14/12
Manabe, Michelle Special Education	Specialized Inst Asst [additional hours, training for school asgmts]	8/6/12-8/21/12
Margarito, Jess Special Education	Specialized Inst Asst [additional hours, training for school asgmts]	8/6/12-8/21/12
Marquez, Lilia McKinley Elementary	Bilingual Community Liaison [overtime, newsletter translations]	8/15/12-6/11/13
Mesrobian, Varso Franklin Elementary	Senior Office Specialist [additional hours, summer registration]	8/6/12-8/14/12
Ocampo, Irma Child Develop Svcs	Bilingual Community Liaison [additional hours, bilingual services]	7/1/12-6/30/13
Olmos, Maria Rogers Elementary	Senior Office Specialist [additional hours, new student enrollment]	8/1/12-8/10/12
Ramirez, Kelvin Special Education	Specialized Inst Asst [additional hours, training for school asgmts]	8/6/12-8/21/12
Sember, Judy Rogers Elementary	Administrative Assistant [additional hours, new student enrollment]	8/1/12-8/7/12
Thompson, Raquel Maintenance/Operations	Office Specialist [additional hours, departmental projects]	7/31/12-8/10/12
Wade, Byron Special Education	Specialized Inst Asst [additional hours, training for school asgmts]	8/6/12-8/21/12

Yamamoto, Mikiko Special Education	Specialized Inst Asst [additional hours, training for school asgmts]	8/6/12-8/21/12
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Alvarez, Amanda Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Arnao, Dora Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Atashbar, Molouk Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Bakhyt, Said Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Bosque, Gloria Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Bravo, Maria Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Brown, Elizabeth Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Dunnam, Stephanie Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Flores, Maria Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Fulache-Palma, Madeilaine Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Gardner, Rodney Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Gear, Lynn Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
George, Nickolas Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Guzman, Yelena Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Harmon, Laurie Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Hutchinson, Joan Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Ivey, Teresa Special Education	Specialized Inst Asst	8/20/12-6/30/13
Johnson, Josephth Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Lopez, Mayra Special Education	Inst Asst – Special Ed	8/20/12-6/30/13

Martinez, Daniel Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Matranga, Ann Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Mladinov, Cynthia Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Nguyen, Chieu-Quan Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Rabbani, Susan Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Rivera, Angie Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Romero, Clara Edison Elementary	Administrative Assistant	8/8/12-11/2/12
Sadjadpour, Sarah Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Shamsian, Dalia Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Simonian, Patricia Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Singer, Elissa Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Trepagnier, Bryant Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Wolff, Amy Special Education	Inst Asst – Special Ed	8/20/12-6/30/13

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Gordon-Johnson, Robin Roosevelt Elementary	Senior Office Specialist 8 Hrs/10 Mo Fr: 8 Hrs/10 Mo/Rogers Elementary	8/15/12
Persinger, Lisa Special Education	Senior Office Specialist 8 Hrs/12 Mo Fr: 8 Hrs/10 Mo/ Roosevelt Elementary	8/15/12
Savage, Stephanie Santa Monica HS	Senior Office Specialist 8 Hrs/10 Mo Fr: 8 Hrs/10 Mo/Lincoln MS	8/15/12

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Gershuni, Pearl Special Education	Inst Asst – Developmental Health Personal [request was rescinded – original request on BOE agenda: 7/18/12]	9/4/12-9/21/12

PROFESSIONAL GROWTHGutierrez-Prada, Nancy
Adams MS

Bilingual Community Liaison

EFFECTIVE DATE

9/1/12

Perez, Bertha
Child Development Svcs

Senior Office Specialist

8/1/12

Vasquez-Gomez, Miguel
Operations

Custodian

9/1/12

WORKING OUT OF CLASSGarrett, Christine
Human ResourcesSr. Administrative Assistant
Fr: Sr. Office Specialist**EFFECTIVE DATE**

8/6/12-8/10/12

RESIGNATIONBrotman, Esther
Franklin Elementary

Inst Asst – Special Ed

EFFECTIVE DATE

6/30/12

Guirguis, Ramez
Facility Permits

Sports Facilities Attendant

8/12/12

Kemna Gonzalez, Gabrielle
Grant ES

Inst Asst – Special Ed

9/4/12

Marshall, Kim
McKinley Elementary

Inst Asst – Classroom

6/15/12

Rubin, Hobe
Santa Monica HS

Inst Asst – Special Ed

8/16/12

Saugstad, Amanda
Santa Monica HS

Inst Asst – Special Ed

8/6/12

Terzis, Sandra
Muir Elementary

Inst Asst – Classroom

6/15/12

Tirrell, Hollie
Santa Monica HS

Athletic Trainer

8/8/12

LAYOFFPD3011748
Fiscal and Business Svcs

Accounting Technician

EFFECTIVE DATE

8/10/12

SUSPENSION WITHOUT PAYNG 7223216
Operations

Custodian

EFFECTIVE DATE

7/11/12-7/13/12

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
08/15/12
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.14

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

COACHING ASSISTANT

GOLDBERG, HAYDEN	MALIBU HS	7/1/12-6/30/13
JACOBSON, JAIME	MALIBU HS	7/1/12-6/30/13

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
09/06/12
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.26

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

COACHING ASSISTANT

LOWE, TAYLOR MALIBU HS 7/1/12-6/30/13

TECHNICAL SPECIALIST – LEVEL I

BURKE, LUCIA SANTA MONICA HS 6/25/12-7/31/12
[Master Gardner Service]
- Funding: Economic Impact Aid-SCE

