
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
November 13, 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, Mr. Joseph Pertel 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: October 9, 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. Appointment Letter from State Superintendent Torlakson for Commissioner Pertel

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, Technical Specialist II, K-2 Music Instructor, from September 21, 2012 to May 31, 2013, Muir Elementary School
- Ms. Kim Brown, Technical Specialist II, Instructor for Science, Art, Music and Computer, from October 1, 2012 to June 25, 2013, Cabrillo Elementary School
- Ms. Lucia Burke, Technical Specialist I, School Garden Coordinator Assistant, from August 22, 2012 to June 11, 2013, Food and Nutrition Services
- Mr. Christopher Parise, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services
- Ms. Rynearson, Patricia, Technical Specialist II, String Coach, from October 1, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services
- Mr. Mick Wetzel, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Ms. Diana Zaslov, Technical Specialist III, Voice Coach, from October 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services

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

- Advisory Rules Committee Agenda – October 25, 2012; November 1, 2012

D. Disciplinary Pre-hearing Conferences (TBD)

- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138
- Ref. Number: 7011 0470 0002 6451 4169

E. 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. Damone Fowler, Cafeteria Cook Baker in the position of the Production Kitchen Coordinator, October 2, 2012; October 24, 2012

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Elementary Library Coordinator	13
Instructional Assistant – Bilingual (Spanish)	28

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Recruitment/Selection Process for the Director of Classified Personnel – Panel Composition

a. Screening Applications

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

b. Technical Interview

Director's Recommendation: *Approve*

Motion by: _____
Second by: _____
Vote: _____

c. General Fitness Interview

Director's Recommendation: *Approve*

Motion by: _____
Second by: _____
Vote: _____

d. Selection Interview

Director's Recommendation: *Approve*

Motion by: _____
Second by: _____
Vote: _____

2. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Puja Chocha in the classification of Specialized Instructional Assistant 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 Mikiko Yamamoto in the classification of Specialized Instructional Assistant 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. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Sprinkler Repair Technician classification specification within the Operations

Motion by: _____
Seconded by: _____
Vote: _____

4. 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.17
 - October 18, 2012Classified Personnel – Merit Report - No. A. 22
 - November 1, 2012
2. Classified Personnel – Non-Merit Report – No. A.18
 - October 18, 2012Classified Personnel – Non-Merit Report – No. A.23
 - November 1, 2012
3. Personnel Commission Annual Report FY 2011-2012
4. Merit Rules Review Tracker
5. Workforce Organization Development and Strategic District Partnership Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
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 Chapter</i> <i>Chapter XV: Resignation and Reinstatement Chapter</i> <i>XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	December 2012 February 2013

VI. Next Regular Personnel Commission Meeting:

Tuesday, December 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: _____
 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
October 9, 2012 @ 5:00 p.m.
District Office Board Room**

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:02 p.m.**
- B. Roll Call: Commissioners Inatsugu, Pertel 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: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

The Commission approved an addendum to the Personnel Commission Agenda - Agenda Item IV. B.4. “*HR-PC Reorganization.*” Additional e-mail communication was placed in Agenda Item IV.C.6. “*Scheduling Disciplinary Hearings.*”

- E. Motion to Approve Minutes: September 11, 2012;**

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

**Commissioner Sidley welcomed the new Personnel Commissioner, Mr. Joseph Pertel, wishing him all the best as Commissioner.
Commissioner Sidley congratulated Commissioner Inatsugu on her re-appointment.
Commissioner Inatsugu also welcomed Commissioner Pertel saying she is looking forward to working with him.**

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, congratulated Commissioner Inatsugu on her re-appointment and welcomed Commissioner Pertel. She reported on the current events and activities within SEIU including their support of Prop 30 and negotiation preparations.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also congratulated Commissioner Inatsugu on her re-appointment and welcomed Commissioner Pertel. She informed the Personnel Commission about the District's current events and activities including enrollment increase, negotiation training and recruitment for the new Director of Classified Personnel.

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. Reappointment of Personnel Commissioner – Mrs. Barbara Inatsugu

Dr. Young congratulated Commissioner Inatsugu on her re-appointment and said he is looking forward to continuing working with her until his retirement in December 2012.

B. Welcome to New Personnel Commissioner – Mr. Joseph Pertel

- **Emergency Appointment of Personnel Commissioner**
- **Appointment of Personnel Commissioner for Unexpired Term of Commissioner Shane McLoud**

Dr. Young welcomed Commissioner Pertel and said he is looking forward to working with him.

C. Recruitment for the Director of Classified Personnel – Update

Dr. Young presented Mr. Cole’s e-mail communication as well as the job bulletin draft for the Personnel Commission’s review.

Commissioner Sidley provided clarification regarding reporting relations of the new Director of Classified Personnel to the Personnel Commission and/or its designee/delegatee.

D. 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. Jody Anderson, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Mr. Robert Anderson, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Ms. Elizabeth Baker, Technical Specialist II, Vocal Music Instructor, from September 10, 2012 to June 15, 2013, Webster Elementary School**
- **Ms. Alisha Bauer, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Mr. Andrew Bill, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Ms. Margaret Flanagan Lysy, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Mr. Jesus Florido, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Mr. Juan Gonzalez, Technical Specialist II, Band Coach – Color Guard, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Mr. Mark Harris, Technical Specialist III, Music Instructor, from September 11, 2012 to June 30, 2013, Olympic High School**
- **Ms. Grace Hsu, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/ Lincoln Middle School/Ed. Services**
- **Mr. Michael Hyziak, Technical Specialist II, Woodwind/Brass Coach, from September 4, 2012 to June 30, 2013, Ed. Services**
- **Mr. Yosuke Miyoshi, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Dr. Josephine Moerschel, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services**
- **Ms. Karolina Naziemiec, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services**
- **Ms. Betsy Newell, Technical Specialist II, Vocal Music Instructor, from September 28, 2012 to June 11, 2013, Roosevelt Elementary School**
- **Ms. Julianna Ostrovsky, Technical Specialist II, Art Instructor, from October 1, 2012 to March 18, 2013, Point Dume Elementary School**
- **Mr. Chris Parise, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School**
- **Ms. Teag Reaves, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services**
- **Ms. Jennifer Roth, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services**
- **Ms. Jody Ruben, Technical Specialist II, String Coach, from September 4, 2012 to June 30, 2013, Ed. Services**

- Mr. Peter Senchuk, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/ Lincoln Middle School/Ed. Services
- Ms. Shannon Sukovotky, Technical Specialist II, Vocal Music Instructor, from September 3, 2012 to May 24, 2013, Cabrillo Elementary School
- Mr. Daniel Thomason, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Ms. Meghan Turner, Technical Specialist II, Woodwind/Brass Coach, from September 4, 2012 to June 30, 2013, Ed. Services
- Mr. Kelly Weaver, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services
- Mr. David Young, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services

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

- Advisory Rules Committee Agenda – September 13, 2012

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from September 13, 2012 for the Personnel Commission’s review.

F. Disciplinary Hearings

- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138
- Pre-hearing Conference: TBD

G. 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. Damone Fowler, Cafeteria Cook Baker in the position of the Production Kitchen Coordinator, September 10, 2012

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>
Athletic Trainer	6
Instructional Assistant – Classroom	33
Instructional Assistant – Physical Education	16
Technical Theater Technician	3

Motion by: **Barbara Inatsugu**

Seconded by: **Joseph Pertel**

Vote: **3 – 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 Teresa Ivey in the classification of Specialized Instructional Assistant 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: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ryan Van Otten in the classification of Physical Activities Specialist 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: **3 – 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Fidel Winzey in the classification of Stock and Delivery Clerk 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: **3 – 0**

Commissioner Sidley inquired about quantifying the value of salaries and benefits provided for employees.

B. Discussion Item(s):

1. Personnel Commission Annual Report FY 2011-2012

Dr. Young presented an overview of the most important functions and activities performed by the Personnel Commission Department in fiscal year 2011-2012. The report will also be given to the Board of Education members for their information. Commissioner Inatsugu inquired about the Job Interest Cards and actual applications as well as the number of classification studies.

Commissioner Pertel asked about substitute/provisional jobs data for 2010-2011. Commissioner Sidley inquired about the number of applicants who participated in the examination and the Personnel Commission staff involved in the process. Dr. Young provided a detailed explanation of these activities. Commissioner Sidley inquired about processing classified employees evaluations. Ms. Washington explained the evaluation process. Commissioner Sidley requested adding additional functions and activities performed by the Personnel Commission to the annual report. The revised report will be presented at the next regular Personnel Commission meeting in November 2012.

2. Personnel Requisition Status Report
Ms. Stephanie Perry, Human Resources Analyst, provided a brief overview of the eleven (11) vacancies.
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013**Dr. Young drew attention to the CSPCA Annual Conference that will take place in February 2012 in Anaheim.**
4. HR-PC Reorganization
Commissioner Sidley provided a brief background to the reorganization's status drawing attention to examples of organizational structures from various school districts and emphasizing the Personnel Commission's authority over the Personnel Commission staff. He also defined the Personnel Commission's role and authority within the District. Commissioner Pertel suggested conducting round table discussions about the reorganization inviting various interested parties including SEIU and SMMCTA. Commissioner Sidley requested written input from SEIU, SMMCTA and the District Administration. Dr. Young provided a background to the previous reorganization that took place from 2004 to 2007. Commissioner Inatsugu inquired about the reporting structure on the District's proposed organizational chart.

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.16
 - September 20, 2012Classified Personnel – Merit Report - No. A. 13
 - October 4, 2012
2. Classified Personnel – Non-Merit Report – No. A.17
 - September 20, 2012
3. Merit Rules Review Tracker
No changes
4. Workforce Organization Development and Strategic District Partnership Tracker
No changes

5. California School Personnel Commissioners Association Annual Conference
Commissioners Inatsugu and Pertel expressed their interest in attending the conference that will take place from February 21 to 24, 2013 in Anaheim.
6. Scheduling Disciplinary Hearings
 - Ref. Number: 7003 1680 0002 6368 3401 (half day)
 - Ref. Number: 7003 1680 0002 6368 3517 (full day)
7. Director of Classified Personnel Classification Specification
Dr. Young reviewed the updated classification specification. Mrs. Washington inquired about a few differences in requirements stated in the classification specification and job bulletin. Dr. Young suggested meeting with Mrs. Washington about these discrepancies and send a correct list to Mr. Cole who is conducting the recruitment for the new Director of Classified Personnel.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu informed the Personnel Commission about her involvement with the Board of Education election process.

B. Future Items

Subject	Action Steps	Tentative Date
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>	November 2012 December 2012

Dr. Young provided a brief overview of the future items. He suggested adding another Personnel Commission workshop to discuss Brown Act and Personnel Commissioners' responsibilities.

Commissioner Pertel inquired about the priorities of the Personnel Commission current tasks. Dr. Young listed recruitment for the new Personnel Commissioners and HR-PC reorganization.

VI. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Employment of Personnel Commission Staff

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 6:36 p.m.

TIME RETURNED TO OPEN SESSION AT: 6:55 p.m.

The Commission reported out of Closed Session at 6:56 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, November 13, 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: **3 – 0**

TIME ADJOURNED: 6:35 p.m.

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. Appointment Letter from State Superintendent Torlakson for Commissioner Pertel**
- 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, Technical Specialist II, K-2 Music Instructor, from September 21, 2012 to May 31, 2013, Muir Elementary School
 - Ms. Kim Brown, Technical Specialist II, Instructor for Science, Art, Music and Computer, from October 1, 2012 to June 25, 2013, Cabrillo Elementary School
 - Ms. Lucia Burke, Technical Specialist I, School Garden Coordinator Assistant, from August 22, 2012 to June 11, 2013, Food and Nutrition Services
 - Mr. Christopher Parise, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services
 - Ms. Rynearson, Patricia, Technical Specialist II, String Coach, from October 1, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services
 - Mr. Mick Wetzel, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
 - Ms. Diana Zaslov, Technical Specialist III, Voice Coach, from October 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- C. Merit Rules Advisory Committee (A.R.C.) Update**
- Advisory Rules Committee Agenda – October 25, 2012; November 1, 2012
- D. Disciplinary Pre-hearing Conferences (TBD)**
- Ref. Number: 7011 0470 0002 6451 4053
 - Ref. Number: 7011 0470 0002 6451 4138
 - Ref. Number: 7011 0470 0002 6451 4169

- E. 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. Damone Fowler, Cafeteria Cook Baker in the position of the Production Kitchen Coordinator, October 2, 2012; October 24, 2012**



CALIFORNIA
DEPARTMENT OF
EDUCATION

CLASSIFIED PERSONNEL

2012 NOV -7 A 10:55

October 30, 2012

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

RECEIVED
NOV 05 2012

SANTA MONICA-MALIBU USD
SUPERINTENDENT'S OFFICE

Joseph H. Pertel
2821 Pearl Street
Santa Maria, CA 90405

Dear Mr. Pertel:

It is my pleasure to appoint you to the Santa Monica-Malibu Unified School District (USD) Personnel Commission. Your term will begin immediately and will expire November 30, 2013.

I am confident that you will be a valuable member of the commission. Thank you for your willingness to service.

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

Sincerely,

Tom Torlakson

TT:gn
2012-01662

cc: Sandra Lyon, Superintendent, Santa Monica-Malibu USD

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

AGENDA

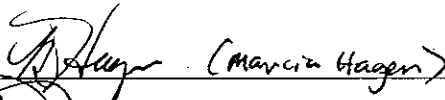
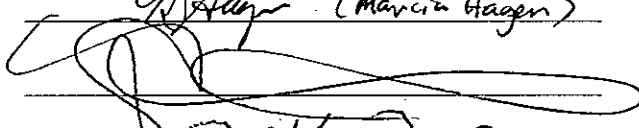
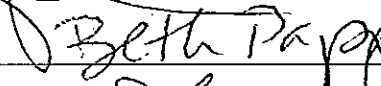

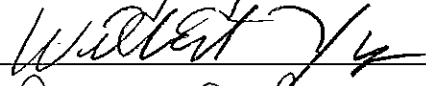
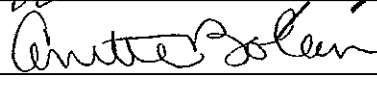
October 25, 2012 @ 1:00 p.m.

1. Review:
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Other Business:
3. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: October 25, 2012

1.  (Marcia Hagen)
2. 
3.  Beth Page
4.  Cindy Johnston (Cindy Johnston)
5.  Willet
6.  Annette Solen
7. _____

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

AGENDA

November 1, 2012 @ 1:00 p.m.

1. Review:
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Other Business:
3. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: November 1 2012

1. Marcia Hagen TD Hagen
2. Cindy Johnston Cindy Johnston
3. Willet Y
4. Anita Bolan
5. _____
6. _____
7. _____

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Elementary Library Coordinator	13
Instructional Assistant – Bilingual (Spanish)	28

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Recruitment/Selection Process for the Director of Classified Personnel – Panel Composition

a. Screening Applications

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

b. Technical Interview

Director's Recommendation: *Approve*

Motion by: _____

Second by: _____

Vote: _____

c. General Fitness Interview

Director's Recommendation: *Approve*

Motion by: _____

Second by: _____

Vote: _____

d. Selection Interview

Director's Recommendation: *Approve*

Motion by: _____
Second by: _____
Vote: _____

2. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Puja Chocha in the classification of Specialized Instructional Assistant 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 Mikiko Yamamoto in the classification of Specialized Instructional Assistant 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. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Sprinkler Repair Technician classification specification within the Operations

Motion by: _____
Seconded by: _____
Vote: _____

4. 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.17
 - October 18, 2012Classified Personnel – Merit Report - No. A. 22
 - November 1, 2012
2. Classified Personnel – Non-Merit Report – No. A.18
 - October 18, 2012Classified Personnel – Non-Merit Report – No. A.23
 - November 1, 2012
3. Personnel Commission Annual Report FY 2011-2012
4. Merit Rules Review Tracker
5. Workforce Organization Development and Strategic District Partnership Tracker

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 13, 2012

AGENDA ITEM NO: IV.A.1.

SUBJECT: Recruitment/Selection Process for the Director of Classified Personnel - Panel Composition

BACKGROUND INFORMATION:

The table as follows presents the panel composition for the Director of Classified Personnel.

<u>Panel</u>	<u>Date</u>	<u>Participants</u>
a. Screening Applications	11.14.12	George Cole, CSPCA Executive Director, Patty Duwel, Apple Valley USD, Director of Classified Personnel and Janice Maez, Assistant Superintendent of Business Services
b. Technical Interview	11.21.12	Classified Personnel Directors (N=2) and Terry Deloria, Assistant Superintendent of Educational Services
c. General Fitness Interview	11.21.12	SEIU, Deborah Moore Washington, Assistant Superintendent of Human Resources and TBD
d. Selection Interview	11.28.11	Michael Sidley, Chair Personnel Commission, Barbara Inatsugu, Vice Chair Personnel Commission, Joseph Pertel, Member Personnel Commission and Sandra Lyon, Superintendent

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve of the panel composition for the Screening Applications Panel.

a. Screening Applications

Motion by: _____
 Second by: _____
 Vote: _____

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve of the panel composition for the Technical Interview Panel.

b. Technical Interview

Motion by: _____
Second by: _____
Vote: _____

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve of the panel composition for the General Fitness Interview Panel.

c. General Fitness Interview

Motion by: _____
Second by: _____
Vote: _____

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve of the panel composition for the Selection Interview Panel.

d. Selection Interview

Motion by: _____
Second by: _____
Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 13, 2012

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

SUBJECT: Advanced Step Placement – Puja Chocha

BACKGROUND INFORMATION:

<p>Classification Title: Specialized Instructional Assistant</p>	<p>Employee: Puja Chocha</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior management within the last five (5) years. <p>All positions require a high school diploma or its recognized equivalent <u>AND</u></p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; or • Obtained an Associate’s (or higher) degree; or • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Puja has over 1,100 contact hours working with students with exceptional needs and behavioral, social-emotional deficiencies. • Puja has the qualifications for the position in education; she has obtained Bachelors in Psychology and Human Development from California State University, San Bernardino. • She has passed the District’ examination.

DIRECTOR’S RECOMMENDATION:

Ms. Chocha’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 26, Step F 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 \$14.89/hour; Step F is \$19.00/hour. The net difference in pay is an increase of \$4.11 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

Younan, Julie

From: Puja Chocha <pujachocha@gmail.com>
Sent: Monday, October 15, 2012 10:09 AM
To: Younan, Julie
Subject: Advanced step placement

Puja Chocha

7886 Del Rosa Ave

San Bernardino CA 92410

October 8, 2012

Dear Julie Younan

I am a Specialized Special Education Instructional Assistant, at Juan Cabillo Elementary School. I believe that I should be considered for the Advanced Step Placement specifically for Step F. I believe that I meet and far pass the minimum requirements of the job. I have 2 bachelors' degrees one in psychology and one in human development from California State University of San Bernardino (208 Units). I am currently enrolled as a full time student working on my masters in Clinical Psychology at Cal Lutheran University. I currently have two plus years experience working with special needs children. I interned with a program called Cuidar for two years where we worked with typically and atypically developed children. I was a behavior therapist for Applied Behavior Consultants Inc. for about a year. I was a research assistant working with children of special needs at California State University of San Bernardino. I also have worked with children who had Autism and Down syndrome at Christian Counseling Center in Redland, CA. Due to the experience and my educational level I really do believe that I should be considered for the Advance Step Placement.

Thank you for your time,

Puja Chocha



Santa Monica Malibu Schools

Santa Monica-Malibu Unified School District
1651 Sixteenth Street • Santa Monica, California 90404 • 310.450.8338

Department of Special Education

Date: November 7, 2012

To: Dr. Wilbert Young
Director, Personnel Commission

From: Brianne Huff, M.A.
Allison Jones, M.S.
Behavior Intervention Specialists

The purpose of this correspondence is to discuss the starting salary for Puja Chocha. Puja is a new hire to the Santa Monica-Malibu Unified School District in the position of Specialized Instructional Assistant.

This recommendation is based on two factors. First, Puja has a Bachelor's Degree in Psychology and Human Development. Second, Puja has significant experience working with students with behavioral and developmental disorders through a nonpublic agency. Additionally, it is challenging to locate qualified individuals for this position due to competition from private agencies.

It is our feeling that a step up in salary rate would compensate Puja fairly for her educational background in addition to her employment experience. Thank you in advance for your consideration of this recommendation.

c. Sara Woolverton, Director of Special Education

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 13, 2012

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

SUBJECT: Advanced Step Placement – Mikiko Yamamoto

BACKGROUND INFORMATION:

<p>Classification Title: Specialized Instructional Assistant</p>	<p>Employee: Mikiko Yamamoto</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior management within the last five (5) years. <p>All positions require a high school diploma or its recognized equivalent <u>AND</u></p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; or • Obtained an Associate’s (or higher) degree; or • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Mikiko has over 1,300 contact hours working with students with exceptional needs and behavioral, social-emotional deficiencies. • Mikiko has the qualifications for the position in education; she has obtained Bachelors in Child and Adolescent from California State University, Northridge. • She has passed the District’ examination.

DIRECTOR’S RECOMMENDATION:

Ms. Yamamoto’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 26, Step F 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 \$14.89/hour; Step F is \$19.00/hour. The net difference in pay is an increase of \$4.11 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

Mikiko Yamamoto

November 3, 2012

Dear Ms. Younan,

I am currently working as a *Specialized Special Education Instructional Assistant*, at Juan Cabrillo Elementary School. Based on my education and experience, I am requesting to be considered for Advance Step Placement. I would like to be considered for step F in the monthly salary schedule. I believe that I have meet and far pass the minimum requirements. I have a bachelors' degree in Child and Adolescent Development from California State University of Northridge (120 units). I have passed the district's examinations, which means that I have the "ability to assist in instructing reading readiness, writing readiness and mathematics readiness." Aside from that I am proficient in speaking, writing, and reading in Spanish. I have been working with children with exceptional needs specifically with those with Autism and related developmental disabilities for almost two years now.

Through CSUN I did my internship at the Child and Family center, where I was able to learn teaching skills under the mentorship and faculty as they interact with children and their families. I also did an internship for a year at the Children's Hospital in Los Angeles as a Child Life Specialist Assistant. Some of my functions and duties included:

- Helping provide services to help child patients (including those with exceptional needs) and families, with their emotional, social, intellectual and physical development.
- Provide supportive relationships for children and their families.
- Participate in therapeutic play sessions.
- Shadow the children's life specialist in preparing a patient for surgical/medical procedure.
- Provide helpful information to the Child Life Specialists by collecting and recording data.

I am also currently working part-time as a Lead Behavior Intervention Therapist for BEST (Behavior Education services Team). Some of my job functions and duties include:

- Teaching Children with Autism and related development disabilities in their natural settings.
- To train families in the implementation of interventions to reduce challenging behaviors.

- To implement programs in a range of areas including communication, functional living skills, social skills, self-help skills, and recreational and leisure skills.
- To collect and supervise data collection.
- To provide training for new Behavior Intervention Therapists.

Due to my experience and education level I hope that you will consider my request. Thank you for your time and consideration.

Sincerely,

Mikiko Yamamoto



Santa Monica Malibu Schools

Santa Monica-Malibu Unified School District
1651 Sixteenth Street • Santa Monica, California 90404 • 310.450.8338

Department of Special Education

Date: November 7, 2012

To: Dr. Wilbert Young
Director, Personnel Commission

From: Brianne Huff, M.A.
Allison Jones, M.S.
Behavior Intervention Specialists

The purpose of this correspondence is to discuss the starting salary for Mikiko Yamamoto. Mikiko is a new hire to the Santa Monica-Malibu Unified School District in the position of Specialized Instructional Assistant.

This recommendation is based the fact that Mikiko has significant experience working with students with behavioral and developmental disorders through a nonpublic agency. Additionally, it is challenging to locate qualified individuals for this position due to competition from private agencies.

It is our feeling that a step up in salary rate would compensate Mikiko fairly for her educational background in addition to her employment experience. Thank you in advance for your consideration of this recommendation.

c. Sara Woolverton, Director of Special Education

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIALIZED

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

Under the general supervision of the Behavior Intervention Specialist, the Instructional Assistant-Specialized will provide intensive behavior intervention services and support for students with exceptional needs as specified on the student's Individualized Educational Program (IEP). Services and support will be provided at the school.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provides intensive behavior intervention services to designated students with exceptional needs in a variety of settings, including but not limited to, the classroom, home and community under the supervision and direction of the Behavior Intervention Specialist.
- Provides information to assist instructional personnel in developing or modification of behavior intervention including, but not limited to, individual and/or site-based behavior support plans involving behavior modification, reinforcement procedures, and Nonviolent Crises Intervention® (NCPI) strategies.
- Follows implementation plan for intensive behavioral intervention services.
- Records student progress including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).
- Provides input to instructional personnel for the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.
- Provides assistance for the instruction of students on an individual or groups basis to reinforce academics and/or behavioral skills.
- Assists in monitoring the safety of students in various educational settings.
- Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
- Provides assistance for the scheduling of activities.
- Provides assistance for the preparation of charts, records, graphs, or other displays of student performance data.
- Helps provide assistance for the students with personal hygiene, self-reliance, and behavior modification.
- Provide assistance for the students in proper usage of computer applications and related assistive technology.
- Attends trainings, workshops, and staff development meetings as required.
- Guide children with severe handicaps toward more acceptable social behaviors.
- Assist in managing behavior of children through use of a variety of reinforcement techniques.

OTHER DUTIES

- Performs related duties as assigned.

SUPERVISION:

The Behavior Intervention Specialist provides the supervision with input from designated school personnel. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Basic characteristics of human behavior and practical learning patterns.
- Child development principles and practices related to students with exceptional needs, especially with autism spectrum disorder and/or with behavioral, social-emotional deficits.
- Intensive Behavioral modification techniques and procedures.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer applications and other assistive technology (e.g., assists with creating graphs/typing reports).
- Data collection/summarization and progress report preparation techniques.
- Personal hygiene practices; health and safety regulations.

ABILITY TO:

- Provide intensive behavioral intervention to designated students at school and/or the home.
- Assist in the instruction of state standards-based curriculum and behavior management for students with exceptional needs, especially those identified with autism spectrum disorder and/or social-emotional difficulties.
- Effectively follow an intervention plan within clearly defined guidelines.
- Record/summarize data and advise Behavior Intervention Specialist of progress.
- 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.
- Use computer applications and other assistive technology.

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 of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years.

At least one (1) year experience working with students/adolescents with autism spectrum disorder is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and telephone.

Incumbents in the classification may be assigned any duties normally assigned from the class specification for Instructional Assistant-Special Education.

WORKING CONDITIONS:

ENVIRONMENT:

Works in a classroom environment with students with exceptional needs exhibiting severe behavioral problems, including physical and emotional outbursts toward self/others such as kicking, spitting, scratching and biting. May require protection of physical safety at school/home with behavior modification techniques.

PHYSICAL DEMANDS:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aids and instructional materials.

May require driving to various district sites and/or to designated students' home. May occasionally lift or move a student weighing up to fifty (50) pounds.

**DUTIES APPROVED
BOARD OF EDUCATION:**

Approved 2005

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

June 14, 2005

Revised February 21, 2006

Revised September 2, 2008

Title/Revision change from Instructional Assistant-
Intensive Behavioral Intervention March 10, 2009

Title/Revision change from **Specialized Instructional
Assistant**, June 12, 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, November 13, 2012

AGENDA ITEM NO: IV.A.3.a.

SUBJECT: Classification Specification Revision–Sprinkler Repair Technician

BACKGROUND INFORMATION:

The classification specification has been revised to update the Working Conditions (i.e., environment, physical demands and hazards) based on the job analysis. The job analysis team included the Manager of Buildings and Grounds Operations and the District’s Risk Specialist. The job analysis team is in agreement with the revisions.

At this time, the changes are not sufficient to alter the salary allocation for the classification. The classification specification revision is presented in legislative format. Please see attachment.

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for Sprinkler Repair Technician.

Motion by: _____
Second by: _____
Vote: _____

1 SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

2
3
4 CLASS TITLE: SPRINKLER REPAIR TECHNICIAN

5 Classified Employee's Salary Range: A-33

6
7 BASIC FUNCTION

8 Under general supervision, perform technical installation, maintenance and repair of District turf
9 sprinkler and irrigation systems.

10 REPRESENTATIVE DUTIES:

11 **ESSENTIAL DUTIES:**

- 12
- 13 • Install, maintain and repair sprinkler and irrigation controls, timing devices, sprinkler and
14 irrigation heads, valves, lines and back flow devices. £
 - 15 • Input, clean and adjust sprinkler controllers for correct time and duration of operation. £
 - 16 • Plan and lay out new sprinkler and irrigation systems; provide estimates of labor and
17 material costs for related work. £
 - 18 • Replace sprinkler clocks, service or replace clock motors and micro switches in automatic
19 timing devices; clear and adjust height of sprinkler heads for proper area coverage. £
 - 20 • Maintain and replace valves; unplug and reroute water and control lines. £
 - 21 • Replace or repair, clean, or reroute supply lines. £
 - 22 • Operate, pick-up, trenchers and other power driven equipment. £
 - 23 • Maintain inventory and order new supplies £
 - 24 • Install and repair tubing; install compression fittings and bleed systems as required.
 - 25 • Assist plumber in repair of back flow valves as assigned.

26 **OTHER DUTIES**

- 27 • Perform related duties as assigned.

28
29 SUPERVISION:

30 Supervision is received from the Manager of Facilities **Buildings** and Grounds Operations. No
31 supervision is exercised **over other staff**.

32
33
34
35

2
3 KNOWLEDGE AND ABILITIES:

4 KNOWLEDGE OF:

- 5 • Methods and materials used in the installation, repair and maintenance of automatic
6 irrigation systems including various timing devices, controllers, valves, heads and back
7 flow devices.
- 8 • Hand and power tools and equipment used in the maintenance and installation of
9 sprinkler systems and general grounds-keeping activities.
- 10 • Operation and use of power grounds equipment and related safety precautions and
11 procedures.
- 12 • Methods of pipefitting as related to irrigation systems.
- 13 • Sizes and specifications of pipes and fittings for proper water volume and pressure.
- 14 • Interpersonal skills using tact, patience and courtesy.
- 15 • Health and safety regulations.
- 16 • Technical aspects of the irrigation field.

17 ABILITY TO:

- 18 • Install, repair and maintain irrigation systems to assure proper functioning of irrigation
19 systems for maximum efficiency.
 - 20 • Operate the hand and power tools and equipment used in the installation, repair and
21 maintenance of irrigation systems including a trencher and other grounds maintenance
22 equipment.
 - 23 • Estimate time and costs of irrigation maintenance, repair and projects.
 - 24 • Work cooperatively with others.
 - 25 • Add, subtract, multiply and divide quickly and accurately.
 - 26 • Maintain routine records.
 - 27 • Understand and follow oral and written directions.
 - 28 • Determine appropriate action within clearly defined guidelines.
 - 29 • Work independently with little direction.
 - 30 • Meet schedules and time lines.
 - 31 • Observe health and safety regulations.
 - 32 • Be flexible.
- 33
34
35

EDUCATION AND EXPERIENCE:

EDUCATION

Educational attainment equivalent to a Graduation from high school and diploma or its recognized equivalent.

EXPERIENCE:

Two (2) years experience in the installation, maintenance and repair of automatic sprinkler systems.

LICENSES AND OTHER REQUIREMENTS:

Valid and appropriate California driver’s license; incumbents must have an acceptable driving record and must qualify for insurability by the District’s insurance carrier.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed ~~Outdoors~~ at ground level or below, with exposure to hot and cold weather/temperatures. ~~work environment~~; ~~D~~Driving a vehicle to conduct work at various District facilities is required.

PHYSICAL ABILITIES:

Dexterity of hands and fingers **is needed** to operate a variety of hand and power tools. **Physical demands include** ~~W~~walking over rough or uneven surfaces, bending at the waist, kneeling or crouching, **sitting, standing, squatting, stooping, climbing and crawling**; digging; **ability to safely lift up to seventy-five (75) pounds and to push and pull up to twenty-five pounds, with frequent carrying of objects weighing up to twenty-five (25) pounds a distance of up to forty (40) yards with appropriate safety gear** heavy physical labor; lifting and carrying heavy objects.

HAZARDS:

Incumbent will be exposed to working around moving machinery and will be required to work in onerous conditions, such as dirt, dust, dampness/wetness, chemical vapors (e.g., Polyvinyl Chloride (PVC) primer and glue), narrow spaces, etc.

Approved: May 1995

Revised: July 1997

**DUTIES APPROVED
BOARD OF EDUCATION:**

No date.

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

May 1995

Revised July 1997

Revised November 13, 2012

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 13, 2012

AGENDA ITEM NO: IV.A.4.a.b.

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., at the regular Personnel Commission meeting on November 13, 2012, the Personnel Commission will determine the date and time these hearings will be held in near future (see attached Personnel Commission Rule 14.2.2. *Procedure for Hearing*)

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. *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. *Procedure for Hearing*

Motion by: _____
Second by: _____
Vote: _____

Rule 14.2

PROCEDURE FOR APPEAL AND HEARING

14.2.1

PROCEDURE FOR APPEAL (EDUCATION CODE 45305)

- A. A permanent employee who has been suspended, demoted or dismissed may appeal to the Commission within fourteen (14) days after receipt of the notification of charges from the Director of Classified Personnel by filing a written answer to the charges and he/she may request a hearing.
- B. The employee's written answer to the charges must include facts based on the following grounds:
 - 1. that the charges made do not constitute sufficient cause for the action taken:
 - 2. that the action taken was not in accord with the facts.
 - 3. That there was abuse of discretion;
 - 4. That the procedure set forth in these Rules have not been followed or
 - 5. That the disciplinary action was taken because of political affiliations, religious beliefs or opinions, race, color, national origin, ancestry, sex, employee organization membership or non-membership, marital status, handicapping condition or medical condition as defined in Government Code 12926.
- C. For purposes of this rule, if a notice is mailed, the working day following the postmark date of the notice shall be considered to be the official date of receipt.
- D. Failure to appeal disciplinary action as provided in this Rule shall make the action of the Board final.

14.2.2

PROCEDURE FOR HEARING (EDUCATION CODE 45306, 45311, 45312)

- A. 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

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 13, 2012**

AGENDA ITEM NO: IV.B.1.

SUBJECT: HR-PC Reorganization Perspective

BACKGROUND INFORMATION:

The attached documents give an historical perspective to the HR-PC Reorganization effort during the past several years at Santa Monica-Malibu Unified School District (SMMUSD).

- Memorandum of Understanding (MOU) Between SMMUSD and the Personnel Commission – December 13, 2004
- MOU Extension Between the District and the Personnel Commission - 2006
- SMMUSD HR NEWS – February 2005
- Personnel Commission SMMUSD Special Meeting – March 6, 2007
- Board of Education Agenda Item: MOU with Personnel Commission Regarding Reorganization of Human Resources Department – April 19, 2007
- Personnel Commission SMMUSD Regular Meeting – June 14, 2011
- Personnel Commission SMMUSD Regular Meeting – July 12, 2011
- Merit School Districts
- Director's Recommendation-9.11.12
- Dual Reporting Structure Districts
- MNO Barstow
- Organizational Chart PC-HR

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission discuss the historical perspective of the HR-PC Reorganization.

MEMORANDUM OF UNDERSTANDING

Between the Santa Monica-Malibu Unified School District and the Santa Monica-Malibu Personnel Commission

December 13, 2004

The Santa Monica-Malibu Unified School District (SMMUSD) and the Santa Monica - Malibu Personnel Commission (Personnel Commission) will pilot a reorganization of the Human Resources Department. In this pilot program, the Personnel Commission will assign 2.0 FTE positions, the HRIS position and one HR Tech position, to the Human Resources Department. The remainder of the Classified Personnel staff, a full time Director, Personnel Analyst (vacant), 1.5 Human Resources Technicians, and one Administrative Assistant, will have responsibilities related exclusively to the Personnel Commission and the Merit Rules. The pilot program will begin effective February 1, 2005 and will remain in effect until July 1, 2006. It will be evaluated in June, 2005 and November, 2005. At the first Personnel Commission meeting in May of 2006, the pilot program will be reviewed by both parties to determine its effectiveness, at which time this Memorandum of Understanding may be revoked by either party.

The rationale and purpose of this pilot reorganization is to create a classified personnel office that is solely responsible for performing the duties overseen by the Personnel Commission, protecting the rights of fair employment and fair disciplinary practices, while expanding the SMMUSD Human Resources department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

While the pilot program is in effect, the budget for all Personnel Commission positions shall remain unchanged and shall remain with the Personnel Commission. At the May, 2006 meeting, if both parties are satisfied with the pilot program, it shall become permanent on July 1, 2006 and the budget for the two positions described above will be permanently shifted from the Personnel Commission to SMMUSD.

The attached list of duties to be transferred from the Personnel Commission to SMMUSD was created by the Director of Classified Personnel and reviewed by the Assistant Superintendent of Human Resources, the Director of Human Resources, and the employees in the Classified Personnel Office.

The following timeline will be the guide for the transition:

December 14, 2004	Plan approved at Personnel Commission Meeting
December 17, 2004	Full Time Director of Classified Personnel Position Opened for Applications
January 4, 2005	Transition discussed at Classified Personnel Meeting
January 11, 2005	Transition discussed at Classified Personnel Meetings (Additional meetings will be scheduled if necessary)
January 15, 2005	Director of Classified Personnel will notify in writing the employees who will be moved to the Human Resources Department.
February 1, 2005	Pilot program begins
May, 2005	Review of pilot program
November, 2005	Review of pilot program
May, 2006	Evaluation of pilot program

The HRIS position and the HR Tech position will move to the Santa Monica-Malibu Unified School District Human Resources Department at which time the two employees will be under the direction of the Human Resource Department. The two employees will maintain their job position and will be evaluated under the same contract guidelines. The Director of Classified Personnel will evaluate the employees for this current year 2004-2005 prior to February 1, 2005. Beginning February 1, 2005, the Director of Human Resources will have the responsibility of evaluating the employees.

Although the positions are moved for the seventeen-month period, the budget will remain with the Personnel Commission. At the date of the program review, if both parties wish to continue the separation, the budget for the personnel classified side will be shifted to the Santa Monica-Malibu Unified School District as July 1, 2006 and the official separation will be in effect.

The following is a list of job functions the Personnel Commission recommends to transfer to the District along with 2.0 FTE's effective February 1, 2005.

1. Board Agenda Reports
2. Clerical & Substitute Assignments
3. Employee Evaluations
4. Employee Processing
5. Employment Verification
6. Fingerprinting
7. Filing of District Records
8. HRIS Data Entry & Back-Up (Labels, List & Letter)
9. Leaves of Absence Processing
10. Processing of Non-Merit, Special Services Employees, and Volunteers
11. Salary Adjustments
12. Subpoenas for Records
13. Unemployment Claims
14. Winter and Spring Break Assignments

Memorandum of Understanding (MOU) Extension Between the District and the Personnel Commission

Proposed Modifications:

- Reassignment of fifty (50%) of HR Technician position from the District to the Personnel Commission.
- Reassignment of Clerical and Substitute (excluding Instructional Assistant-Special Education) from the District to the Personnel Commission.
- Reassignment of Winter and Spring Break assignments from the District to the Personnel Commission.
- Extend the Pilot Program for another six (6) months. - August 1, 2006 to January 31, 2007.
- Personnel Commission and the District will jointly commence a data-based assessment during the proposed six (6) month extension.

Dear Deberie:

After reviewing your report the Personnel Commission has both comments and questions concerning the reorganization proposal. At the heart of the problem is the fact that Santa Monica-Malibu USD is a *bona fide Merit* system and this has a marked effect on reporting relationships and structure. It also has a marked positive effect on the system's integrity. This fact has a compelling influence on the possible reporting relationships at the top of the organization. Unfortunately none of the three proposed options takes this dichotomy into account. Much that follows is a reflection of that situation.

The following comments and questions are presented in page sequence going through the report. Comments referencing different lines in Table 2 arbitrarily count the *Enrollment* line as line one (1).

NOTES ON REORGANIZATION PROPOSAL

(p. 5) In Table 2, line 7 presents a picture indicating that the Classified Personnel Director reports to a certificated higher authority in Santa Monica-Malibu and Bellflower. This is not the case in Santa Monica-Malibu, nor should it be in any *bona fide Merit* system.

(p.5) Table 2's format does not present a true picture of reporting relationships. It infers that there is a direct vertical line of authority from the Classified Director to the Certificated Director, noted above. A line assigned to indicate the presence of a Personnel Commission needs to be inserted, where applicable, to clarify the true relationship.

(p.5) Table 2, Line 6, Are both the Covina Valley and the Walnut Valley Personnel Directors reporting to a Personnel Commission *and* an Assistant Superintendent? Are these two Personnel Directors certificated or classified? The table appears to indicate that they are certificated.

(p5.) Are the Class Specs of each Merit District available for review of the duties of the classes?

(p. 7) Paragraph 2 statement re "merit" Districts seems highly subjective. A Merit system District that assiduously follows the Merit principles is grossly different from one, which is a "merit" system in name only. Santa Monica-Malibu USD is a *bona fide Merit* system and in practice it functions wholly as such. The Ed. Code makes provisions for systems that do not adopt a true Merit system, but in part they are dependent upon the *beneficence* of the administration for the degree of merit that is actually operative.

(p. 12) Duplication of function where noted is to assure the presence of someone present at any time to carry out the task. Fingerprinting is critical to completion of the hiring process. Until the Calif. Department of Justice (DOJ) clears prints an employee *cannot* work. Print clearance is an *absolute* employment condition under the Ed. Code. No clearance from the DOJ – no employment. The Ed. Code is very clear on this point.

(p.14) The Director Human Resources does report to the Deputy Superintendent/Chief of Staff, but the Director Classified Personnel does not. The Director Classified Personnel reports to the Personnel Commission and is Secretary to the Commission. The Personnel Commission does *not* report to the BOE. The Commission is responsible for hiring it's own staff. There is absolute separation between the BOE, the Superintendent, and the Personnel Commission. This organizational alignment is at the heart of any bona fide Merit System, whether it is in a school District, Municipal, County or State government. Lacking that separation of powers, it is not a bona fide Merit System – even though it may give “lip service” to the term “merit.”

(p.14) In the absence of a Personnel Analyst, the Interim Manager of Classified Personnel picked up most of these duties – depriving the Interim Director of time better spent on other functions.

(p.14) Job Analyses, Position Descriptions, Wage & Salary surveys, Classification studies, (Reclassification studies); Examination development, Examination review are professional level functions. Splitting up these functions and assigning them to sub-professional (technician) classes effectively dilutes the quality of service provided. The sub-professional lacks the knowledge, skills, and abilities required to perform the functions appropriately. You don't hire a bookkeeper to perform an accountants job.

If there are technicians performing these functions at the other Merit Districts in the sample, I would like to see the job descriptions, then query the incumbents as to what they actually do in these functional areas. The functions are professional level for a reason. The educational background required for competent performance of the functions is well beyond that required for technician duties.

(p.15) “...a single line reporting...” Does not take into consideration the relationship of the Classified Director to the Personnel Commission, and the Personnel Commission's independence from the BOE. Bellflower is not a Merit system so a meaningful comparison is not possible.

(p.16) Operating without a Personnel Analyst, through the assumption of the Analyst's duties by the Interim Department Manager and the HR Technicians, is not an indication that the Analyst's functions are being fully addressed. First the HR Technicians are not in a position to address the technical assessment of necessary recruitment practices for higher-level positions. To cite several instances, the Nutrition & Food Services position, the Accountant position, etc. The same comment would apply to crafts/trades recruitment. The duties assumed by the Interim Department manager were properly

Analyst tasks. Performing those tasks deprived the Interim Manager of time that could have been spent more constructively for the system.

(p.16) Further iteration on the HR Technicians functional capabilities would be redundant (see the last p. 14 comment, above).

(p.16) The availability of "store bought" examinations for other than entry level "benchmark" classes is still non-existent, outside of Fire and Police classes. The interim Department Manager has made use of such a test where applicable – to upgrade the quality and predictive reliability of candidate selection. The process is not free. The cost varies inversely to the number of applicants tested. The District does not deal, at present, in testing of significant numbers of candidates at any one time to qualify for quantity discounts. The tests are not bought; they are rented for one time use to test one candidate. Each candidate requires rental of an added test. The District is currently taking advantage of machine scoring of written tests.

(p.16) There are complete proprietary systems on the market, capable of modification to specific customer needs, that can handle many of the paper and data base tasks in recruitment, selection, and certification. They are not cheap. NeoCiv and SIGMA are two of them. SIGMA, however, is antiquated and would be buying into history – not progress. Such systems entail the inclusion of a cost for proper training of staff. These selection efficiencies are processes that should be implemented by any new Director – to not do so is fiscally irresponsible.

(p.17) The observation that none of the comparable Districts have a functional position corresponding to Santa Monica-Malibu's Personnel Analyst only makes me curious as to how and at what level they operate – a skepticism that can only be resolved by visits to the "Merit" sites.

(p.20) To what extent have the workloads of each position been taken into account in the reorganization of positions?

(p.22) With reference to the use of the "Sub Finder," the current workload and data to be input into the system for classified subs is insufficient to warrant use of the systems. Classified is called upon to locate many subs for numerous sites on a daily bases. Classified may not need to provide one a week.

(p.22) The sub needs of Special Education represent an anomaly. It is a critical "sub" area that does not operate on strict system lines lending the process to Sub Finder application. Special Ed. locates its own subs and then certifies them for processing. Those special needs are imposed by Special Education requirement to match specific subs with specific individual recipients of the service.

(p.23) PCF's (Position Control Forms) that are processed by the HRIS Technician in Classified need to be reviewed by the Classified Personnel Director to assure that Merit

Rules and Contract provisions are met. The Deputy Superintendent already has a full load, without adding this reporting relationship.

(p.23) There is a strong need for extensive training, both in-house by professional staff, and utilizing applicable area resources. There is also a strong need for the establishment of comprehensive office procedures across all functions.

CUSTOMER SERVICE RECOMMENDATIONS

(p.29) The site's "working the process" and abusing the *working out of class* provision of the Contract and the Merit Rules exists for a multiplicity of reasons.

The site administrators, leaving a substitute in place once they are presented with a certified list of eligible, are in violation of Merit Rules.

(p.29) For site administrators to claim the list is "weak" is an unsubstantiated subjective claim without merit. Lacking bona fide proof of the claim the administrator should be given the choice of filling the position from the list – or leaving the position vacant.

(p.29) Positions being left vacant for extended periods of time are not an acceptable response from the recruitment staff, but without particulars it is not possible to know what remedies are called for.

(p.30) The Director Nutrition and Food Services is an example of a recruitment that should have been in the hands of a Personnel Analyst conversant with the necessary knowledge for getting at the market, not left to a HR Technician. The Interim Dept. Mgr. provided that knowledge to guide the HR Technician in means to break the "log jam."

(p.30) Until there is "paperwork" that indicates the existence of an unfilled budgeted position that management has approved for filling (the PCF) no processing of a replacement is authorized. Being "proactive" in this situation is not an appropriate response to the problem. If an eligible list does exist for the position it should nominally be filled within two to three weeks. If there is no eligible list the best-case scenario is going to be seven weeks – if a complete selection process is necessary. This is not an internal problem, Ed. Code would require changing to significantly reduce this time.

(p.30) "Anticipatory posting," in the absence of an eligibility list, is a procedure only to be implemented when there is *absolute* assurance that a vacancy is going to be forthcoming. The procedure is used for certain classes that are heavily drawn upon to supply eligibles.

(p.31) There is no justifiable reason for "problem employees" to get passed around the District. The presence of such a situation is indicative of administrative or supervisory failure to be use the probationary period for its intended purpose. Or, if the problem arose later, there was a supervisory failure to deal with the problem. There are

Contractual and Merit procedures in place for dealing with problem employees. Training in their proper use is needed.

(p.32) There is a way to provide new site administrators with the necessary information to carry out their responsibilities in staffing and employees processing. Provide training prior to the start of the school year. Classified personnel would be pleased to provide this service. The lack of such understating is reflected in the PCF's that received for processing in Classified personnel.

ROUND-TABLE DISCUSSION
PERSONNEL COMMISSION MEETING
Held September 21, 2004

September 22, 2004

A Round-Table discussion was held at a meeting of the Personnel Commission Meeting for the Santa Monica-Malibu USD. The discussion was energetic and all in attendance participated in a productive, collaborative manner.

Attendees:

Russell Barnard
Celia Carroll
Pam Brady
Dick Ide
Keryl Cartee
Angela Anthony
Paul Doty
Bob Seeds
Cindy Johnston

Ashraf Khimani
Julia Brownley
Kathy Scott
Beth Holmes
Jim Jaffe
Maggie Hanson
Cheryl Ayers

Please Note: the following notes are informal only and to serve the purpose of informing Michael Matthews, Asst Supt Human Resources of the content of the meeting as he was unable to attend due to being out of district at a conference. I am forwarding them only to those in attendance at the round-table discussion. Official, formal notes of the meeting will be presented as transcribed from the recording of the meeting by the Personnel Commission.

Celia Carroll opened the meeting by presenting the purpose of the Round Table discussion in regard to the recommended reorganization of the Certificated Human Resource/Classified Personnel Departments in the District.

Jim Jaffe -discussed the report from the Consultant; talked about communication, leadership and that all departments in the District Office need "reorganized", not just Human Resources

Dick Ide -discussed handout of classified personnel management duties and responsibilities and division of work among District and Personnel Commission

- Russell Barnard -discussed conflict of interest, i.e., SEJU criticizing Personnel Commission Employees of not performing task of following Merit Rules
- Ashraf Khintani -initiated discussion re- hiring of Director, "Certificated Personnel" at the present time and obligation to whom. General discussion followed on this topic
- Cheryl Ayers -indicated that in trying to be foresighted in the possibility of the reorganization, the position was presented as Director, Human Resources and that the candidates were looked into as far as Merit Rule experience in their past positions. Thus, the Director, Human Resources would serve both certificated and classified personnel - not just certificated
- Pam Brady -broke down her thoughts as to the needs of reorganization:
 - ✓ tasks - no duplication
 - ✓ management of tasks
 - ✓ system for appeals
 - ✓ union
Employees believing in the system is the final goal for a better organization.
- Keryl Cartee -expressed concern about the appeal process
- Russell Barnard -spoke to this as not happening as the Personnel Commission will be responsible for appeal process to be followed correctly and feels with reorganization it would be easier to manage and supervise
- Julia Browney -speaking for the Board of Education indicated that the Board's main purpose is to take no sides. The Board is committed to working with the Merit System. Board wants improvement in that area and the Board has no perceived outcome in regard to the reorganization of the departments.
- Jim Jaffe -indicated that trust and quality communication is the major need. Shared with the group that 33 years ago, John Carter, Director of Human Resources was in charge of both classified and certificated personnel. Also spoke to Julia Brownley as representative of the Board, that quality communication should be a priority of all district issues.
- Beth Holmes -Certificated H.R. seen as "stellar" in the District and Classified Personnel is seen as "negative" and "blocking progress". She felt that reputation could improve with reorganization. "Looser" following of the merit rules more productive for the District. Merit Rules are for protection of the employee - not prohibiting staffing of District.

- Russell Barnard -Asked for input from staff from this meeting/discussion. Requested investigation of what would be strict legal circumstance of passing recommended reorganization. Sunset clause if it doesn't work or a method of revisiting if it doesn't work out.
- Cindy Johnston -Feels like there have been good changes in the Classified Personnel offices since Interim Directors have been in place and making decisions and taking care of problems that haven't been taken care of in the past. Feels like department is making progress. Indicated need of Administrators to follow merit rule procedures in evaluating employees in the areas of progressive discipline. All Departments in the District need to be run more efficiently.
- Dick Ide -Communication is important to have a successful district. Suggested:
 ✓ Superintendent meetings/training with Principals re: Merit Rule System
 ✓ In-services with school administrative assistants on Merit System in order to give them training on how to help Principals maintain the rules of the system

 Suggested: workshops on Frisk (presentation of Atkinson, Andelson, Loya Ruud) for all staff
- Keryl Cartee -"willy nilly" administration of Merit Rules by administrators by not following procedures. Stressed need for documentation. Use the Merit System as a way to turn a marginal employee into a good employee. "Creative violations" of the merit system evolves from loose practice of the merit system. Communication is about building relationships.
- Angela Anthony -expressed that the Classified Personnel Dept faces obstacles from District Administrators not following the Merit System. Sees a positive in this instance in regard to reorganization. Also expressed concern that the recommendation of the consultant is 3 ½ less employees in the department.
- Kathy Scott -clarified that this is just the recommendation of the consultant - wouldn't be any new hires/and no lowering of current staffing numbers
- Paul Doty -indicated that technicians working on classified positions need to feel comfortable that Director of Human Resources would know and understand Merit Rules.
- Russell Barnard -responded that it is understood that employees need a secure person/place to direct questions for direction and support in order to confront uneasy feelings and anxieties of not knowing direction or timeliness

- Pam Brady -prefaced her comment by referring to Angela Anthony's concern about "obstacles". She feels employees look at the Merit Rules as a barrier - if they would look at them as obstacles and understand the merit rules to work out the problems. To look at the situation that everyone is in it together and need to work on the bigger picture.
- Keryl Cartee -feels the biggest hurdle in the district is a sense of "divide and conquer" with District administration in following merit rules and there is a need to look at this component in reorganization
- Bob Seeds -feels there is a perfect opportunity in the district at this time for communication and interaction between the two departments as there is a new Director, Human Resources coming in now and in the near future there will be a new Classified Director and they can start from the same place at the same time
- Dick Ide -indicated that he feels the Consultant on the reorganization study did the district a dis-service in comparison of our district to other districts, i.e., nine of the districts compared were not Merit Rule System districts
- Pam Brady -back to the "obstacle" discussion. Need to get out of the blame game. The best way to get around an obstacle is to figure out what you're trying to do and follow the rules to do it:
 ✓ "What is the problem?"
 ✓ "These are the Merit Rules"
 ✓ "What is it you want to do"
- Keryl Cartee -inquired us to new positions in Human Resources: Insurance/Risk Management/Workers Comp. Indicated that in regards to the Insurance position that the last employee has re-employment rights so the District needs to look at job description and that we need a person highly experienced in Insurance requirements; expert knowledge.
- Russell Barnard
 Dick Ide -Feel that what Keryl expressed is a key issue to the District needs

Break

Commission members reactions/summary of discussion:

- Celia Carroll -hopes there is administrator buy-in of training and support of Merit System
 -staff uncertainty - doesn't see staffing structure changing
 -questions whether merger is legal
 -interested in further investigation of duplication of duties
 -feels it would have benefit as to morale in District

Russell Barnard

-Commission needs to focus on asking for information to put together some basic suggestions for what minimal staffing would be required and functions of those positions "what is the smallest amount of employees needed to perform effectively?"; "what are legal parameters?";
Look at mandated reorganization training. Employees doing the work/tasks need training.

Feels it is the Personnel Commission's duty to watch over the progress of structuring the suggested reorganization and be involved in the process. Can't be quick savings - change takes time and there is lost time involved if mistakes are made. Need the District to understand it is a long-term change and that there is a clear need for a Director of Classified Personnel in place within 6 months.

Pam Brady

-is extremely interested in the change/reorganization. Doesn't see it as trimmed down as Russell. Agrees with Russell that there is a need for a sunset clause. Accountability is a big piece of reorganization. Feels a need for further discussions. It makes sense to have Human Resources under a "bigger umbrella". Keep Merit Rules intact.

SMMUSD HR NEWS

Volume 1, Issue 1

February, 2005

Our First Newsletter from the Human Resources Department

This Newsletter will focus on SMMUSD's greatest resource: our employees. By informing you of what you need to know, and by celebrating the successes across the District, the *SMMUSD HR NEWS* will keep you up to date and informed. We will publish this at the beginning of the year, in February, and again in May.

We plan to include information on legal and financial news that affects our employees, health benefits updates, upcoming trainings from the HR department as well as other key trainings, and information about our employees who have been recognized for their outstanding achievements.

Note from the Editor: I believe that great organizations have extraordinary communication among employees. I hope that you enjoy the newsletter, that it improves our internal communications, and that you are more aware of programs and issues in our district. I welcome your suggestions!

- Michael D. Matthews, Assistant Superintendent of HR

INSIDE THIS ISSUE

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- 2 Health Benefits Committee Set to Begin Work
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HR Department Reorganized to Better Serve Employees

Health Benefits will now be in the HR Department

At the January 20, 2005 Board Meeting, the SMMUSD Board of Education voted unanimously to endorse a Memorandum of Understanding (MOU) between the District and the Personnel Commission reorganizing the Human Resources Department. We basically now have one Human Resources Department for Certificated and Classified Employees, and a Personnel Commission Department responsible for insuring a fair hiring process for classified employees and other Merit Rules responsibilities. We believe that you will find better service for all of our employees. It is the Human Resource Department's job to not only hire and place employees, but to help keep all of us properly credentialed and qualified in the eyes of government authorities, to take care of critical needs such as salary placement and health insurance, and to perform other duties to maximize the effectiveness, efficiency and satisfaction of all of our employees.

Details of the Reorganization

To truly understand how this reorganization occurred, you have to understand that we are a Merit District, which means that our Classified employees are protected by the Merit Rules as administered by a separate and independent Personnel Commission. (Please see the Box on page 3 for more information about the Personnel Commission.)

In the 2003-04 school year, the Personnel Commission and the Board of Education commissioned a study to examine staffing in the SMMUSD HR Department compared to other districts in southern California. After receiving the study, the Personnel Commission held a series of meetings

to "HR Reorganization" in June 1

Advice from HR . . .

Do you have Direct Deposit?

If not, why not? Although most of our employees have direct deposit, there are still a good number who do not. It often creates difficulties during payday that occur when school is not in session. Those who have direct deposit swear by the reliability and convenience of it. Our CFO Winston Brahm states that it is a cost-cutting measure that saves time for the employees in Fiscal Services. Contact Ali, Maria or Sandy in payroll if you are interested.

What doctor will you see if you get hurt on the job?

If you don't submit the correct form, then our Workers' Compensation insurer will dictate your decision. Go to our HR website and download the Personal Physician Pre-Designation Form that will allow you to see your own physician if you get injured on the job. We hope that no one has to go through Workers' Comp and we are taking steps to reduce the number that do get injured, but please know that if you do not fill out the form and you do get injured on the job, you cannot fill it out afterwards. Get it done now and check it off your To Do list.

Remember – our Workers' Comp is costing us over \$2 million a year. That's \$2 million we could be spending on helping our employees provide the best possible education for all of our students. Be safe and remind others to do so!

Upcoming Learning Opportunities

TSA's and Pension Plans

As most of you know, the federal government tax code 403(b) allows education employees to put aside a considerable amount of money (up to \$14,000 a year) into a Tax Sheltered Annuity (TSA). If you want to learn more about what a TSA is and the options you have for investment, we encourage you to attend a TSA workshop. Mike Matthews and Ali Delawalla will be presenting information and answering all of your questions. The workshop is scheduled for **March 8 at 3:45** in the Board Room.

Retirement is one of the hot topics – Social Security, STRS, PERS, defined benefit plans and defined contribution plans are making front page headlines. Come and learn about what the politicians are saying, as well as the basics on STRS and PERS on **April 18 at 3:45** in the SMMUSD Boardroom.

Collaborating for Improvement

Joint Committee on Health Benefits Set to Meet

In negotiations with the District last summer, both SDO and SMMCTA agreed that a joint committee on health care benefits would convene and work on this important issue. The issue of health care extends far beyond the borders of SMMUSD. In California, the recent grocery workers' strike was all about health care, as was a failed proposition, which would have mandated that employers pay at least 80% of health care costs.

The Kaiser Family Foundation researched the issue and commented on annual trends, "Since 2001, premiums for family coverage have increased by 58%, outpaced with inflation growth of 9.7% and wage growth of 12.3%." Clearly this growth has a dramatic impact on the financial health of all school districts.

The Health Benefits Committee will have to do a great deal of studying and learning, examining the issues and exploring alternatives that will provide high quality medical insurance for all employees while maintaining fiscal responsibility and stability for SMMUSD. The first meeting is scheduled for **February 17**.

Teachers Pilot New Standards-Based Evaluation System

Approximately 35 teachers are working with site administrators to pilot a new evaluation system based on the California Standards for the Teaching Profession (CSTP). The draft of the handbook is on the HR website. Principals have spent several days this year being trained on how to observe and evaluate based on the CSTP. Teachers on the pilot attended a workshop in January to learn about the philosophy and details of the pilot. They gave input on what needed more work and how to best assist teachers using this evaluation system. Members of SMMCTA who have worked on the pilot attended, as did SMMCTA President Harry Keiler. The SMMCTA-SMMUSD Evaluation Committee continues to meet to communicate and develop the pilot evaluation system based on feedback from teachers and administrators.

UNDERSTANDING THE MERIT SYSTEM

In 1938, the classified employees of SMMUSD voted to become a Merit District. In doing so, they chose a system that is designed to insure that classified employees are hired fairly and without bias, and that whenever a disciplinary measure arises, that it too is handled fairly and without bias. So every open classified position has an advertising period, qualification through a test, and only the top few candidates, as determined by that test, interview for the position. To this end, an independent and separate 3-person Personnel Commission was created. This Commission amends the Merit Rules for the District and has a director and a staff to carry out its duties. The Personnel Commission meets monthly and all meetings are open to the public.

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built on the feedback of employees in the HR department, examining ways to provide more services for SMMUSD employees without increasing staffing.

If you have not checked out the Human Resources Website at www.smmusd.org, you should log on and see all of the information available on the reorganization, health benefits and much more.

The Personnel Commission settled on a plan to have a smaller Personnel Commission department devoted solely to the Personnel Commission responsibilities of hiring and disciplinary issues. The HR department would receive two employees from the Personnel Commission staff and move from being solely a certificated HR department, to a complete department serving all of the classified and certificated employees. By combining previously duplicated services, HR can now provide health insurance service. Paul Doty (ext. 271) and Beth Holmes (ext. 272) will now answer all questions about health insurance.

"By combining previously duplicated services, HR can now provide health insurance service."

There will be a training period through April, but they are ready to answer your questions. Please see the HR website for a copy of the MOU between the Personnel Commission and SMMUSD.

PERSONNEL COMMISSION STAFF

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CONGRATULATIONS ON EXTRAORDINARY ACHIEVEMENTS!

NATIONAL BOARD CERTIFICATION

We are very proud of all of our National Board Certified Teachers. While the nation and the state of California have approximately 1% of teachers who are National Board Certified, SMMUSD has over 6%. Our National Board Teachers will be working with the Human Resources Department and Educational Services to lead and facilitate excellence in teaching in SMMUSD. The following teachers are National Board Certified:

Delsorah Ackrich	Lisa Bartoli
Linda Bensley	Amy Beeman-Solino
Wendy Berman	Amy Besson
Michael Burnett	Anna Deshautelle
Kelley Dilsan	Staci Erlanson
Judith Franklin	Heather Gardner
Gretchen Gies	Stephanie Gross
Lorraine Hojn	Christine Hovest
Victoria Hurst	Sylvia Jiminez
Cynthia Johnson	Julie Jones
Tristen Jones	Adrienne Karyadi
Keeli King	Katherine Lanza
Brigitte Leonard	Tracy Levin
Jill Matthews	Eric Moe
La Shawn Moore	Monica Mora
Lois Oram	Gabriel Paez
Eric Paul	Nancy Rankin
Steven Reifman	La Sonja Roberts
Bryan Sanders	Susan Scheer
Nancy Skorko	Susan Stivers
Susan Suonio	Amy Tepfin
Robert Thais	Cynthia Thatcher
Cyndie Weinstock	Heather Williams
Carol Wrabel	Amelia Zimmermann-Wolff

New LEAD Cohort to Begin in 2005

Information Session Scheduled for March 14

Our fourth LEAD Cohort begins in the fall of 2005. In collaboration with Cal State Northridge, SMMUSD sponsors an educational program that allows participants to earn an Administrative Services Credential and a Master's Degree. The LEAD Cohort meets once a week over a two-year period and take courses taught by CSUN Professors and SMMUSD Administrators. The intent of the program is to provide a convenient educational program that gives SMMUSD teachers the opportunity to become an administrator. Current SMMUSD administrators who completed the LEAD program include: Susan Samarge, Suzanne Webb Monestero, Luis Ramirez, Jessica Kisho, Amy Fowler and Irene Gonzalez.

The informational meeting will be on Monday, March 14th at 4:30 PM in the PDLC. If you have not already RSVP'd, please email Assistant Superintendent Mike Matthews at matthews@smmusd.org.

MORE EXTRAORDINARY ACHIEVEMENTS!

SAMOHILROP teachers Teri Jones & Anita Kemp received the "Levey Award" through the Freedoms Foundation at Valley Forge for outstanding project which teaches free enterprise.

Roebelle Jacobs, a third grade teacher at Juan Cabrillo, was a nominee for the prestigious Disney Teacher of the Year Award.

Franklin Kindergarten Teacher Abby Klein is a published author with two books out for Scholastic - "Ready Freddy".

Lisa Bartoli, 4th grade teacher at Franklin, was one of the teachers selected from across the nation to be on the Oprah show where she honored teachers with over \$15,000 worth of gifts each, such as a flat-screen TV, lap top computer, clothes, school supplies, etc.

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Special Meeting: Tuesday, March 6, 2007**

AGENDA ITEM NO: II.A.2.

SUBJECT: Human Resources – Personnel Commission Reorganization Pilot Program:
Final Report

BACKGROUND INFORMATION:

In December 2004, a Memorandum of Understanding (MOU) between the District and the Personnel Commission, which detailed the content of and implementation procedures for, a Pilot Program was agreed upon. The rationale and purpose of this MOU were the following:

1. Create a Classified Personnel which is responsible for Personnel Commission-related duties, protecting rights of fair employment and fair disciplinary practices.
2. Expand the HR department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

The timeframe to conduct and evaluate the Pilot Program was February 2005 to July 2006. At its August 2006 Personnel Commission meeting, it was determined by the parties involved (i.e., the District and the Personnel Commission) to extend the Pilot Program additional six (6) months. Shortly, thereafter, a decision would be reached about the merits of the Pilot Program.

The attached report - *Human Resources – Personnel Commission Reorganization Pilot Program: Final Report* offers a critique.

DIRECTOR'S RECOMMENDATION:

The Personnel Director recommends that the Personnel Commission and the District review and act upon the efficacy of the Pilot Program.

Motion by: _____

Second by: _____

Vote: _____

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

MINUTES

SPECIAL MEETING
March 6, 2007 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mr. Russell Barnard, and Mrs. Pam Brady

I. General Functions:

- A. Call to Order: The Special Meeting of the Personnel Commission was called to order at 4:25 p.m.**
- B. Roll Call: Commissioners Carroll, Brady and Barnard were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

The agenda was amended. Agenda items number II.A.2 - Discussion/Action Item – Human Resources – Classified Personnel Reorganization Pilot Program Final Report was moved subsequent to agenda item II.A.1

Motion by: **Russell Barnard**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

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

F. 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
None
2. Board of Education Report
None

II. Discussion/Action Items/or Other Information:

A. Action Item(s):

2. Human Resources - Personnel Commission Reorganization Pilot Program: Final Report
Dr. Young presented the overall outline of the report.
Dr. Douglas Staine, Director of Human Resources, emphasized the need for conclusion of the program. The primary focus of the Personnel Commission is to provide qualified employees for District vacant positions as well as to conduct Appeal Hearings. The essential responsibility of Human Resources is to provide support for all District employees to be successful in their assignments. The jobs functions allocated between both departments must be in compliance with the Education Code. The Pilot Program extended beyond Classified Personnel and Human Resources duties, specifically into Fiscal department. The goal of this program is to eliminate duplication of duties and to assign them appropriately. Dr. Staine referred to the Gomez-Grobe Reorganization study that was conducted in 2004 to assist the District with analyses of the human resources services and their structure. The study conclusions differ from the Memorandum of Understanding (MOU) between the Personnel Commission and the District signed on December 13, 2004.
Dr. Young emphasized that the Gomez-Grobe study sample size consisted of approximately nine school districts, of which two thirds were not merit school districts, hence the final recommendations did not reflect the needs of a merit school district. Commissioner Barnard stated that the Personnel Commission rejected the report and removed the vendor from a list of approved vendors.
Using a time line, Dr. Young referred to the MOU and its purpose - to identify specific responsibilities and job functions associated with the Personnel Commission and the District.
Dr. Young presented a matrix of classified personnel functions distributed between Human Resources department and Personnel Commission, per the Education Code. He called attention to the division of fourteen (14) specific job functions formulated in the MOU. Additionally, he specified the inclusion of the benefits/insurance functions, which were not part of the MOU.

Commissioner Brady joined the meeting at 4:50 p.m.

Dr. Young also reviewed the classified personnel assignments in terms of pre- and post- MOU. Commissioner Barnard inquired about clerical and substitute

assignments, which should be, according to the Education Code, processed by Classified Personnel. Dr. Young replied that this job function was transferred to Classified Personnel at the extension of the Memorandum of Understanding in August 2006, as 0.5 FTE was designated to the department to manage the clerical and substitute assignments.

Dr. Young presented the results of the Human Resources and Personnel Commission Pilot Program Opinion Survey. The purpose of the survey was to measure the Program's impact on staff, the work that staff performed, and the overall effectiveness of the Human Resources Department and the Office of Classified Personnel, according to each participant's opinion. According to the majority of the staff, the Pilot Program's general goals were not completely met.

Dr. Young recommended concluding the Pilot Program with a transfer of a Human Resources Technician position to the Classified Personnel department to assume responsibilities mainly related to recruitments, but also to perform duties concerning winter and spring break assignments as well as clerical and substitute assignments. The office of Classified Personnel would also be responsible for scheduling and managing employee evaluations.

Dr. Staine recommended retaining both positions, Human Resources Information Specialist and Human Resources Technician, in the Human Resources department.

Commissioner Barnard presented three possible conclusions of the Pilot Program – Personnel Commission may cancel the Memorandum of Understanding and assume all fourteen job functions, or the Personnel Commission may approve the Memorandum of Understanding as a permanent action hoping that the District will also approve it. The District may cancel the Pilot Program as well, hence the two positions would be transferred to the office of Classified Personnel together with all fourteen (14) job functions. The last option is to agree on another solution that would benefit both departments.

Board of Education President, Kathy Wisnicki, requested focusing solely on the Memorandum of Understanding. She encouraged the parties involved to continue dialog to reach a conclusion that would eliminate the duplication of job functions and create an efficient system in personnel services.

Mr. Tim Walker, Deputy Superintendent, expressed his concern about the workload in the Human Resources department.

Commissioner Barnard emphasized the need for Classified Personnel to be sufficiently staffed in order to effectively recruit for the District. In addition to this focus, Classified Personnel is required to assume responsibility for winter and spring break assignments, as well as for clerical and substitute assignments in order to be in compliance with the Education Code. It will not be possible to do so if both positions remain in the Human Resources department. It is apparent that the existing Memorandum of Understanding will not comply with the Education Code, hence there is a need for modification.

Commissioner Barnard made a motion stating “that instead of the temporary, half-time position, the Personnel Commission is requesting a full-time, permanent FTE responsible for clerical and substitute assignments, winter and spring break assignments, employee evaluations and recruitment program, and a professional recruitment program to be developed and maintained.”

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

This request will be presented at the following Board of Education meeting. Personnel Commissioners will attend this meeting to provide any additional information for the Board of Education.

1. Election of Personnel Commission Officers

Ms. Celia Carroll was elected as the Personnel Commission Chair

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

Ms. Pam Brady was elected as the Personnel Commission Vice Chair

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **3 – 0**

III. Next Regular Personnel Commission Meeting:

Thursday, March 15, 2007, at 5:00 pm – *Ocean Park Branch Library, 2601 Main, Street, Santa Monica*

IV. Adjournment:

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

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 - 0**

TIME ADJOURNED: 7:07 p.m.

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. 27



HUMAN RESOURCES - PERSONNEL COMMISSION

REORGANIZATION PILOT PROGRAM

FINAL REPORT

March 6, 2007

By

Dr. Douglas Staine, Director
Human Resources

Dr. Wilbert Young, Director
Classified Personnel

Presentation Outline



- ★ Opening Remarks
- ★ Overview of the GomezGrobe Reorganization Study (May 2004)
- ★ Overview of the Memorandum of Understanding between the District and the Personnel Commission (December 2004)
- ★ Overview of the Extension of the Memorandum of Understanding between the District and the Personnel Commission (August 2006)
- ★ Article 6. Merit System Education Code Sections §45260 and §45261
- ★ Matrix of Classified Personnel Functions for the Board and the Personnel Commission per the Education Code
- ★ Matrix of Classified Personnel Functions and Personnel Assignments Pre and Post-2004 MOU
- ★ Human Resources Department & Personnel Commission Pilot Program Opinion Survey (December 2006) Results
- ★ Conclusions
- ★ Appendices:
 - Functional Chart for Positions Listed for Positions Listed in Figure1 in GomezGrobe Reorganization Study (May 2004)
 - Human Resources Department & Personnel Commission Pilot Program Opinion Survey (December 2006)



Opening Remarks

- The Reorganization pilot program needs to be finalized.
- Needs to adhere to a system that works and meets the needs of the District.
- The primary focus for the Personnel Commission should be to recruit and provide qualified employees for permanent and temporary vacant positions.
- Once selected, the primary focus for District is to process new employees and provide them with the support they need to be successful.
- Job functions allocated between the District and the Personnel Commission should be consistent with the provisions outlined in the Education Code.



Opening Remarks

- It involved more than the PC/HR reorganization MOU.
 - Health Benefits management
 - TSA coordination
 - Salary Schedule development
 - Workers Comp/Risk Management
 - Cross-training staff
 - Sub-finder System for both certificated and classified staff

- Goals for all involved are the same.
 - Increased efficiency/less duplication
 - Appropriate assignment of responsibility
 - More consistent service
 - Reduce processing time
 - Fill Classified Vacancies

GomezGrobe Study - May 2004

Purpose

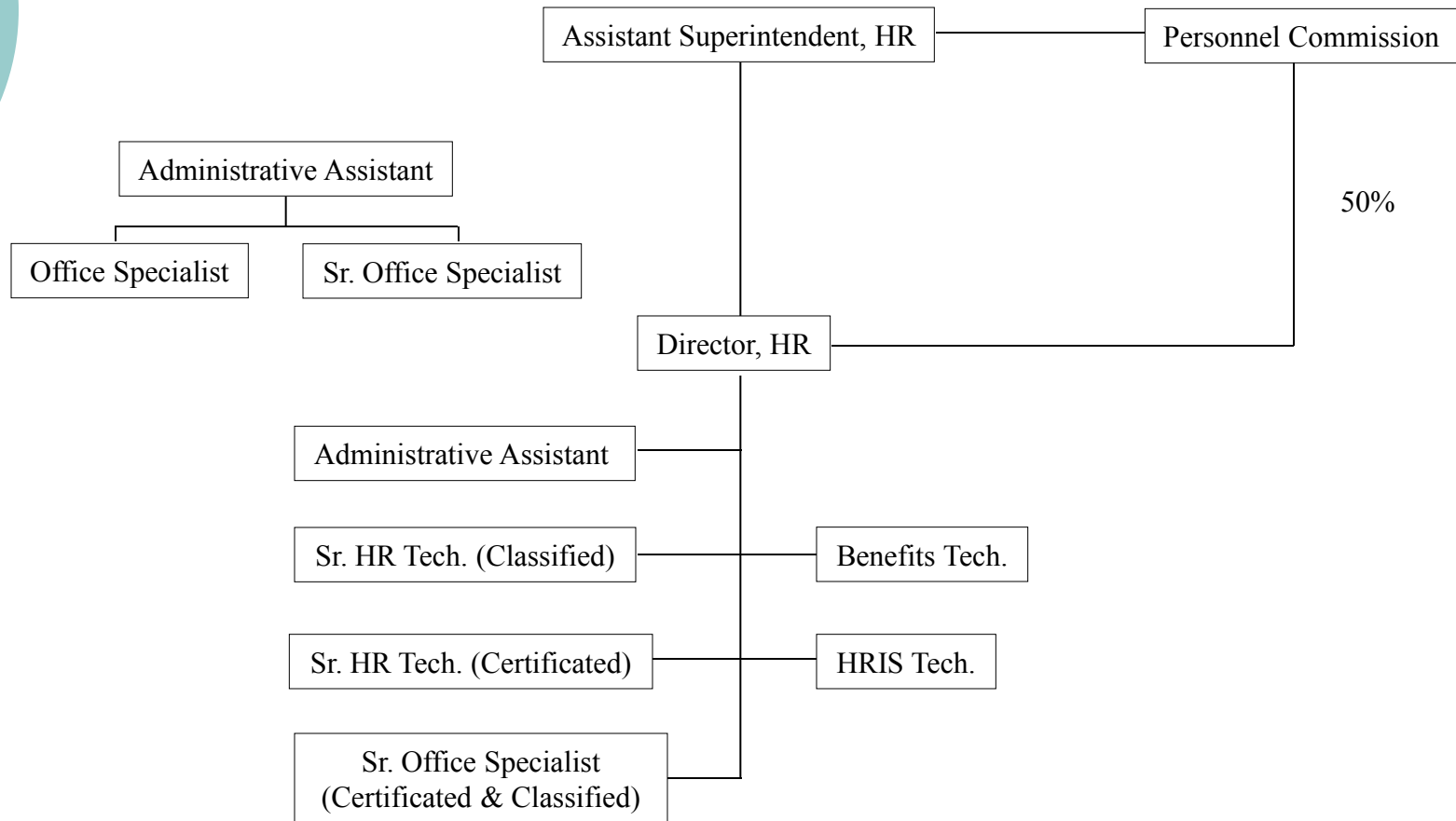
- Assist the District in assuring that the HR services are provided effectively, efficiently and economically to achieve organizational goals.
- Determine whether the current organization structure contributes to organizational goals.
- Determine whether the range of personnel functions is appropriate to the scope of work.
- Determine the number of administrators required to oversee the personnel functions in the most efficient, effective and economic manner possible.

GomezGrobe Study - May 2004

Methodology

- Obtained, analyzed and evaluated forms, processes and information.
- Obtained and analyzed organization charts, position titles and job descriptions from nine comparably sized unified school districts.
- Interviewed the nine incumbents in the positions in the current HR structure.
- Reviewed a pre-interview questionnaire prepared by each HR staff member.
- Interviewed four site administrators and one director of a central department as customers of HR.

GomezGrobe – Preferred Option 1: Re-engineer for Efficiency and Effectiveness



Memorandum of Understanding (MOU) December 2004 Between the District and the Personnel Commission

Rationale and Purpose:

- Create a Classified Personnel which is responsible for Personnel Commission-related duties, protecting rights of fair employment and fair disciplinary practices.
- Expanding the HR department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

Time frame:

- February 1, 2005 to July 1, 2006.
- Evaluated in June 2005 and November 2005.
- At the Personnel Commission meeting in May 2006, reviewed by both parties and may be revoked by either party.

Budget:

- Budget remains with the Personnel Commission during the pilot program.
- If both parties are satisfied with the pilot program, it shall become permanent on July 1, 2006 and the budget permanently is shifted from the Personnel Commission to the District.

Memorandum of Understanding (MOU) – December 2004 Between the District and the Personnel Commission (continued)

Transfer of Personnel and Job Functions:

- | | |
|---------------------------------------|--|
| ➤ 2.0 FTE's (HR Tech. and HRIS Tech.) | ➤ HRIS Data Entry and Back-up |
| ➤ Board Agenda Reports | ➤ Leaves of Absence Processing |
| ➤ Clerical and Substitute Assignments | ➤ Processing of Non-merit, Special Services Employees and Volunteers |
| ➤ Employee Evaluations | ➤ Salary Adjustments |
| ➤ Employee Processing | ➤ Subpoenas for Records |
| ➤ Employment Verification | ➤ Unemployment Claims |
| ➤ Fingerprinting | ➤ Winter and Spring Break Assignments |
| ➤ Filing of District Records | |

Memorandum of Understanding (MOU) Extension Between the District and the Personnel Commission

Proposed Modifications:

- Reassignment of fifty (50%) of HR Technician position from the District to the Personnel Commission.
- Reassignment of Clerical and Substitute (excluding Instructional Assistant-Special Education) from the District to the Personnel Commission.
- Reassignment of Winter and Spring Break assignments from the District to the Personnel Commission.
- Extend the Pilot Program for another six (6) months.- August 1, 2006 to January 31, 2007.
- Personnel Commission and the District will jointly commence a data-based assessment during the proposed six (6) month extension.



Article 6: Merit System

Education Code Section §45260

45260. (a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.



Article 6: Merit System Education Code Section §45261

45261. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

Matrix of Classified Personnel Functions for the Board and the Personnel Commission per the Education Code

Function	Code	Commission	Board
PERSONNEL ADMINISTRATION			
Processing of Non-merit, Special Services Employees and Volunteers			x
Filing of District Records			x
Fingerprinting			x
Employment Verification			x
Employee Processing			x
Board Agenda Reports			x
Leave of Absence Processing	45261	x	x
Subpoenas for Records			x
HRIS Data Entry and Back-up	45311	x	x
RECRUITMENT AND SELECTION			
Clerical and Substitute Assignments	45241, 45261, 45310	x	
Winter and Spring Break Assignments	45241, 45261, 45310	x	

Matrix of Classified Personnel Functions for the Board and the Personnel Commission per the Education Code (continued)

Function	Code	Commission	Board
WAGE AND SALARY			
Salary Adjustments	45261	x	x
EMPLOYEE BENEFITS			
Unemployment Claims			x
<i>Employee Benefits/Insurance Program *</i>			x
RETAINING EMPLOYEES ON THE BASIS OF PERFORMANCE			
Employee Evaluations	45261	x	x

** Not identified in 2004 MOU*

Matrix of Classified Personnel Functions and Personnel Assignments Pre and Post-2004 MOU

Function	Code	PRE-2004 MOU Department/Class	POST-2004 MOU Department/Class
PERSONNEL ADMINISTRATION			
Processing of Non-merit, Special Services Employees and Volunteers		PC/AA	HRD/HRT, SOS, OS
Filing of District Records		PC/HRIS	HRD/HRIS
Fingerprinting		PC/HRT	HRD/HRT, HRTC, SOS, OS
Employment Verification		PC/HRIS	HRD/HRIS
Employee Processing		PC/HRT	HRD/HRT, HRTC, SOS, OS
Board Agenda Reports		PC/HRIS	HRD/Sr.AA
Leave of Absence Processing	45261	PC/AA	HRD/HRTC
Subpoenas for Records		PC/AA	HRD/Sr.AA
HRIS Data Entry and Back-up	45311	PC/HRIS	HRD/HRIS
RECRUITMENT AND SELECTION			
Clerical and Substitute Assignments	45241, 45261, 45310	PC/HRT	HRD-PC/HRT
Winter and Spring Break Assignments	45241, 45261, 45310	PC/HRT	PC/HRT

Matrix of Classified Personnel Functions and Personnel Assignments Pre and Post-2004 MOU (continued)

Function	Code	PRE-MOU Department/Class	POST-MOU Department/Class
WAGE AND SALARY			
Salary Adjustments	45261	PC/HRIS	HRD/HRIS
EMPLOYEE BENEFITS			
Unemployment Claims		PC/HRIS	HRD/HRIS
<i>Employee Benefits/Insurance Program *</i>			<i>HRD/HRT</i>
RETAINING EMPLOYEES ON THE BASIS OF PERFORMANCE			
Employee Evaluations	45261	PC/HRT	HRD/HRT
 <i>* Not identified in 2004 MOU</i>			



Human Resources Department & Personnel Commission Pilot Program Opinion Survey

Purpose and Scope:

The Human Resources and Personnel Commission Reorganization Pilot Program was initiated in February of 2005. This brief survey was designed to obtain staff's opinions about the Pilot Program. The purpose of the survey was to measure how the Pilot Program impacted staff, the work that staff performed, and the overall effectiveness of the Human Resources Department and the Office of Classified Personnel, according to each participant's opinion..

Methodology:

The survey was distributed in December 2006 to thirteen former and current staff members of the Human Resources and Personnel Commission departments. Twelve surveys were returned.

Q1. In your opinion, what was (were) the critical objective(s) in implementing the Pilot Program in February 2005?

Q2. In your opinion, how successfully did the Pilot Program achieve each of the objectives you listed in Q1?

CRITICAL OBJECTIVE (# of comments = 34)	%	ACHIEVED	NOT ACHIEVED
a. Reduce duplication of work.	18		X
b. Provide better service.	18		X
c. Personnel Commission being held responsible for testing, disciplinary practices and fair employment practices.	12		Neutral
d. Positions filled in a timely manner.	9		X
e. Combine the Personnel Commission and HR departments under one director.	3		X
f. Make the insurance function part of the HR department.	3		X
g. Avoid re-employment of the Risk Management/Benefits employee.	12	X	
h. Weaken/eliminate the Personnel Commission.	9	X	
i. Provide uniform services for all employees.	3		X
j. Evaluate progress of the Pilot Program.	3		X
k. Use Personnel Commission funds and staff to manage and perform health benefits-related position.	3	X	
l. No response.	9		

Q4. What is the one aspect of the Pilot Program you like most?

Q5. What is the one aspect of the Pilot Program you like least?

MOST (# of comments = 13)

	%
a. Employment processing done by one person.	8
b. Assignment of HR services functions to HR.	31
c. Communication/working relationship between departments' staff.	31
d. Protect interests of classified staff-Personnel Commission.	8
e. Opportunity to discuss process and procedure.	8
f. No response.	14

LEAST (# of comments = 16)

	%
a. Undefined/changing job duties assigned to staff.	38
b. Everything.	6
c. Disregard for compliance to merit rules and contract language.	13
d. Hidden agendas/motives underlining reorganization.	6
e. Length of Pilot Program extension.	6
f. District employees' confusion about whom to contact.	13
g. Implementation of an untested position control system (i.e., FileMaker Pro).	6
h. Tension between employees.	6
i. No response.	6

Q6. What would be a key recommendation to consider in order to effectively meet the goals of the District in assuring that the human resources services are provided effectively, efficiently and economically?


KEY RECOMMENDATION (# of comments = 17)

	%
a. Fill/reinstate the Risk Management/Benefits insurance position ASAP.	24
b. Have a HR Technician handle all classified processing.	6
c. Have a single person oversee both departments.	6
d. Conduct staffing assessments of both departments to accurately determine the number and types of positions needed.	12
e. Separate from the Personnel Commission.	6
f. Return the bulk of pre Pilot Program duties and personnel back to the Personnel Commission.	18
g. Ensure that both departments work together and communicate well.	6
h. Educate District personnel about what each department does.	6
i. Set tangible goals and objectives to quantitatively measure effectiveness.	6
j. Employees should set aside the history behind the Pilot Program and focus on assigned duties with a positive and cooperative approach.	6
k. No response.	6

Q7. Finally, please use the space below if you have any other comments you would like to make regarding the HR-PC Reorganization Pilot Program.

FINAL COMMENTS (# of comments = 12)

	%
a. If the two positions are returned to the Commission staff, they would have to learn how to process employees. The needs of the District will be better served if the two positions are left in Personnel Services.	7
b. Employee processing is not being handled effectively.	14
c. Customer service is not being handled effectively.	7
d. Eliminate the Pilot Program and return to normal.	14
e. Main reason for the reorganization was to have someone process health benefits.	21
f. Commission needs the additional full-time HR Technician position.	14
g. Inconsistencies between the classified and certificated sides of personnel are being resolved by the reorganization.	7
k. No response.	14



Q3. Since the implementation of the Pilot Program in 2005, in your opinion how would you rate your satisfaction related to each of following job functions:

- A. Processing Board Agenda Reports**
- B. Processing clerical and substitute assignments**
- C. Processing Employee Evaluations**
- D. Employee processing**
- E. Processing employment verification**
- F. Processing fingerprints**
- G. Filing of District records**
- H. HRIS data entry and back-up**
- I. Processing leaves of absence**
- J. Processing of non-merit, special services and volunteers**
- K. Processing salary adjustments**
- L. Processing subpoenas for records**
- M. Processing unemployment claims**
- N. Processing Winter and Spring break assignments**

Q3. Since the implementation of the Pilot Program in 2005, in your opinion how would you rate your satisfaction related to each of following job functions:

	Decline Considerably	Decline Somewhat	Same	Improved Somewhat	Improved Considerably	Don't Know	No Response
A	0%	0%	33%	0%	8.3%	33%	25%
B	0%	16.6%	41.6%	0%	8.3%	8.3%	25%
C	8.3%	8.3%	16.6%	8.3%	16.6%	16.6%	25%
D	25%	33%	0%	0%	8.3%	8.3%	25%
E	0%	0%	66.6%	0%	0%	8.3%	25%
F	8.3%	25%	25%	8.3%	0%	8.3%	25%
G	0%	0%	33%	16.6%	0%	25%	25%
H	0%	0%	50%	8.3%	0%	16.6%	25%
I	0%	8.3%	8.3%	25%	16.6%	16.6%	25%
J	8.3%	33%	8.3%	0%	8.3%	41.6%	25%
K	0%	0%	41.6%	0%	0%	33%	25%
L	0%	0%	25%	0%	8.3%	41.6%	25%
M	0%	0%	41.6%	0%	0%	33%	25%
N	0%	0%	50%	0%	0%	25%	25%

Conclusions



Transferred Personnel and Functions:

- ★ Based upon provisions outlined in the Education Code, most of the transferred functions appear to be uniquely Board's and some are dual functions.
- ★ For the reassigned HRT, during most of the Pilot Program, only the “clerical and substitute assignments” has remained consistently at the HRT's desk. Upon implementation of the Pilot Program, the HRT has been working out of class performing benefits/insurance related duties. HRT's other job functions have been shared with other HRD personnel.
- ★ For the reassigned HRIS, six of seven transferred functions have consistently remained at the incumbent's desk. HRIS' functions are equally split between Board and Personnel Commission responsibilities.

Conclusions



Survey Results:

- ★ Most of the staff feels, by their definitions, that the Pilot Program’s general goals are not fully met.
 - Reducing duplication of work.
 - Providing better service.
 - Filling positions in a timely manner.
 - Working in appropriate job assignments.
 - Providing uniform services for all employees.
- ★ Most of the staff feels that the main goal of the Pilot Program, to underwrite the benefits/insurance-related functions, is fully met.
- ★ Most of the staff feels that “processing leaves of absence” and “processing employee evaluations” have improved.
- ★ Most of the staff feels that “processing employment verification,” “HRIS data entry and back-up,” “processing Winter and Spring break assignments,” “processing salary adjustments,” “processing clerical and substitute assignments,” and “processing Board Agenda Reports” have remained about the same.
- ★ Most of the staff feels that “employee processing, ” “processing fingerprinting” and “processing of non-merit, special services and volunteers” have declined.

TO: BOARD OF EDUCATION ACTION/MAJOR
04/19/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER

RE: MEMORANDUM OF UNDERSTANDING WITH PERSONNEL COMMISSION
REGARDING REORGANIZATION OF HUMAN RESOURCES
DEPARTMENT

RECOMMENDATION NO. A.21

It is recommended that the Board of Education approve the action of the Personnel Commission to finalize the December 2004 Memorandum of Understanding/"Pilot Program" between the Board of Education and the Personnel Commission regarding the reorganization of the Human Resources Department.

COMMENT: At the March 6, 2007, meeting of the Personnel Commission, the Commission took action on the recommendation from the Director of Classified Personnel to reorganize the Human Resources Department as follows:

1. The Personnel Commission will receive a return of .5 FTE in staffing (total return to the Personnel Commission is 1.0 FTE as the Personnel Commission previously received the return of a .5 FTE at the September 28, 2006, board meeting).
2. The Personnel Commission will continue to take on the responsibility of clerical and substitute assignments (excluding Instructional Assistants - Special Education). {See C in chart provided.}
3. The Personnel Commission will continue to take on the responsibility of assignments for the Winter and Spring break. {See N in chart provided.}
4. The Personnel Commission will take on the responsibility of sending out notices and forms for the Employee Evaluation cycle. They will also be responsible for monitoring that evaluations are completed in a timely manner and then delivering the completed evaluations to Human Resources for filing. {See G in chart provided.}
5. The district will retain 1.0 FTE to address the other 11 job functions that were transferred to the district under the MOU when 2.0 FTE were moved from the Personnel Commission to the District. (See original transfer of Personnel and Job Function Chart below.)

- A. 2.0 FTE's (HR Tech and HRIS Tech)
- B. Board Agenda Reports
- C. Clerical and Substitute Assignments
- D. Employee Processing
- E. Employment Verification
- F. Fingerprinting
- G. Filing of District Records
- H. HRIS Data Entry and Back-up
- I. Leaves of Absence Processing
- J. Processing of Non-Merit, Special Services
Employees and Volunteers
- K. Salary Adjustments
- L. Subpoenas for Records
- M. Unemployment Claims
- N. Winter and Spring Break

MOTION MADE BY: Ms. Maria Leon-Vazquez

SECONDED BY: Mr. Oscar de la Torre

STUDENT ADVISORY VOTE: N/A

AYES: 5

NOES: 2 - Ms. Emily Bloomfield and Mr. Barry Snell

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

MINUTES

REGULAR MEETING
June 14, 2011 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:21 p.m.

B. Roll Call: Commissioners Brady, Kim and McLoud were present.

C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.

D. Motion to Approve Agenda:

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

E. Motion to Approve Minutes: May 10, 2011; June 7, 2011

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 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
None

A. Personnel Commission Staffing Update/HR-PC Reorganization

Commissioner Brady disclosed information from her meeting with Superintendent Cuneo and two Senior Cabinet members regarding reorganization and services provided by the Personnel Commission and the Human Resources departments. Superintendent Cuneo requested establishing a subcommittee including representatives from SEIU and CTA. The subcommittee will evaluate the departments' functions and effectiveness preventing any duplication of efforts. Any potential proposal would be presented to the Personnel Commission and the Board of Education for public discussions, given that there is a proof of duplication of efforts.

Commissioner Brady also stated that the vacant Human Resources Technician position in Personnel Commission as well as the Senior Office Specialist position in Human Resources would remain open at this time.

Commissioner Brady reported that the Personnel Commission budget was discussed- especially the three percent (3%) increase due to increase in mandatory benefits and lack of furlough days.

Last topic of conversation during this meeting evolved around the attendance of Director of Classified Personnel. Commissioner Brady explained to the Administration that a specific condition in Dr. Young's contract addresses his working from home one (1) or two (2) days a week.

Commissioner Brady attended this meeting at the Superintendent's request not taking any action on the Personnel Commission's behalf except the commitment to strategically look at the two departments. She will attend another meeting with the Senior Cabinet on June 20, 2011.

Assistant Superintendent Washington and Dr. Young invited Union representatives to participate in the process. In addition, they met with their staff informing them about the possibility of reorganization.

Ms. Cartee-McNeely presented Mr. Haberberger's letter addressed to Commissioner Brady regarding this subject. Even though SEIU supports improvement of services, they were alarmed by the current process regarding the reorganization review.

Ms. Cartee-McNeely requested SEIU to be an active participant in future evaluation discussions since SEIU bargaining members working in both departments would be impacted by any changes in the Personnel Commission and Human Resources operations. She recalled several round table discussions taking place during the last reorganization. This open process worked well for all involved parties.

Ms. Washington stated that both unions will be informed about the progress of the reorganization. Further clarifications regarding the reorganization process will be provided after the next meeting with Superintendent Cuneo on June 20, 2011. She was under the impression that the process from the previous reorganization was not to be followed.

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

MINUTES

REGULAR MEETING
July 12, 2011 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:08 p.m.**
- B. Roll Call: Commissioners Brady, Kim and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**
- Motion by: **Suzanne Kim**
Seconded by: **Pam Brady**
Vote: **2 – 0**
- E. Motion to Approve Minutes: June 14, 2011– tabled till August 9, 2011**
- 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 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.**

Commissioner McLoud joined the meeting.

1. Proposed Human Resources and the Personnel Commission Departments' Reorganization

Commissioner Brady disclosed information from her meeting with Superintendent Cuneo, Assistant Superintendent, Human Resources, Ms. Washington and Dr. Young regarding reorganization and services provided by the Personnel Commission and the Human Resources departments. The group was to look at the efficiencies both departments. The Administration proposed a new organizational chart that needs further discussions and revision. The reorganization process would be executed in phases.

Commissioner Brady inquired about a substitute working for the Senior Office Specialist in the Human Resources department. Ms. Washington confirmed using a clerical substitute.

Commissioner Brady inquired about staffing solution so that the Personnel Commission responsibilities are fulfilled during this critical period.

Dr. Young informed the Personnel Commission about the fact that the vacant Human Resources Technician is budgeted and approved by the Los Angeles County of Education. He presented several solutions for this staffing issue.

Ms. Cartee-McNeely informed the Personnel Commission that if a limited term position is established, it would be a supplemental temporary position in addition to the vacant permanent position. It would mean increasing the cost to the Personnel Commission, since the current budget is allocated for the permanent position and can't be used for anything else.

Dr. Young explained that in the District there is no clear distinction between a substitute and a limited term position.

Ms. Cartee-McNeely shared the Union's serious concerns about the vacant Human Resources Technician position, a bargaining position, in respect of contractual liability. According to the SEIU Contract, a vacant position shall be filled within sixty (60) days. The Union respects the reorganization process the Personnel Commission and the Human Resources department are trying to engage in, but that does not exclude them from honoring the Contract. SEIU wants the position to be filled in accordance with the Contract.

Assistant Superintendent Washington stated that the substitute in the Human Resources department assists with some of the duties assigned to Senior Office Specialist.

Commissioner Kim emphasized the fact that the substitute is assisting in the Human Resources department while the Personnel Commission office has not been fully staffed since February 2011. The staff has an enormous amount of work that has to be completed and is currently distributed among them, so the additional staff member is absolutely necessary no matter what is his/her status- permanent or temporary. The Human Resources department has the additional employee and the Personnel Commission does not in the most critical time staffing for the new school year. Commissioner Kim shared her concerns about the Personnel Commission staff and the District's staffing needs.

Assistant Superintendent Washington stated that based on her perspective, Dr. Young and she were to continue reviewing the reorganization and the presented format. The new proposal would directly impact the two (2) vacant positions. She inquired about the purpose of this agenda item.

Commissioner Brady explained that she needed to report out from the meeting with former Superintendent Cuneo since it was not a public session. Based on her understanding, development of the organizational chart requires much more complex and broader discussion. It would be placed aside to focus on the analysis of the positions and their assigned duties. Mr. Cuneo suggested implementing the reorganization in phases.

Dr. Young addressed a couple of issues. Firstly, the reason for the agenda item being placed under "Discussion" is the SEIU Grievance assuring the Union that any debates regarding the reorganization would be conducted in a public, open forum. Also, reaffirming Commissioner Brady's declaration at the June Personnel Commission meeting, the Personnel Commission is committed to hold any dialogue regarding the reorganization in a public arena. Therefore, any related discussion, action, or decision would be openly discussed as it was the norm in the previous pilot study. This process would be consistent with the District's practice of developing the Strategic Plan.

Secondly, looking at the vacant Human Resources Technician position, it was budgeted and approved by the Los Angeles County of Education. Dr. Young cited Education Code 45264 regarding appointment of new employees paid with budgeted funds for the Personnel Commission.

Ms. Stephanie Perry, the Personnel Analyst, appreciated Commissioner Kim's statement about fairness and equity with regarding to staffing of both of the departments. In her opinion, it is quite unfair that one position is being filled and the work done, whereas the Personnel Commission has been understaffed for six (6) months. Ms. Perry inquired about getting another staff member to meet the District's staffing needs while the reorganization process continues.

Commissioner Brady agreed that the current situation in the Personnel Commission office is rather grave. The District's positions have to be filled for the next school year, and the Personnel Commission can meet these needs only if the office is properly staffed.

Commissioner McLoud inquired about the desired outcome of the situation. Dr. Young restated that his intent is to fill the vacant Human Resources Technician position while continuing the reorganization discussions. Commissioner McLoud suggested including Superintendent Lyon to learn about her vision in this process.

Commissioner Brady recommended focusing on the District's staffing needs and also to continue with the dialogue regarding the two (2) departments.

Ms. Julie Younan, Human Resources Technician, expressed her appreciation of the constructive discussion; however, she stressed the severity of the situation in both departments and the need for both vacant positions to be filled in order to be ready for the new school year so that the District can provide appropriate learning environment and adequate support for our students. It is our prime objective.

Ms. Cindy Johnston, Human Resources Technician, shared the challenges with the current work overload. Although she is working full time during this summer, it is impossible to meet the present demands.

Commissioner Brady expressed her faith in resolving the situation in a timely manner. She thanked staff of both departments for their dedication and hard work for the welfare of the District's students.

MERIT SCHOOL DISTRICTS

- Anaheim Union High School District
- Antioch Unified School District
- Apple Valley Unified School District
- Barstow Unified School District
- Bassett Unified School District
- Berkley Unified School District
- Cajon Valley Unified School District
- Calexico Unified School District
- Centinela Valley Union High School District
- Chico Unified School District
- Conejo Valley Unified School District
- Desert Sands Unified School District
- Downey Unified School District
- Escondido Union High School District
- Fountain Valley School District
- Fremont Unified School District
- Palmdale School District

**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

BARSTOW UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CLASSIFIED PERSONNEL (PERSONNEL COMMISSION)

BASIC FUNCTION:

This is a management position under the direction of the Personnel Commission. The Director of Classified Personnel 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, and supervise and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the classified personnel program in compliance with the Education Code and prescribed merit system rules and regulations.

Administer personnel procedures in connection with applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, re-employment, vacations, leaves of absence, compensation within classification, job analyses and specifications, service rating, public advertisement of examinations, rejection of unfit applicants without competition, and other matters necessary to carry out the provisions and purpose of merit system law, District policy and the rules and regulations of the Personnel Commission.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Conduct salary and classification studies and recommend changes and adjustments as appropriate.

Serve as Secretary to the Personnel Commission and prepares the

agenda and minutes; prepare Classified Personnel reports for the Governing Board.

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

Arrange for hearings appealed to the Commission.

Advise district administrators, employees and bargaining unit on disciplinary actions and related Education Code and rules and regulations provisions, Assure that all discipline follows due process and management and employee rights are provided.

Meet on individual or group basis with employees and their representatives to resolve problems; resolve grievances as necessary. Assure District classified personnel actions are in compliance with the rules and regulations of the Merit System and Education Code and federal, state and District rules, regulations and policies relating to classified employees.

Provide technical expertise, information and assistance to District Administrators regarding assigned functions; assist in the formulation and development and revision of policies, procedures and programs; conduct internal investigations of merit system or district operations as necessary; advise District Administrators of unusual trends or problems and recommend appropriate corrective action.

Supervise the maintenance and security of personnel records, including eligible registers, official minutes and personal histories.

Coordinate and implement classified employee recognition programs.

Administer the performance evaluation program for District employees through documentation of performance.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Certify approved Personnel Action Forms and forward to Payroll that classified employees are hired in accordance with the provisions of the law and Commission rules.

Communicate with other administrators, personnel and outside

organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Direct research related to personnel administration so that new theories, trends, and laws in the field may be studied for possible application to the classified service.

May serve as a resource member of classified negotiation teams; perform duties in PERB hearings; and arbitration cases as directed.

Serve as a representative of the Personnel Commission on the Superintendents Cabinet and other District committees.

Develop and prepare the annual preliminary budget for Personnel Commission operations; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and participate in conferences and meetings; attend Governing Board meetings as a resource person concerning classified personnel

agenda items and to clarify and assure proper implementation of Personnel Commission rules and regulations as required.

Oversee public relations functions as directed by the Personnel Commission.

Assure compliance for the District with all EEOC and FEPC rules and guidelines relating to classified personnel.

Serve as chief classified internal management consultant on all classified personnel matters.

OTHER DUTIES:

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the classified personnel program.

Principles of public administration in areas related to personnel administration.

Classification, pay determination, recruitment, examination and related personnel practices and techniques.

Governing Merit System rules and regulations.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office management and procedures.

ABILITY TO:

Plan, organize and administer the classified personnel program in compliance with merit system rules and regulations.

Interpret and apply the provisions of law and rules.

Analyze data and to arrive at sound conclusions and recommendations.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction

Work confidentially with discretion.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public administration, human resources, business administration or a related field and three years of recent progressively responsible experience in a school district, public or private personnel administration including at least two years supervisory experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Automobile insurance which meets or exceeds State minimum liability limits.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

OVERTIME STATUS:

This position is designated Management under the provisions of the EERA;

This position is designated Overtime Exempt under the provisions of the Education Code.

PERSONNEL DIRECTOR

JOB SUMMARY

Under direction of the Personnel Commission administer the procedures as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensations within classifications, job analyses and specifications, evaluations, recruitments and advertisement, rejection of unfit applicants, and any other matters that would impact the classified service. Interview, recommend selection, supervise, evaluate, and train employees assigned to the Personnel Commission office and other staff performing responsibilities associated with the classified personnel program. Under the direction of the Assistant Superintendent of Personnel, provide administrative and technical staff assistance in areas outside the classified program as required.

TYPICAL DUTIES

Plan, organize, and direct the personnel management program for the classified service of the District in conformance with Merit System law and rules and regulations, federal laws, policies, negotiated agreements, etc., in recruitment, test construction and validation, selection, orientation, assignment and reassignment, promotion, demotion, reduction in force, discipline, and termination. Work cooperatively with the Superintendent to assure an efficient and effective personnel management program. Confer regularly with administrators and supervisors on personnel staffing and other personnel-related concerns. Administer eligibility lists and transfer lists and recommend and approve transfers, reassignments. Prepare, recommend, and maintain a position classification plan through periodic surveys and job analyses; recommend new and/or revised job classifications and specifications as appropriate; conduct reviews and provide periodic recommendations on salaries. Administer employee evaluation program and assess candidates abilities to perform in classified positions; advise the Superintendent and administrators on personnel law and practices, staffing needs, disciplinary problems, and other matters affecting the classified service. Investigate job-related complaints by, and against, classified employees for purposes of resolution. Oversee preparation and presentation of classified disciplinary cases, grievances, dismissal, suspension, resignation, retirement, and employee relations matters; obtain legal counsel as appropriate, and make recommendations to the Superintendent on cases. Review classified request for leave of absence for approval/disapproval. Administer classified tuition reimbursement program. Monitor the assignment of classified substitutes to temporary positions within the district. Monitor program and site compliance with pertinent rules, regulations, and laws related to personnel issues. Develop budget, prepare cost estimates for budget recommendations and submit justifications for budget items; monitor and control expenditures. Prepare classified seniority lists and administer layoff notices. Prepare and present a variety of reports to the Board and Personnel Commission. Attend a variety of meetings and participate on various committees. Counsel employees and job applicants on matters related to working conditions, benefits, job requirements, and related aspects of the district's program of personnel administration. May serve on district negotiation team. Perform other related duties as assigned.

Any consideration of administrative, recruiting, services management, and other duties is subject to the ability to perform the required duties. A typical qualifying background would include graduation from a four-year college with a major in personnel administration, human resources, public administration, psychology, or a community related field and five years of progressively responsible comprehensive professional personnel experience including position classification, salary administration, recruitment, selection, test construction and validation, and policy development, preferably within

**CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR- CLASSIFIED HUMAN RESOURCES**

DEFINITION

Under general direction, plan, organize, and administer comprehensive Human Resources program for the District, which includes all human resources transactions and procedures for classified employees; develop/administer the annual budget; propose human resources policies, rules, and procedures and ensure the District human resources programs comply with Commission Rules; research and apply new legislation, coordinate human resources surveys and similar programs; serve as a member of the District negotiating team; serve as secretary and executive officer of the Personnel Commission; and perform related work as required.

CLASS CHARACTERISTICS

Special working conditions apply to this one position class such as the requirement to attend evening meetings and to travel to attend meetings and represent the District and/or Personnel Commission at meetings. The incumbent participates in labor negotiations, which may require extensive evening work. The incumbent is employed by the Personnel Commission; however, he/she also works closely with the Board requiring the establishment of sound organizational relationships within the District management structure. Position is exempt from overtime compensation.

ESSENTIAL DUTIES

- Assures that the employment functions comply with EEO guidelines and the Education Code as well as the District rules and regulations; and researches, develops, and proposes new and revised Human Resources policies and regulations.
- Supervises job analysis for selection and classification purposes and makes recommendations; reviews reclassification requests of classified positions; performs or oversees the performance of audits and position analyses to determine appropriateness of reclassification requests.
- Coordinates and implements the procedures for the administration of human resources policies, rules and regulations, and negotiation proposals.
- Proposes amendments to existing rules to ensure the selection and retention of employees is based on merit.
- Prepares Personnel Commission agenda, meeting minutes, and budget; administers Personnel Commission budget; prepares classified human resources board agenda information and other documentation of human resources actions.
- Maintains and assures proper security and confidentiality of classified employee personnel files and records.
- Monitors non-routine human resources transactions.
- Researches state and federal law, District policy, and commission rules as they relate to District procedures and human resources transactions; and administers human resources rules and regulations.
- Confers with employee groups, employees, and District managers on interpretation of Board policies, regulations and other problems on classified human resources management matters such as promotion, discipline, transfer, layoff, evaluation, and grievance handling as needed.
- Maintains and develops seniority and funding lists; prepares and administers layoff notices and lists.
- Supervises annual salary surveys to determine community practice with respect to classification and salary matters, establishing study design, collecting data, compiling and analyzing data, and formulating recommendations.
- Prepares and presents oral and written reports.
- Serves as a member of the negotiating team; and assists District management in the administration of the classified labor agreement.
- Selects, trains, supervises, and evaluates the performance of technical and clerical staff, recommending appropriate human resources transactions; provides work direction and guidance to assigned employees in the Classified Human Resources Department; approves human resources time and absence records.
- Attends Personnel Commission meetings and works closely with the School Board and management personnel.
- Researches and prepares written responses in matters related to equal employment opportunity complaints and unemployment insurance claims.
- Assumes and performs related duties and responsibilities as required including compliance with the District's affirmative action program and the District's agreements as negotiated with recognized employee organizations.
- Reviews criminal record sheets of new hires or substitutes.
- Assists in evaluating test instruments as appropriate.
- Performs related work as required.



Director, Classified Personnel

Class Code:
225

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.
16. Researches state and federal law, district policy and commission rules as they relate to district procedures and personnel transactions.
17. Writes policies, rules and regulations.
18. Assists district management in the administration of the classified labor agreement, participates in labor negotiations as assigned.
19. Conducts process for appointment of Personnel Commissioners.
20. Selects, trains, supervises and evaluates the performance of assigned staff, recommending appropriate personnel transactions.

JOB COMPETENCIES: KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

Principles of personnel administration; principles of administrative analysis; principles of organization, staffing and budgeting; statistical methods; principles, methods and practices of selection and testing; position classification, performance appraisal and related human resource management functions and activities; personnel records systems; labor relations, collective bargaining, contract and grievance administration.

Ability to:

Plan, organize and direct a comprehensive personnel management program, analyze problems, develop problem-solving solutions, gather and analyze data using accepted statistical methods, write policies, regulations and contract language, prepare clear and concise reports, read, interpret and administer complex laws, rules and regulations, develop and present staff development programs, learn and apply provisions of the California State Education Code regarding Merit System; make effective oral presentations, supervise the work of others, establish and maintain effective relationships with those contacted in the course of work.

MINIMUM ENTRANCE QUALIFICATIONS:**Education and Experience:**

An example of experience and/or training which would provide an individual with the knowledge or skills necessary for successful job performance would be a college degree in public personnel administration, business administration or related field and at least five years of progressive responsible personnel administrative experience. School personnel experience is desired.

WORK CONDITIONS:**LICENSE**

Possession of a valid California driver's license.



Job Descriptions

Powered by
NEOGOV

Class Title: Director, Classified Human Resources

Class Code: 000179

Salary: \$8,819.00 - \$10,727.00 Monthly

[Print Job Information](#)

[Email me when jobs like this become available](#)

BASIC FUNCTION	Benefits
<p>Under general administrative direction of the Personnel Commission, plans, organizes and administers comprehensive human resources program for the District which includes all personnel transactions and procedures for classified employees; develops/administers the Commission annual budget; proposes personnel policies, rules and procedures and ensures the District personnel program complies with Commission rules and regulations, Board policies, and bargaining unit contracts; researches and applies new legislation; ensures compliance with laws and regulations pertaining to classified employment; serves as member of the negotiating team and on Superintendent's Cabinet; serves as secretary and executive officer of the Personnel Commission; performs related work as required.</p>	
<p>DISTINGUISHING CHARACTERISTICS: Special working conditions apply to this one-position class, such as the requirement to travel to, and attend evening and weekend meetings and conferences. The incumbent reports to the Personnel Commission, but also performs duties on behalf of the Board of Education; participates in labor negotiations and contract administration; must develop and maintain effective working relationships with all constituents. This position is exempt from overtime compensation.</p>	
<p>REPRESENTATIVE DUTIES:</p> <p>Serve as Secretary to the Personnel Commission; prepare, or cause to be prepared, an annual report to the Board of Education on behalf of the Personnel Commission. E</p> <p>Develop and prepare the annual preliminary budget for the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines. E</p> <p>Administer the personnel program of the Classified Merit System of the District; perform a variety of duties related to the planning, organization and direction of Classified Personnel. E</p> <p>Supervise job analyses for selection and classification purposes and make recommendations; review reclassification requests of classified positions; perform or oversee the performance of audits and position analyses to determine appropriateness of reclassification requests; maintain the classification plan for classified service. E</p> <p>Oversee conduct of salary surveys to determine community practice with respect to classification and salary matters, establishment of study design, collection, compilation and analysis of data, and formulation of recommendations. E</p> <p>Provide technical expertise and information to the Personnel Commission regarding assigned functions; assist as needed in the formulation and development of District policies. E</p> <p>Ensure the establishment of eligibility lists and certify eligibles to hiring authority in accordance with the provisions of law. E</p> <p>Establish and maintain effective relationships with all constituents on behalf of the Personnel Commission. E</p> <p>Provide support to District administrators in methods to evaluate and counsel employees through the use of the performance improvement plan or other methodology; assist and counsel employees with problems relating to recruitment, discipline or other issues as requested. E</p>	

- Administer District's zero tolerance drug and alcohol program. E
- Assist in administration of worker's compensation program, reviewing documentation and making recommendations for action; conduct accommodation meetings as needed in industrial and non-industrial situations; maintain reemployment list for medically separated employees. E
- Develop and recommend new and revised rules, regulations and policies as necessary; make necessary investigations pertaining to irregularities in the administration of Personnel Commission rules and regulations. E
- Direct the preparation of Personnel Commission agenda, meeting minutes, classified personnel Board of Education agenda information, and other documentation of personnel actions. E
- Coordinate all aspects of hearings on appeal by classified employees. E
- Maintain and assure proper security and confidentiality of classified employee personnel files and records. E
- Develop and maintain seniority lists; prepare and administer layoff notices; and maintain reemployment lists. E
- Attend Personnel Commission, Board of Education and assigned management and committee meetings. E
- Review criminal record reports of new hires, substitutes and Contractors. E
- Plan, organize and implement long- and short-term programs and activities designed to develop assigned programs and services. E
- Assure compliance with a variety of state and federal regulations, laws and reporting requirements. E
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the Personnel Commission. E
- Communicate with other administrators, employee groups, employees and other District personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information. E
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. E
- Serve as member of negotiating team; assist District management in the administration of the classified labor agreements. E
- Serve as member of Professional Growth Committee for classified employees; oversee administration of inservice trainings, including but not limited to those related to the Professional Growth program. E
- Conduct process for appointment of Personnel Commissioners. E
- Attend and conduct staff meetings; attend state and regional conferences and workshops to maintain current knowledge of the Personnel Commission regulations and requirements. E
- Maintain current knowledge of laws and regulations related to assigned activities; review and report on proposed legislation affecting the classified service.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an "E" which identifies essential duties required of the classification.

KNOWLEDGE AND ABILITIES:

- Knowledge of:
- Modern personnel practices and principles, including Equal Employment Opportunity guidelines and their application to District personnel practices.
 - Job analysis, survey techniques, and salary administration procedures.
 - Labor relations, state and federal laws, and guidelines related to public personnel administration.
 - Basic statistics.
 - Modern office equipment, procedures, personal computer, and job-related software programs.
 - Basic research techniques and questionnaire design.
 - Principles of supervision and management.
 - Appropriate safety precautions and procedures including safe driving techniques.
 - Laws relating to driving a motor vehicle.
 - Provisions of the California State Education Code, Government Code, Labor Code, and other statutes

governing classified employment and merit systems.
 Effective public relations and interpersonal relations methods using tact, patience, diplomacy, and courtesy.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Effective oral and written communication methods.

Ability to:

Plan, organize, and direct a comprehensive personnel management program.
 Analyze situations accurately and adopt an effective course of action including proposing logical solutions to problems.
 Gather and analyze data using accepted statistical methods.
 Write policies and regulations clearly and concisely.
 Research, evaluate, and prepare comprehensive concise reports and recommendations.
 Read, interpret, apply and explain laws, rules, regulations, policies and procedures.
 Develop and present effective oral presentations for staff development and other programs.
 Demonstrate effective leadership of, and supervise, train, and evaluate personnel.
 Plan and organize work.
 Meet schedules and time lines.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Maintain records and prepare reports.
 Work independently with minimal supervision.
 Operate a vehicle observing legal and defensive driving practices.
 Demonstrate mental acuity sufficient to perform the essential functions of the position, including the management of programs, interpretation and implementation of rules, making policy decisions, evaluating results and making determinations relative to the effective performance of tasks.
 Work within stressful situations.
 Make evaluations or decisions without immediate supervision.
 Accept and carry out responsibility for directions, control and planning.
 Relate to others beyond giving and receiving instructions, influencing people on a consistent basis.
 Exhibit integrity, ethical behavior and strength of character.
 Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree from an accredited four-year college or university in human resources, industrial psychology, public administration, or related field. Knowledge of and at least five years progressively responsible experience at a professional level in recruitment, classification, job analysis, selection, salary administration, policy development, discipline and labor contract administration. At least two years experience at the level of director in a complex human resources environment. Merit or civil service system experience is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

OTHER:

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, driving to attend various locations and event functions related to assignment.

PHYSICAL ABILITIES:

Sitting for extended periods of time; hearing and speaking to communicate and exchange information; seeing to assure accuracy of reports and documents; dexterity of hands and fingers to operate a computer terminal and office equipment; lifting light objects weighing up to 20 pounds; and kneeling, bending at the waist, and reaching to maintain and retrieve files.

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

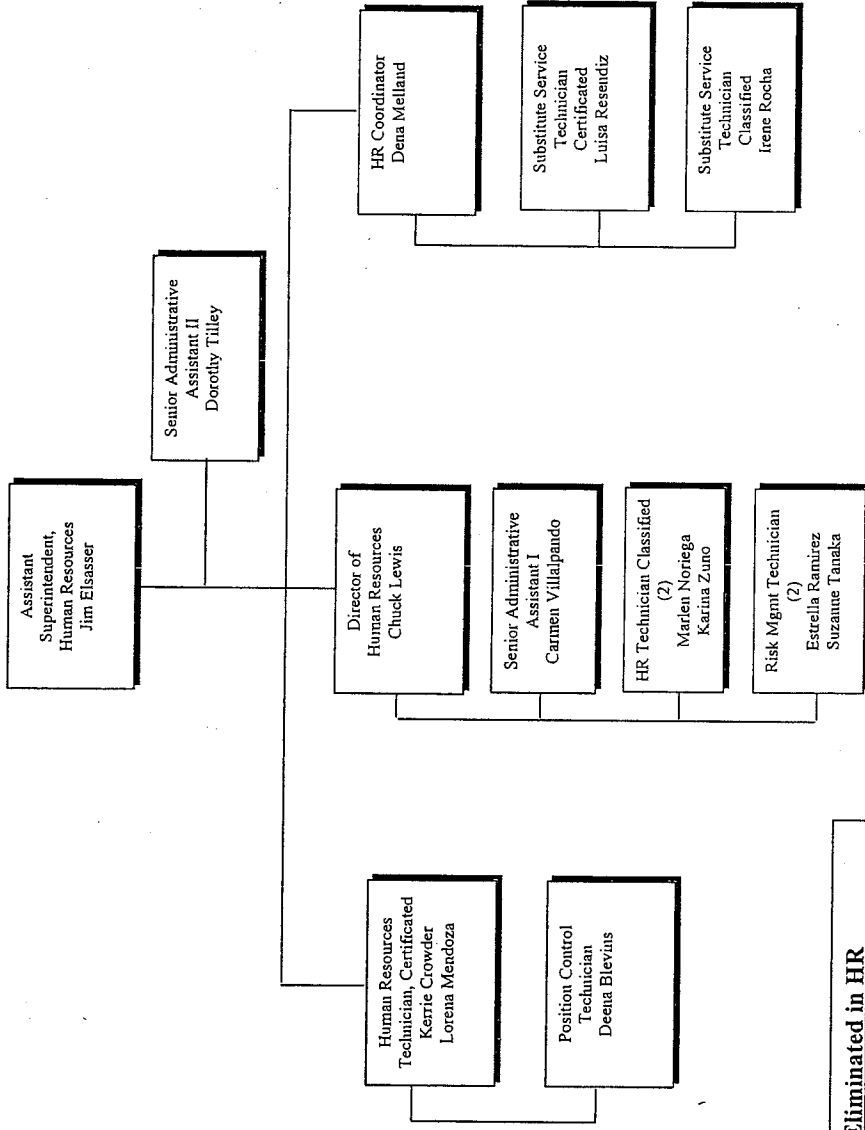
Under the direction of the Assistant Superintendent-Human Resources, plan, organize, control and direct classified and certificated personnel function of the District; plan, implement and monitor the district's workers compensation and employee benefits programs; supervise and evaluate the performance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

ESSENTIAL FUNCTIONS

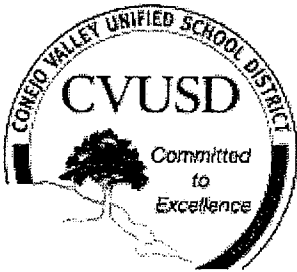
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

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

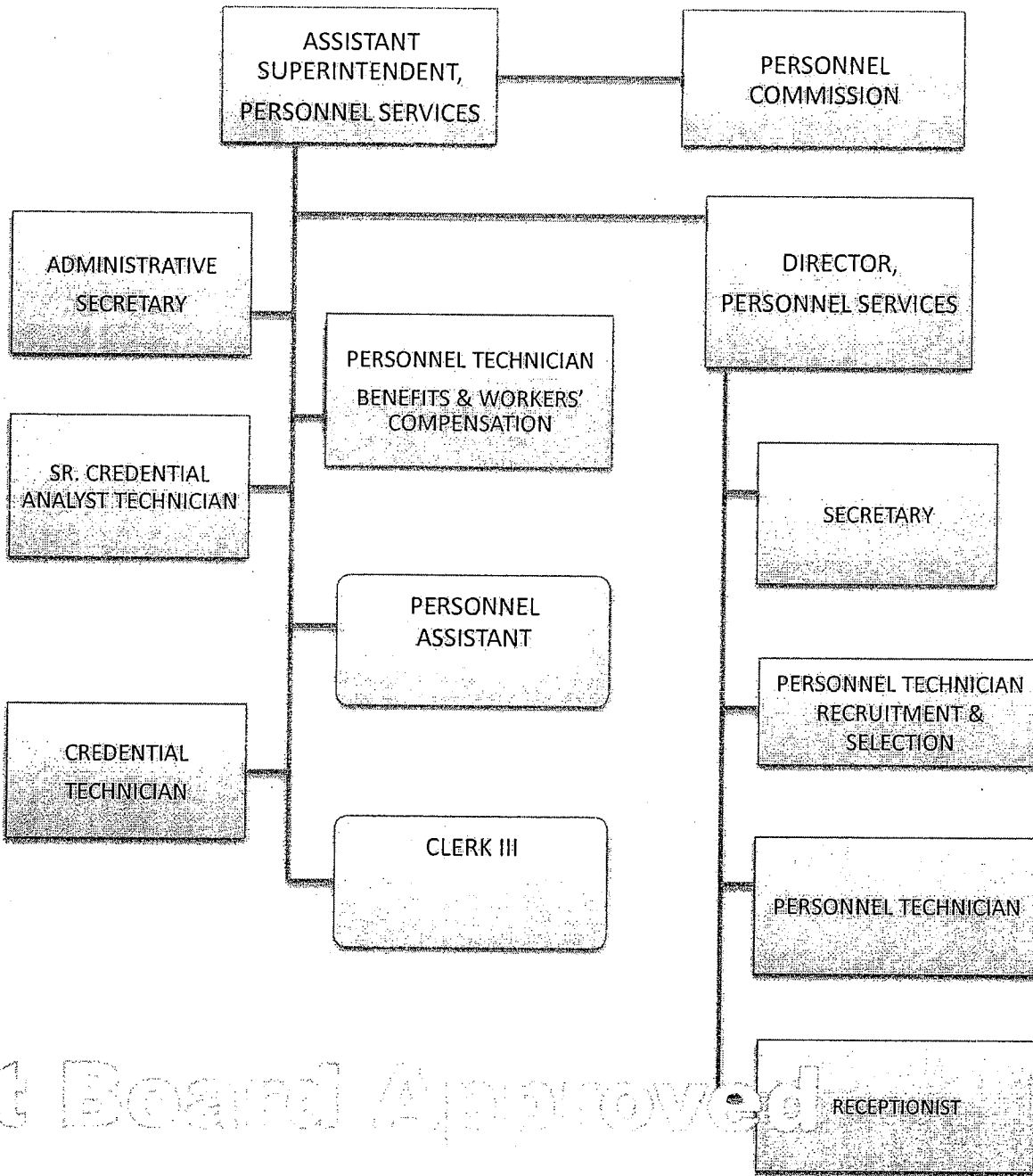
Knowledge of:

- 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).

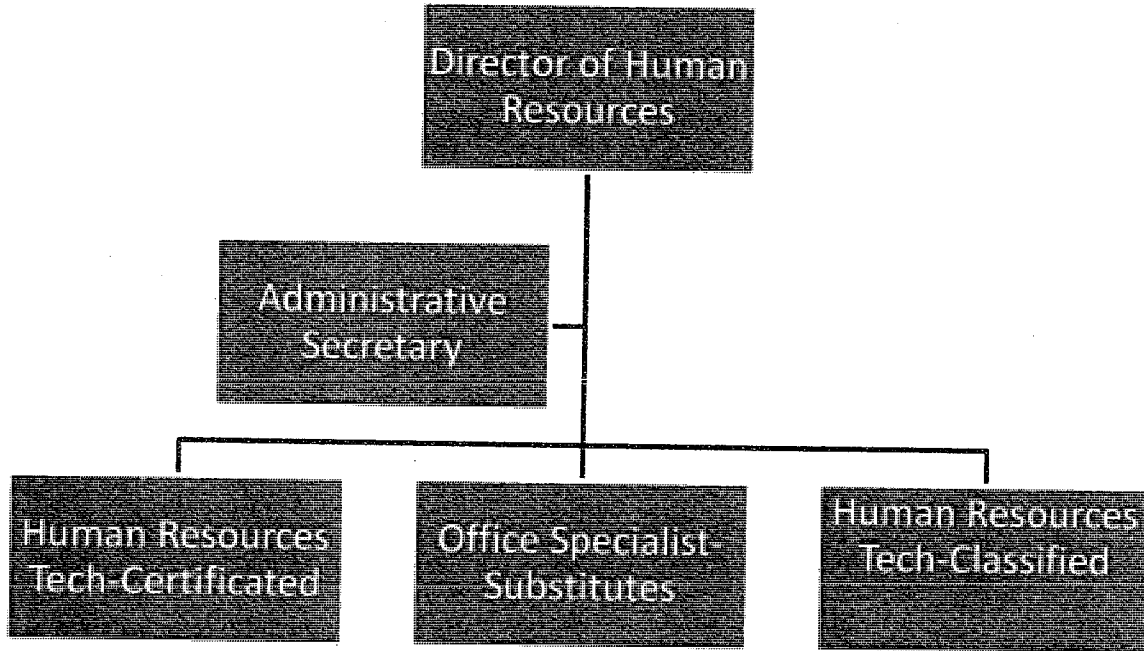
GOALS OF EFFECTIVE PERFORMANCE

- 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.

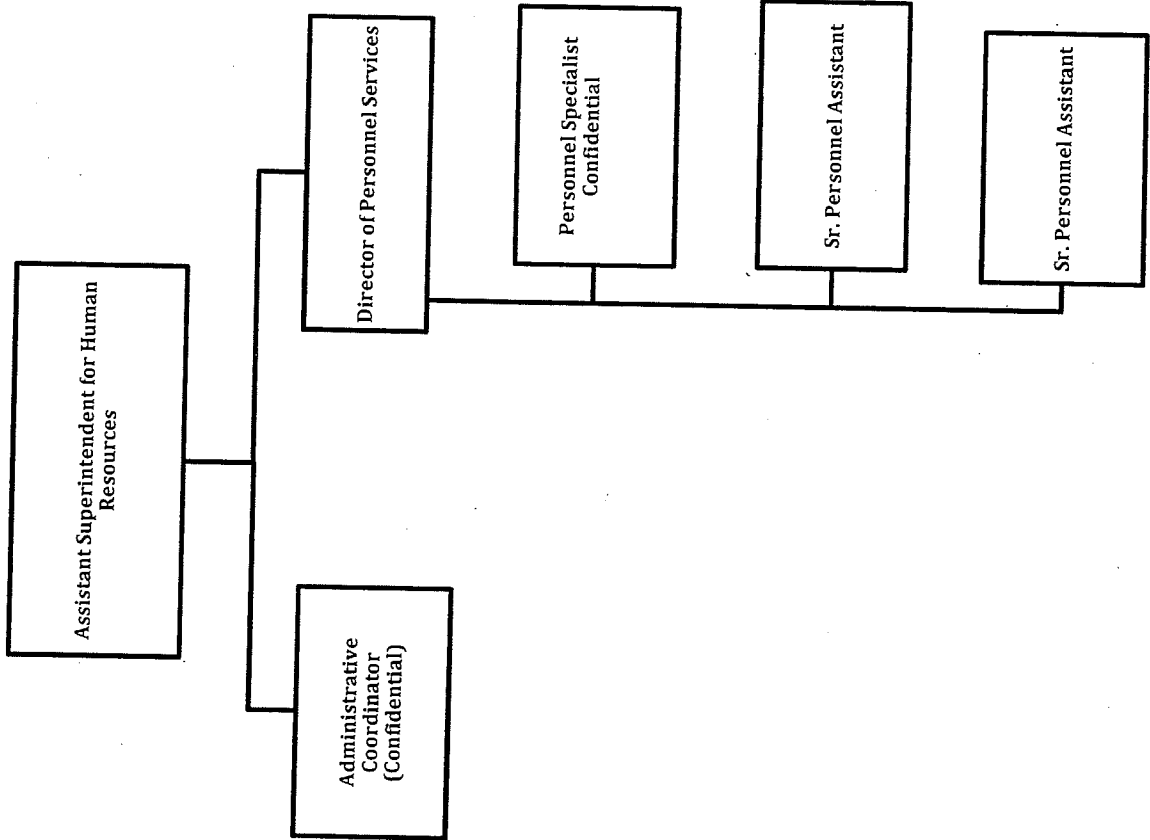
5% RELATED ACTIVITIES

Performs all other related duties.

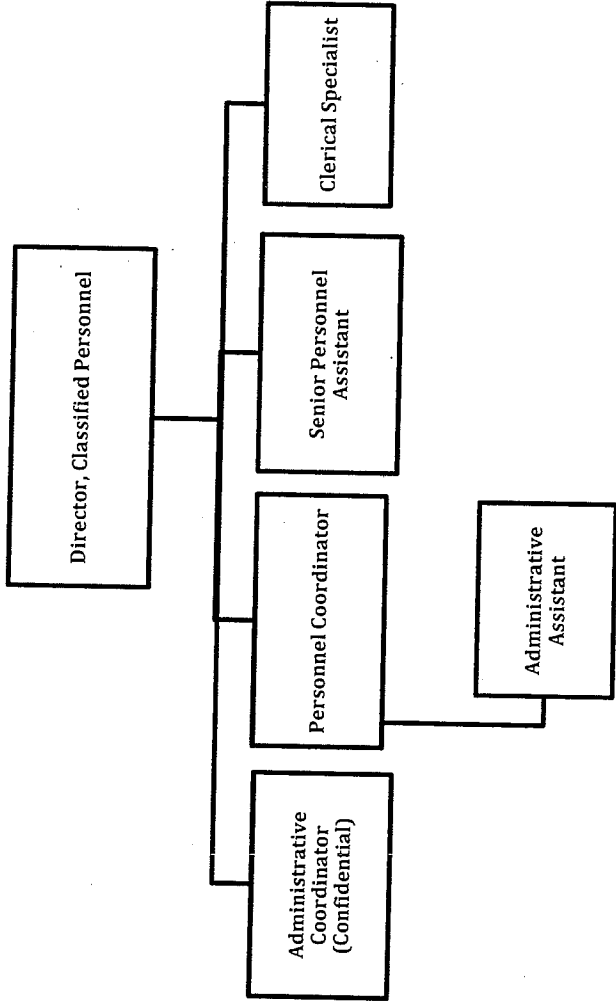
DECISION-MAKING AND PROBLEM-SOLVING: Hears protests and makes determinations relative to

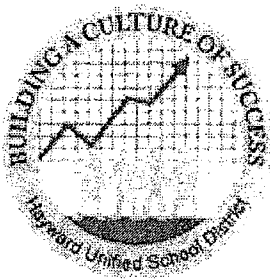
BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources and Personnel Commission Organizational Chart 2011-12

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.

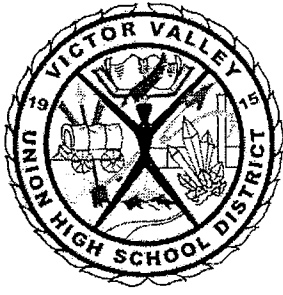
Direct the maintenance of the classification plan; gather, analyze and interpret salary data; conduct difficult classification and wage studies and recommend changes in classifications and compensation.

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

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

**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.

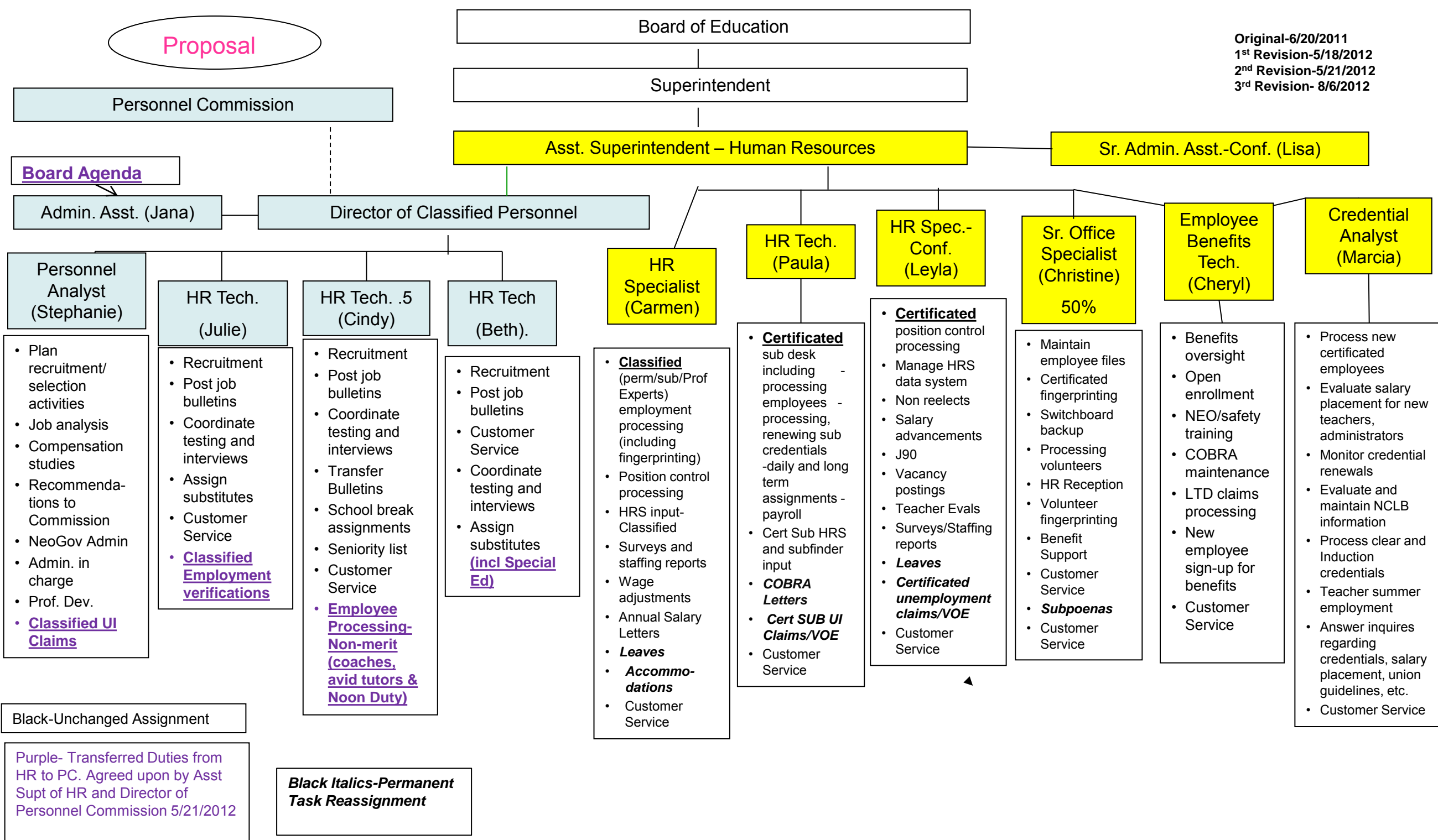
Mr.		
Chairperson, Personnel Commission	Signature	Date

Mr.		
President, Board of Trustees	Signature	Date

Mr.		
Superintendent	Signature	Date

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

Proposal



Personnel Analyst (Stephanie)

- Plan recruitment/selection activities
- Job analysis
- Compensation studies
- Recommendations to Commission
- NeoGov Admin
- Admin. in charge
- Prof. Dev.
- **Classified UI Claims**

HR Tech. (Julie)

- Recruitment
- Post job bulletins
- Coordinate testing and interviews
- Assign substitutes
- Customer Service
- **Classified Employment verifications**

HR Tech. .5 (Cindy)

- Recruitment
- Post job bulletins
- Coordinate testing and interviews
- Transfer Bulletins
- School break assignments
- Seniority list
- Customer Service
- **Employee Processing- Non-merit (coaches, avid tutors & Noon Duty)**

HR Tech (Beth).

- Recruitment
- Post job bulletins
- Customer Service
- Coordinate testing and interviews
- Assign substitutes **(incl Special Ed)**

HR Specialist (Carmen)

- **Classified** (perm/sub/Prof Experts) employment processing (including fingerprinting)
- Position control processing
- HRS input-Classified
- Surveys and staffing reports
- Wage adjustments
- Annual Salary Letters
- **Leaves**
- **Accommodations**
- Customer Service

HR Tech. (Paula)

- **Certificated** sub desk including - processing employees - processing, renewing sub credentials -daily and long term assignments - payroll
- Cert Sub HRS and subfinder input
- **COBRA Letters**
- **Cert SUB UI Claims/VOE**
- Customer Service

HR Spec.-Conf. (Leyla)

- **Certificated** position control processing
- Manage HRS data system
- Non reelects
- Salary advancements
- J90
- Vacancy postings
- Teacher Evals
- Surveys/Staffing reports
- **Leaves**
- **Certificated unemployment claims/VOE**
- Customer Service

Sr. Office Specialist (Christine) 50%

- Maintain employee files
- Certificated fingerprinting
- Switchboard backup
- Processing volunteers
- HR Reception
- Volunteer fingerprinting
- Benefit Support
- Customer Service
- **Subpoenas**
- Customer Service

Employee Benefits Tech. (Cheryl)

- Benefits oversight
- Open enrollment
- NEO/safety training
- COBRA maintenance
- LTD claims processing
- New employee sign-up for benefits
- Customer Service

Credential Analyst (Marcia)

- Process new certificated employees
- Evaluate salary placement for new teachers, administrators
- Monitor credential renewals
- Evaluate and maintain NCLB information
- Process clear and Induction credentials
- Teacher summer employment
- Answer inquires regarding credentials, salary placement, union guidelines, etc.
- Customer Service

Black-Unchanged Assignment

Purple- Transferred Duties from HR to PC. Agreed upon by Asst Supt of HR and Director of Personnel Commission 5/21/2012

Black Italics-Permanent Task Reassignment

Personnel Requisition Executive Summary

as of November 5, 2012

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List [Selection interviews held/scheduled for the positions.]	8
* Open [One position on Transfer Bulletin #17.]	8
Total:	16

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (10/02/12)	11
* Requisitions Received (+)	17
* Requisitions Filled (-)	11
* Requisitions Cancelled/On Hold (-)	1
* Current Requisition Total (11/05/12)	16

Personnel Commission

Personnel Requisition Monthly Comparison

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

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 (working copy for November)

#	Req. ID	Date From HR	Working Days as of 11/5/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
1	13-041	10/12/12	16	ADMINISTRATIVE ASSISTANT	EDUCATION SVCS	100.00	8.00	New	--	11	ON HOLD	10/19/12	HIRING AUTHORITY CONTACTED 10/19/12 FOR SELECTION INTVW DATE. HIRING AUTHORITY SUBSEQUENTLY PLACED POSITION ON HOLD. A CLERICAL SUBSTITUTE IS CURRENTLY ASSIGNED. [TRANSFER BULLETIN #11 CLOSED 10/18/12]	YES
2	13-024	08/23/12	49	ELEMENTARY LIBRARY COORDINATOR	SMASH	25.00	2.00	Vac	CLAIRE SWARTZ-MILLER	5	Cert. List	09/10/12, 10/29/12	SELECTION INTVWS HELD 09/20/12 AND 09/28/12. RECRUITMENT OPENED 09/20/12 TO 10/16/12 TO PROVIDE ADDITIONAL ELIGIBLES FOR INTVW. (LESS THAN 3 RANKS OF ELIGIBLES INTERESTED IN THIS 10 HR/WEEK POSITION.) EXAM ADMINISTERED TO NEW TEST GROUP ON 10/25/12 AND 10/26/12. HIRING AUTHORITY CONTACTED 10/29/12 FOR SELECTION INTVW DATE. [TRANSFER BULLETIN #05 CLOSED 08/30/12.]	NO
3	13-028	09/07/12	39	INSTRUCTIONAL ASST-BILINGUAL (SPANISH)	LINCOLN MIDDLE	43.75	3.50	Vac	DIANA VALENCIA	7	Cert. List	09/10/12, 11/02/12	HIRING AUTHORITY INTERVIEWED ONE CANDIDATE ON 09/18/12. THE OTHER 2 CANDIDATES CANCELLED THEIR INTVWS APPOINTMENTS. SUBSTITUE CURRENTLY IN PLACE. RECRUITMENT RE-OPENED 09/20/12 TO PROVIDE ADDITIONAL ELIGIBLES FOR INTVWS. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUP 10/23/12; ORAL EXAM ADMINISTERED 10/29/12. HIRING AUTHORITY CONTACTED 11/02/12 FOR SELECTION INTVW DATE. [TRANSFER BULLETIN #07 CLOSED 09/13/12.]	NO YES
4	13-029	09/05/12	41	INSTRUCTIONAL ASST-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE	37.50	3.00	Vac	MARIA MOLINA	7	Cert. List	11/02/12	RECRUITMENT RE-OPENED ON 09/20/12 TO PROVIDE ADDITIONAL ELIGIBLES FOR INTVWS. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUP 10/23/12; ORAL EXAM ADMINISTERED 10/29/12. HIRING AUTHORITY CONTACTED 11/02/12 FOR SELECTION INTVW DATE. [TRANSFER BULLETIN #07 CLOSED 09/13/12.]	YES

Personnel Requisition Detailed Report (working copy for November)

#	Req. ID	Date From HR	Working Days as of 11/5/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
5	13-042	10/12/12	16	INSTRUCTIONAL ASST-CLASSROOM	GRANT ELEMENTARY	25.00	2.00	Vac	SHELLY HAWKINS	12	Cert. List	11/02/12	HIRING AUTHORITY CONTACTED 11/02/12 FOR SELECTION INTVW DATE. [TRANSFER BULLETIN #12 CLOSED 10/21/12.]	YES
6	13-046	09/28/12	26	INSTRUCTIONAL ASST-CLASSROOM	PT. DUME ELEMENTARY	37.50	3.00	Vac	SHAREEN BEAMAN-JACOBS	14	Cert. List	11/02/12	HIRING AUTHORITY CONTACTED 11/02/12 FOR SELECTION INTVW DATE. [TRANSFER BULLETIN #14 CLOSED 10/28/12.]	YES
7	13-047	10/22/12	10	INSTRUCTIONAL ASST-DEVELOPMENTAL HEALTH	SPECIAL ED	75.00	6.00	New	-	14	ON HOLD		THIS POSITION IS TEMPORARILY ON HOLD DUE TO INTERNAL MOVEMENT OF POSITIONS WITHIN THE DEPARTMENT. [TRANSFER BULLETIN #14 CLOSED 10/28/12.]	
8	13-052	11/05/12	0	INSTRUCTIONAL ASST-PHYSICAL ED	EDISON LANGUAGE ACADEMY	40.63	3.25	Vac	JOSE BARRON	18	Open		[TRANSFER BULLETIN #18 CLOSES 11/11/12.]	
9	13-026	08/23/12	49	INSTRUCTIONAL ASST-SPECIAL ED	SANTA MONICA HIGH	50.00	4.00	Vac	AMANDA SAUGSTAD	6	Cert. List	10/11/12	EMPLOYMENT OFFER EXTENDED TO SELECTED CANDIDATE; HOWEVER, ON 10/30/12, CANDIDATE DECLINED OFFER. [TRANSFER BULLETIN #06 CLOSED 09/03/12.]	YES
10	13-038	10/10/12	18	INSTRUCTIONAL ASST-SPECIAL ED	MALIBU HIGH	100.00	8.00	Vac	JIMMY BELT	10	Cert. List	10/31/12	SELECTION INTVWS HELD 11/01/12 AND 11/02/12. SELECTION PENDING. [TRANSFER BULLETIN #10 CLOSED 10/17/12.]	NO
11	13-039	10/10/12	18	INSTRUCTIONAL ASST-SPECIAL ED	FRANKLIN ELEMENTARY	75.00	6.00	Vac	MIRNA MALKOUN	10	Cert. List	10/31/12	HIRING AUTHORITY CONTACTED 10/31/12 FOR SELECTION INTVW DATE. [TRANSFER BULLETIN #10 CLOSED 10/17/12.]	YES
12	13-043	10/12/12	16	INSTRUCTIONAL ASST-SPECIAL ED	GRANT ELEMENTARY	62.50	5.00	New	--	12	Open		504 PLAN REQUIRES A 1:1 ASSISTANT FOR STUDENT. BFOQ=MALE ONLY. [TRANSFER BULLETIN #12 CLOSED 10/21/12.]	

Personnel Requisition Detailed Report *(working copy for November)*

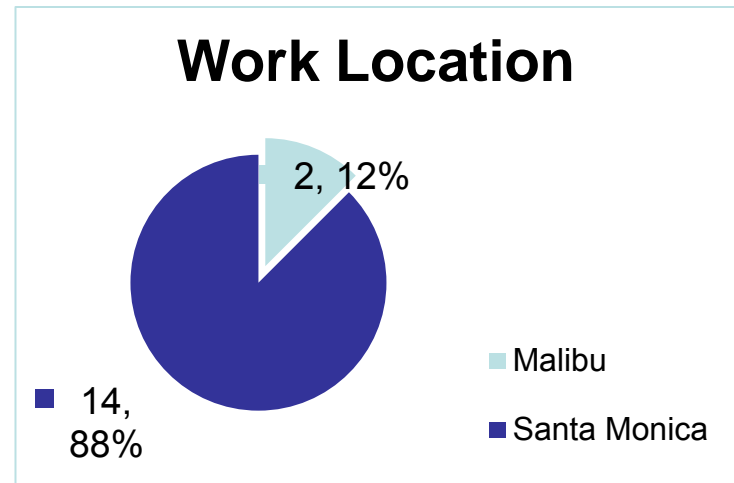
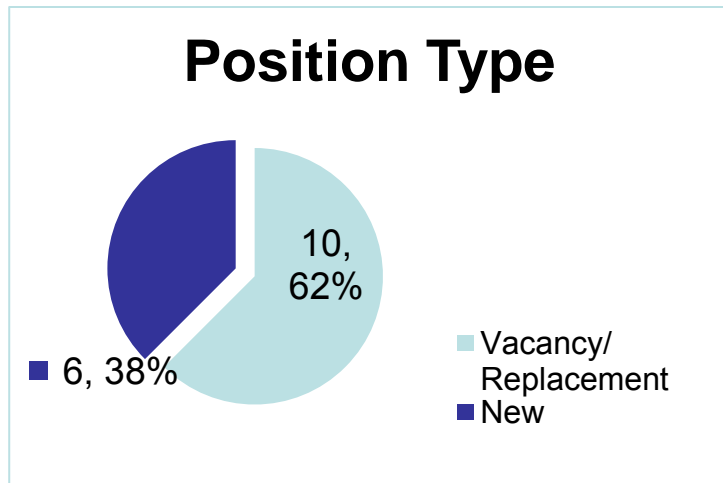
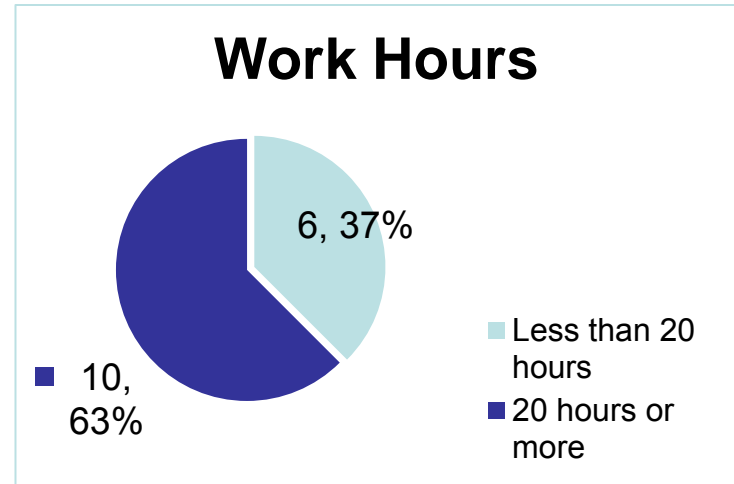
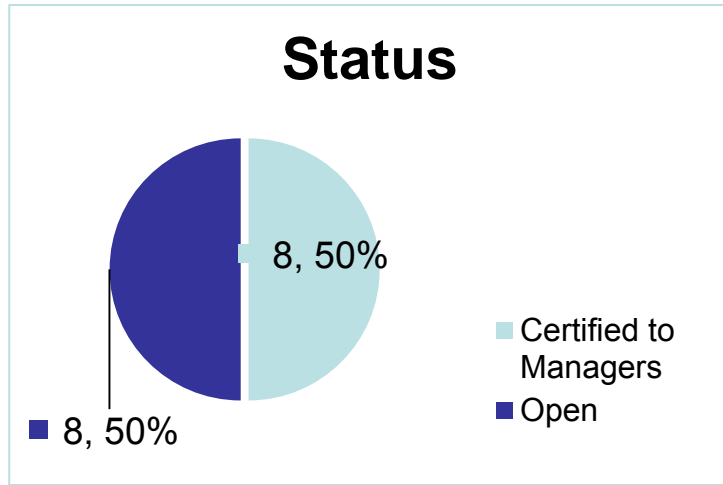
#	Req. ID	Date From HR	Working Days as of 11/5/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
13	13-045	10/15/12	15	INSTRUCTIONAL ASST-SPECIALIZED	SPECIAL ED	75.00	6.00	New	--	13	Open		THIS POSITION WILL ASSIST WITH 1-3 STUDENTS [TRANSFER BULLETIN #13 CLOSED 10/24/12.]	
14	13-051	11/01/12	2	INSTRUCTIONAL ASST-SPECIALIZED	SPECIAL ED	75.00	6.00	New	--	17	Open		THIS POSITION TO SUPPORT GENERAL ED INCLUSION. [TRANSFER BULLETIN #13 CLOSSES 11/07/12.]	
15	12-103	09/08/11	289	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. POSITION RE-POSTED ON EDJOIN 09/11/12. STAFF IS COMMUNICATION WITH THE HIRING AUTHORITY REGARDING RECRUITMENT STATUS. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
16	13-034	09/24/12	29	SPRINKLER REPAIR TECHNICIAN	MAINTENANCE & OPERS	100.00	8.00	New	---	8	Open		RECOMMENDATION FOR CLASS SPEC REVISION ON 11/13/12 COMMISSION AGENDA. (CLASS SPEC REVISED TO UPDATE WORKING CONDITIONS AND PHYSICAL DEMANDS PER JOB ANALYSIS.) [TRANSFER BULLETIN #08 CLOSED 10/01/12.]	

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 November 5, 2012



**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 12, 2013	5:00 p.m.	Board Room – District Office	
February 21 – 24, 2013	Daily Conference	Anaheim, CA	CSPCA 2013 Annual Conference
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
 10/18/12

RECOMMENDATION NO. A.17

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>
Anderson, Sally Malibu HS	Senior Office Specialist 4 Hrs/10 Mo/Range:25 Step: F	9/10/12
Campos, Oscar Operations	Gardener 8 Hrs/12 Mo /Range:24 Step: A	9/12/12
Franks, Shanelle Special Education	Inst Asst – Developmental Health 5 Hrs/SY/Range:23 Step: F	9/18/12
Ivey, Teresa Special Education	Specialized Inst Asst 6 Hrs/SY/Range:26 Step: A	9/14/12
Winzey, Fidel Purchasing	Stock and Delivery Clerk 6 Hrs/10 Mo/Range:26 Step: A	9/18/12

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Rosenbaum, Joyce Cabrillo ES/Malibu HS	Physical Therapist	6/26/12-7/31/12

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Dominguez, Cheny Facility Permits	Swimming Inst - Lifeguard [additional hours, weekend school functions]	9/18/12-6/30/13
Garfield, Kristina Grant Elementary	Inst Asst – Special Ed [additional hours, student supervision]	9/18/12-10/17/12
Leavitt, Lynn Lincoln MS	Library Asst I [additional hours, afterschool supervision]	8/22/12-6/11/13
Loza, Adelsa Lincoln MS	Inst Asst – Special Ed [additional hours, afterschool supervision]	8/22/12-6/11/13
Medellin, Diana Lincoln MS	Inst Asst – Special Ed [additional hours, afterschool supervision]	8/22/12-6/11/13

<u>LIMITED TERM ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Coleman, Daniel Webster Elementary	Inst Asst – Physical Ed	9/18/12-1/15/13

<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Aldana, Monica Child Develop Svcs	Childrens Center Asst	9/1/12-6/30/13

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 11/01/12

RECOMMENDATION NO. A.22

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>
Anderson, Joshua Facility Permits	Sports Facility Attendant 6 Hrs/12 Mo/Range:22 Step: B	10/6/12
Rose, Cheryl Health Services	Health Office Specialist 3.5 Hrs/ SY/Range:25 Step: A	10/3/12
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/10 Mo/Range:26 Step: B	9/18/12
Yamamoto, Mikiko Special Education	Specialized Inst Asst 6 Hrs/SY/Range:26 Step: A	10/2/12

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Smith, Angelique Special Education	Occupational Therapist	8/2/12

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Ausmus, Juley Cabrillo Elementary	Inst Asst – Classroom [additional hours, homework club]	9/10/12-5/24/13
Cooper, James Facility Permits	Campus Security Officer [additional hours, overnight security]	10/3/12-10/16/12
Flores, Maria Roosevelt Elementary	Senior Office Specialist [overtime; achievement data]	9/24/12-10/5/12
Goudeau, Tajanieace Santa Monica HS	Inst Asst – Physical Education [additional hours, locker room attendant]	9/21/12-6/11/13
Gutierrez, Yoly Edison Elementary	Bilingual Community Liaison [overtime; translation]	9/4/12-10/31/12
Gutierrez, Yoly Student Services	Bilingual Community Liaison [overtime; translation for SARB]	8/22/12-6/11/13
Jorgensen, Stephanie Special Education	Office Specialist [additional hours, processing documentation]	10/1/12-10/31/12
Lopez, Manuel Facility Permits	Campus Security Officer [additional hours, overnight security]	10/3/12-10/16/12
McKinley, Tyrone Facility Permits	Swimming Instructor/Lifeguard [additional hours, weekend events]	10/6/12-2/23/13

TO: BOARD OF EDUCATION ACTION/CONSENT
10/18/12
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.18

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.

AVID TUTOR

MARTIN, MICHAEL	JOHN ADAMS MIDDLE SCHOOL	9/1/12-6/11/13
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COACHING ASSISTANT

BOWER, J ALAN	MALIBU HS	9/13/12-6/30/13
CANNON, KERMIT	SANTA MONICA HS	9/4/12-6/30/13
COLL, PATRICK	SANTA MONICA HS	9/13/12-6/30/13
DE LA TORRE, JOSE	SANTA MONICA HS	9/4/12-6/30/13
DONOHUE, CHRIS	SANTA MONICA HS	9/4/12-6/30/13
DOS SANTOS, LUIZ	SANTA MONICA HS	9/4/12-6/30/13
FREEDMAN, WILL	SANTA MONICA HS	9/20/12-6/30/13
HOUSTON, LOVELL	SANTA MONICA HS	9/4/12-6/30/13
MARQUIS, HENRY	SANTA MONICA HS	9/4/12-6/30/13
MASSEY, PATRICK	SANTA MONICA HS	9/4/12-6/30/13
MURRAY, BIANCA	SANTA MONICA HS	9/4/12-6/30/13
POON, WILSTON	SANTA MONICA HS	9/4/12-6/30/13
PROCTOR, SEAN	SANTA MONICA HS	9/4/12-6/30/13
SKEHAN, NIALL	SANTA MONICA HS	9/4/12-6/30/13
TRINH, NGUYEN	SANTA MONICA HS	9/4/12-6/30/13
WHITE, ZACHARY	SANTA MONICA HS	9/13/12-6/30/13
WILSON, TERRY	SANTA MONICA HS	9/11/12-6/30/13

NOON SUPERVISION AIDE

OYENOKI, AIMEE	MCKINLEY ELEMENTARY	9/6/12-6/11/13
RIVERA, JENNIFER	MCKINLEY ELEMENTARY	9/6/12-6/11/13
SANTINO, SUSAN	MUIR ELEMENTARY	8/22/12-6/11/13
SEMSAR, DORSA	MUIR ELEMENTARY	9/7/12-6/11/13
WILSON, TERRY	JOHN ADAMS MS	9/11/12-6/11/13

TECHNICAL SPECIALIST – LEVEL II

ANDERSON, JODY	SANTA MONICA HS [Band Coach] - Funding: SM Arts Parents Association	7/1/12-6/30/13
BILL, ANDREW	SANTA MONICA HS [Band Coach] - Funding: SM Arts Parents Association	7/1/12-6/30/13

TO: BOARD OF EDUCATION ACTION/CONSENT
11/01/12
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.23

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.

AVID TUTOR

SANTOS, MARIE	LINCOLN MIDDLE SCHOOL	9/20/12-11/30/12
WILSON, TERRY	JOHN ADAMS MIDDLE SCHOOL	9/24/12-6/11/13
YAGHOUBZADEH, MICHELLE	LINCOLN MIDDLE SCHOOL	9/20/12-11/30/12

COACHING ASSISTANT

BALDWIN, BLAKE	MALIBU HS	10/4/12-6/30/13
CLARK, TRAVIS	SANTA MONICA HS	9/4/12-6/30/13
GAINES, ANDRE	SANTA MONICA HS	9/4/12-6/30/13
KEMPAINEN, EDWARD	MALIBU HS	9/1/12-6/30/13
LINDER, TIFFINI	SANTA MONICA HS	9/25/12-6/30/13
MAKRIS, JAMES	SANTA MONICA HS	9/24/12-6/30/13
RICHARDS, JAMES	SANTA MONICA HS	9/27/12-6/30/13
WESTON, SEAN	SANTA MONICA HS	9/4/12-6/30/13

NOON SUPERVISION AIDE

COLEMAN, DANIEL	WEBSTER ELEMENTARY	9/19/12-6/30/13
MCGILL, VICTORIA	MUIR ELEMENTARY	8/22/12-6/30/13

TECHNICAL SPECIALIST – LEVEL II

CLOUD, LINDSEY	ED SRVC/EDISON/GRANT/MCKINLEY/ MUIR ELEMENTARY [Voice Coach] - Funding: Gifts	10/1/12-5/31/13
HARRIS, MARK	OLYMPIC HS [Guitar Instructor] - Funding: SMMEF – Dream Winds	8/22/12-9/10/12
NAZIEMIEC, KAROLINA	ED SERVICES/LINCOLN MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/10/12-6/30/13
NAZIEMIEC, KAROLINA	ED SERVICES/ROGERS ELEMENTARY [Strings Coach] - Funding: SMMEF – Dream Winds	9/10/12-6/30/13



Personnel Commission

ANNUAL REPORT 2011 - 2012

PERSONNEL COMMISSIONERS

Mr. Michael Sidley, Chair

Ms. Barbara Inatsugu, Vice Chair

Mr. Joseph Pertel, Member

DIRECTOR

Wilbert Young, Ph.D.

Personnel Commission meetings are held once a month, generally on the second Tuesday of the month. Agendas for Commission meetings are posted outside the District's building, sent to each work location and placed on the District's website. The agenda includes the exact time, date and place of the meeting. Minutes of the meetings are placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

The 2011-2012 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2011 through June 30, 2012.

MERIT SYSTEM and the EDUCATION CODE

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code.

Today, as in 1936, the Merit System provides protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions

MERIT PRINCIPLES

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

PERSONNEL COMMISSION RESPONSIBILITIES

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

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

PERSONNEL COMMISSION DUTIES

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

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

DISTRICT MISSION STATEMENT

Extraordinary achievement for all students while simultaneously closing the achievement gap.

DISTRICT VISION STATEMENT

As a community of learners, the Santa Monica-Malibu Unified School District works together in a nurturing environment to help students be visionary, versatile thinkers; resourceful, life-long learners; effective, multilingual communicators and global citizens. We are a rich, culturally diverse community that values the contributions of all its members and strives to promote social justice. We exist to assist all students in their pursuit of academic achievement, strength of character, and personal growth, and to support them in their exploration of the intellectual, artistic, technological, physical and social expression.

DISTRICT STRATEGIC PLAN (2011-2016) SUPPORTING GOALS

STRATEGY: Recruit, develop, and retain outstanding and motivated staff who reflect the values of SMMUSD and the needs of the diverse students we serve.

INITIATIVES:

- Seek out and hire talented candidates
- Foster continuous improvement and leadership throughout the district
- Incorporate best practices to enhance staff effectiveness

PERSONNEL COMMISSION VISION

Augment Santa Monica-Malibu Unified School District's Reputation as the Employer of Choice.

PERSONNEL COMMISSION STRATEGIC PARTNERSHIP

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

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

Director of Classified Personnel

Our Director, **Dr. Wilbert Young**, carries out all the Merit System Rules and Regulations functions of the Personnel Commission, plans, organizes and directs the personnel management program for the classified service in conformance with the Education Code, and supervises, and evaluates the performance of assigned staff. Dr. Young leads the Merit Rules Advisory Committee and is a member of our Superintendent's District Leadership Team.

PERSONNEL COMMISSION STRATEGIC PARTNERSHIP CONTINUED

Administrative Assistant

Our Administrative Assistant, **Jana Hatch**, prepares Personnel Commission agendas, supporting documentation and minutes, maintains department files and records, and responds to various requests for information. She is also responsible for tracking all performance evaluation records for both permanent and probationary classified employees and handling rater requests received from external agencies. Ms. Hatch participates in meetings with our District's Sustainability Coordination team.

Human Resources Analyst

Our Human Resources Analyst, **Stephanie Perry**, conducts employment recruitment, testing and selection for confidential, supervisory and management positions, researches and designs structured examination methods to meet the District's need for qualified employees, conducts position classification and compensation studies, analyzes personnel policies, rules and legal issues, administers the web-based recruitment and applicant tracking system, and serves as a team leader for career development workshops, procedural forms development, and annual report preparation. Ms. Perry serves as a member of our District's Intercultural Equity and Excellence Advisory Committee.

Human Resources Technicians

Our Human Resources Technicians (**Cindy Johnston**, **Beth Papp** and **Julie Younan**) conduct employment recruitment, testing and selection for bargaining unit classifications, coordinate substitute assignments, handle summer (and inter-session) employment assignments, develop seniority lists, support the development and facilitation of career development workshops, assist in performing job analyses, salary surveys and exam development, and provide information to the Director (and participate in meetings) regarding accommodation and layoff matters.

Ms. Johnston and Ms. Papp serve as key members of our Merit Rules Advisory Committee.

Ms. Younan serves as a member of our Superintendent's District Leadership Team.

PROFESSIONAL MEMBERSHIPS OF STAFF

Staff maintains memberships with the following professional organizations to build networks of professional colleagues, exchange ideas, and stay abreast of current developments, trends and best practice. (With the exception of CSPCA and CODESP, staff pays the cost of individual memberships in these organizations in light of current budget considerations.)

- California School Personnel Commissioners Association (CSPCA)
- Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
- International Public Management Association for Human Resources (IPMA-HR)
- National Career Development Association (NCDA)
- Personnel Testing Council-Southern California (PTC-SC)
- Southern California Public Management Association-Human Resources (SCPMA-HR)

PROFESSIONAL DEVELOPMENT OF STAFF

Staff attended the following conferences and seminars to enhance their knowledge and skill related to Merit System School Districts. (Most seminars were delivered online for free. Staff paid costs associated with conferences in light of current budget considerations.)

California School Personnel Commissioners Association Annual Conference: The Fresh Face of Merit, January 2012

- Intergenerational Differences [Robin Guerin, Ph.D., Orange County Dept. of Education]
- The Real Truth About Success: Having the Personal Influence to Make Change Work [Garrison Wynn, Author]
- Bridging the Gap & Rebranding the Merit System [Suzy Seymour & Acacia Thede, Garden Grove Unified School District]
- Managing Workplace Conflict [Debra Dupree, Relationships That Matter, Inc.]
- Strategic Planning for Merit System Districts [Victoria Wintering, Anaheim Union High School District]
- Merit's Role in the Diversity / Engagement / Productivity Puzzle [Jeff Feuquay, Psychology-Law Center, LLC]
- Legal Updates [Kristine Kwong, Husick, Peeler & Garrett, LLP]

Cooperative Organization for the Development of Employee Selection Procedures (CODESP)

- Avoiding Salary Survey Nightmares*
- Change Leadership: Ramping up Your Ability to Cultivate Change in Your Life & Organization*
- Employee Engagement: Keys to a Culture of Excellence
- Maximizing Health and Productivity in Turbulent Times*
- Structured Interviews: the Process of Building and Conducting Valid and Legal Interviews*

* represents seminars co-sponsored by CSPCA

CPS (Public Sector) HR Consulting

- Empower Your People: Enrich Your Organization
- Process Improvement

Human Resource Executive Online ~ April 2012

- Rethinking Career Development—Strategies for Building and Implementing an Effective Program

Personnel Testing Council of Southern California (PTC-SC) Lunch Seminar ~ September 2011

- Making Statistics Work at Work

Personnel Testing Council of Southern California (PTC-SC) Annual Conference: Embracing New Challenges and Solutions in HR and Assessment ~ November 2011

- Employment Assessment as Part of a Holistic Talent Management Strategy
- Job Analysis: An Essential Human Resource Tool
- Situational Judgment Testing
- Why Is This Necessary? Return on Investment in Personnel Assessment

NEOGOV™ Insight Online Training

Staff participated in a variety of training opportunities via self-running tutorials and live webcasts.

Recruitment and Examination Activities

<u>Activity</u>	<u>2010-2011</u>	<u>2011-2012</u>
Personnel Requisition (Position Control) Forms Received <i>The Position Control form is used to initiate recruitment. This form serves as clearance from the fiscal department for expenditure of salary funds.</i>	-	240
Transfer Bulletins <i>Section 8.2.2 of the bargaining unit agreement requires that "All vacancies as defined in article 8.1.2 shall be posted at work locations for six (6) days."</i>	46	40
Job Interest Cards Submitted <i>Job seekers may file Job Interest Cards when they are interested in a job that is not currently being recruited for.</i>	1,104	2,211
Recruitments <i>Recruitments are initiated for the purpose of filling vacancies and creating Eligible Lists for anticipated permanent or substitute opportunities.</i>	51	53
Applications Received and Evaluated <i>Applications are reviewed for minimum education and experience requirements and verification that all application requirements are met. Staff notifies each applicant of acceptance or rejection of the application.</i>	2,283 (92% online)	3,736 (98% online)
Examinations Developed <i>In accordance with Merit Rule 5.2., examinations are developed to contain test parts that relate to job requirements. Persons who are experts in their field of work were consulted to provide input into the Job Analysis. Job Analysis is a systematic process of determining the skills, duties, and knowledge required for performing jobs in an organization. This process establishes a legally defensible foundation for exams, ensuring exams are content valid and reliable predictors of future performance.</i>	17	26
Written	-	10
Structured Interview	-	8
Performance	-	7
Training & Experience Evaluation	-	1
Examinations Administered <i>In accordance with Merit Rule 5.2., examinations are administered objectively. Both internal and external employees gave their time and expertise to assist on structured interview and performance examination panels.</i>	119	134
Written	92	101
Structured Interview	20	19
Performance	7	14
Training & Experience Evaluation	0	0
Candidates Scheduled for Examinations <i>Applicants who meet minimum education and experience requirements are invited to participate in the exam process. Staff notifies each applicant of exam date, time and location.</i>	-	1,435
Written	-	1,195
Structured Interview	-	145
Performance	-	95
Training & Experience Evaluation	-	0
Examination Protests <i>In accordance with Merit Rule 5.3., candidates may file a written protest of any part of an examination. Staff conducted a thorough evaluation of the exam process to determine the validity of the twenty-one protests submitted. Additionally, we offer candidates the opportunity to review the outcome of an exam with staff to overview scores, gain insight on the process and offer suggestions for possible improvements on such exams.</i>	-	21

Recruitment and Examination Activities CONTINUED

<u>Activity</u>	<u>2010-2011</u>	<u>2011-2012</u>
Eligibility Lists Promulgated <i>These lists contain the names of candidates who were successful in all parts of the exam. Candidate names are arranged in the order of the total score (exam score plus additional points) from highest to lowest. Candidates with the same total score are assigned to the same rank.</i>	55	51
Number of Eligible Candidates <i>The Eligibility Lists promulgated in 2011-2012 contained five hundred and fifty candidates.</i>	-	550
Certifications Summaries to Hiring Authorities <i>These summaries list of the top three ranks of eligible candidates to interview.</i>	-	148
Eligible Candidates Scheduled for Interview <i>Staff schedules interviews upon learning of the hiring manager/administrator's availability and preferences.</i>	-	622
Bilingual (Spanish) Stipend Oral Exam Administered <i>Section 16.8.5 of the bargaining unit agreement requires that "unit members receive a 5% salary differential when frequently required to converse with students and/or members of the public who cannot speak English. Unit member must pass the oral exam in order to receive the salary differential.</i>	-	8
Number of Candidates Scheduled for Bilingual (Spanish) Exam	-	28

Employment Activities

<u>Activity</u>	<u>2010-2011</u>	<u>2011-2012</u>
Job Offers-New/Promotional	125	176
Job Offers-Substitute/Provisional	-	96
Advanced Step Requests <i>In accordance with Merit Rule 12.4, relevant experience and/or education in excess of entry requirements may permit employment at other than the first step of the appropriate salary range.</i>	25	31
Daily Substitute Assignments	318	258
Summer (and Inter-session) Assignment Requests <i>In accordance with Merit Rule 7.3.2, when the Board establishes temporary positions during the summer recess (winter and spring inter-session), permanent employees who work less than 12 months per year may apply for these positions. Employment assignments are determined by seniority.</i>	791	661
Professional Expert Requests <i>In accordance with Merit Rule 3.1.5, professional experts may be hired for limited term assignments. This process is often used when the person does not meet the IRS' independent contractor criteria, but possess a specialized background.</i>	98	83

Classification Activities

<u>Activity</u>	<u>2010-2011</u>	<u>2011-2012</u>
<p>New Classifications Developed</p> <p><i>As a result of the growth of our Facility Permits department, three new job classifications were developed. Staff reviewed job functions, scope of work, employment requirements and salary to conduct internal relationship comparisons and to perform an external market study of similar positions in other agencies</i></p>	3	3
<p>Classifications Revised</p> <p><i>Ten job classifications were reviewed and revised to more adequately reflect current duties and responsibilities, knowledge, skills and abilities, licenses, working environment and physical demands of the work being performed.</i></p>	7	10
<p>Classification Studies</p> <p><i>The duties and responsibilities of two positions were reviewed to determine proper classification. Both reviews were initiated at the request of the employee in accordance with Merit Rule 3.2.7.</i></p>	4	2
<p>Reclassification Studies</p> <p><i>One reclassification was completed as the result of gradual accretion of duties in accordance with Merit Rule 3.3.1.</i></p>	2	1
<p>Working out of Class Requests</p> <p><i>Section 29.2 of the bargaining unit agreement requires "When a unit member is assigned to perform work beyond that indicated in the definition of the class to which he/she is assigned, he/she shall be compensated as of the first (1st) day"</i></p>	42	37 (Includes 4 extensions)

Talent Management

<u>Activity</u>	<u>2010-2011</u>	<u>2011-2012</u>
<p>Employee Performance Evaluations-Permanent Employees</p> <p><i>Article 5.1.1 of the bargaining unit agreement requires "an annual record of work performance as an aid to achieve and maintain high levels of performance."</i></p>	-	340
<p>Employee Performance Evaluations-Probationary Employee</p> <p><i>Article 5.4.2 of the bargaining unit agreement requires "formal evaluation of all unit members in probationary status by the end of the second and fourth months of service and prior to the completion of the sixth month."</i></p>	-	69
<p>Career Development Training Sessions</p> <p><i>The Personnel Commission staff offered Career Development Training Module 3 (Interview Skills Workshop) to classified and certificated district employees on April 4 and April 11, 2012. Staff provided theoretical as well as "hands on" training to prepare internal candidates for selection interviews in order to increase promotional opportunities. Workshop attendees expressed their satisfaction with the training in an exit survey.</i></p> <p><i>Career Development Training was initiated in June 2009 based on an assessment of employee training needs. Module 1 (Applications and Resumes) and Module 2 (Test and Interview Preparation) were "rolled-out" at that time. Module 3 (Interview Skills Workshop) was developed in 2010 in response to employee requests.</i></p>	4	2

Ancillary Activities

<u>Category</u>	<u>2010-2011</u>	<u>2011-2012</u>
Employee Layoff Meetings	-	13
Disciplinary Notices	-	6
Merit Rules/Chapters Revised	6	3
Rater Requests Received and Responded To <i>External agencies regularly contact us to secure District staff to give their time and expertise to assist on their agency's structured interview and performance examination panels.</i>	168	235
Rater Panel Participation <i>In response to rater requests, eighteen District employees assisted on structured interview and performance examination panels at the following agencies: City of Inglewood, City of Santa Monica, Culver City USD, Long Beach USD and Santa Monica College.</i>	19	18
Personnel Commission Agendas <i>During 2011-2012, agendas were prepared for 12 regular meetings and 4 special meetings of the Commission. Electronic posting of the full agenda on our District's website was initiated October 11, 2011.</i>	16	16

Online Job Application & Career Portal

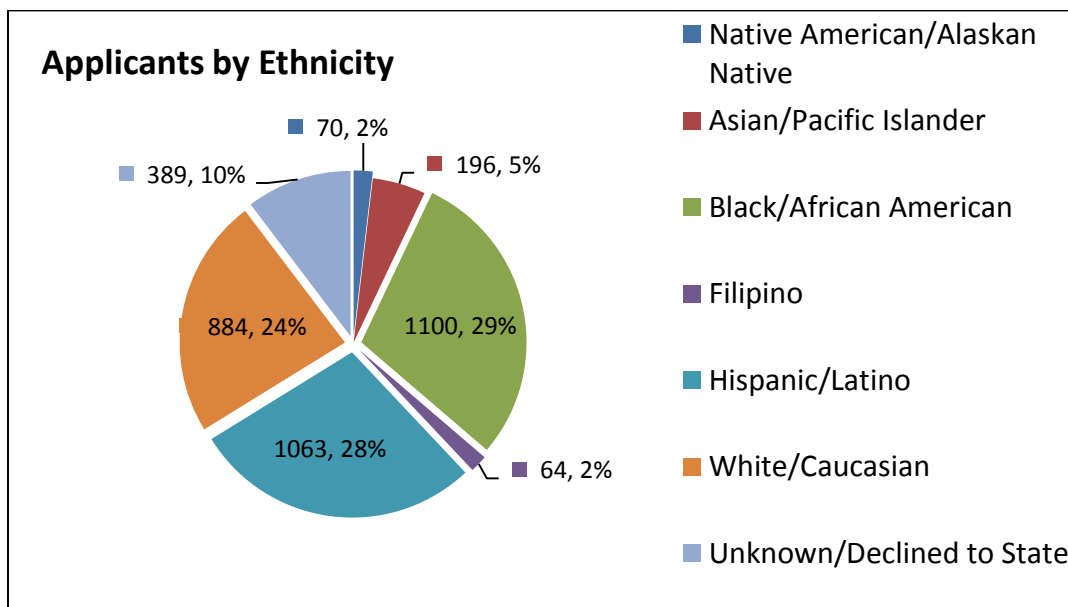
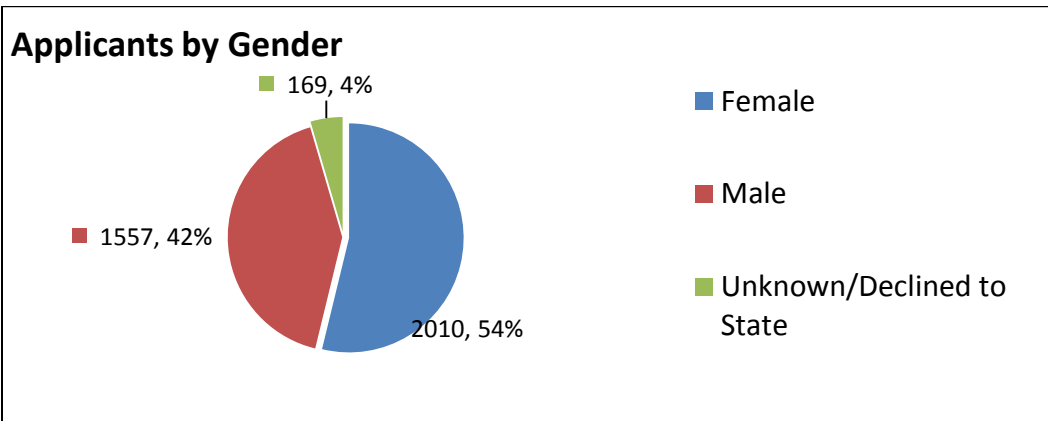
The web-based NEOGOV™ Insight system provides staff with a tool to receive and evaluate the **3,736** applications submitted during 2011-2012. This system enables staff to generate notices (email and hard copy), schedule qualified applicants for exams, and track applicants throughout the selection process. Applicants may use the self-service career portal to check the status of their applications and submit online job interest cards.

Staff configures and maintains the administrative tables and databases that are required for day-to-day recruiting processes such as personnel requisition tracking, job posting creation, application processing, and exam administration.

Regular system audits are conducted to ensure databases are accurate, consistent and error free. Staff has established a monthly process to review (and merge) duplicate applicant master profiles. The need for this arises when applicants create multiple accounts to apply for jobs in the Governmentjobs.com system. Once merged, all applications, attachments, exam and eligibility list information is combined under a single applicant master profile and conflicting data (contact and personal information, preferences, etc.) is resolved. During 2011-2012, **427** applicant profile records were reviewed and merged as appropriate.

Applicant EEO Summary Data