BURKE, LUCIA FOOD AND NUTRITION SVCS 8/22/12-6/11/13
[School Garden Coordinator Asst]
- Funding: Child Nutrition

HARDING, DEBBIE FOOD AND NUTRITION SVCS 8/22/12-6/11/13
[School Garden Coordinator]
- Funding: Gifts

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	PC Review Dates	Comments (Requests)	Adoption Date by PC
Chapter II	2nd Reading	The Personnel Commission	9.19.06		9.19.06
Chapter III	2nd Reading	Classification of Employees and Positions	1.12.10	Excluding Rule 3.1.2.B	1.12.10
Rule 3.1.2.B	2nd Reading	Special Categories	2.9.10		2.9.10
Chapter IV	2nd Reading	Application for Employment	1.12.10	Excluding Rule 4.6.2.B	1.12.10
Rule 4.6.2.B	2nd Reading	Appeal from Disqualification	2.9.10		2.9.10
Chapter V	2nd Reading	Recruitment and Examinations	2.9.10		2.9.10
Chapter VI	1st Reading	Eligibility Lists	4.13.10		
	2nd Reading		6.8.10		6.8.10
Chapter VII	1st Reading	Appointment to Classified Positions	6.8.10	Excluding Rule 7.3.3	
				Review to the Superintendent and SEIU - 7.26.10	
	2nd Reading		9.14.10		9.14.10
Rule 7.3.3	1st Reading	Summer Session Assignment	4.13.10		
	2nd Reading		6.8.10		6.8.10
Chapter VIII	1st Reading	Employee Clearances	7.13.10		
				Review to the Superintendent and SEIU - 7.26.10	
	2nd Reading		9.14.10		9.14.10
Chapter IX	1st Reading	Employment Status	11.9.10		
				Review to the Superintendent and SEIU - 12.6.10	
	2nd Reading		2.8.11		2.8.11

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	PC Review Dates	Comments (Requests)	Adoption Date by PC
Chapter X	1st Reading	Performance Evaluation	11.9.10		
				Review to the Superintendent and SEIU - 12.6.10	
	2nd Reading		2.8.11		2.8.11
Chapter XI	1st Reading	Vacation, Leaves of Absence and Holidays	4.12.11		
				Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Chapter XII	1st Reading	Salaries, Overtime Pay and Benefits	4.12.11	Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Rule 12.2.4.B	2nd Reading	Salary on Employment	1.12.10		1.12.10
Chapter XIII	2nd Reading	Seniority, Layoff, Displacement and Reemployment	1.12.10		1.12.10
Chapter XIV	1st Reading	Diciplinary Action and Appeal	8.14.12		
Chapter XV	1st Reading	Resignation and Reinstatement	4.17.12		
Chapter XVI	1st Reading	Grievance Procedure	8.14.12		

**Santa Monica - Malibu Unified School District
Workforce Organization Development Tracker**

Activity	Staff	Date	Comments
Human Resource Forum (in-service training)			
Participate in collaborative planning sessions		1.24.11	
		3.1.11	Collaborators (Fiscal, HR, and PC)
	PA	4.12.11	
		4.21.11	
Workshop presentation on <i>The Recruitment Guide</i>	PA/DOC	4.28.11	Two session held (9a.m.-12 p.m. and 1 p.m.-4 p.m.)
			Attendees included Administrators, Department Heads, and Office Managers
			Approx. number of attendees: 55
District's New Employee Orientation Program	Staff		
Prepare PowerPoint slides to overview PC		TBD	Collaborate with the HR to put into District's <i>New Employee Orientation Program</i>
Career In-Service Training Seminars	Staff		Develop a series of seminars to augment employees' knowledge and skills to work within a Merit System school district. To explore such questions as:
Merit Principles of Personnel Administration/Merit System under the State of California Education Codes		TBD	1. What is a Merit System?
			2. Is there an outline of appropriate Education Code Sections to reference?
			3. What is the relationship between the Education Code and Merit Rules?
Personnel Commission Merit Rules		TBD	4. How to navigate the Personnel Commission's website?
			5. How to get useful feedback from users?
Classification Titles and Descriptions		TBD	6. How to mediate issues?
			7. Which Personnel Commission staff to contact?
Overview of the Personnel Commission		TBD	8. Why this and not that?
Welcome Letter (Electronic) to New Administrators and Managers	DOC/AA	TBD	
Introduction to the Personnel Commission			

**Santa Monica - Malibu Unified School District
Workforce Organization Development Tracker**

Activity	Staff	Date	Comments
Link to Website			
Link to Personnel Commission Staff			
Personnel Commission Website			
Update	AA/DOC	On-going	Collaborate with District's Information Systems Department
Employee Development Workshops	Staff	3.30.11	Targeted and District-wide workshops on such topics as:
		4.7.11	1. Interviewing Skills
		TBD	2. Employment Application Skills
			3. Understanding the Employment Application Process
			4. Resume Skills
			5. Examination Preparations
			6. Career Planning
		4.4.12 & 4.11.12	Interview Skills
Feedback Mechanisms	Staff		
One-to-One Meetings with Administrators and Managers		On-going	
Customer Satisfaction Surveys		On-going	
Review "Best Practices" from the literature and other Agencies		On-going	
Key:			
AA - Administrative Assistant			
DOC - Director of Classified Personnel			
HRT - Human Resources Technician			
PA - Personnel Analyst			

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report: 2011 - 2012		October 2012
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	October 2012

VI. Next Regular Personnel Commission Meeting:

Tuesday, October 9, 2012, at 5:00 pm - *District Office Board Room*

VII. Adjournment: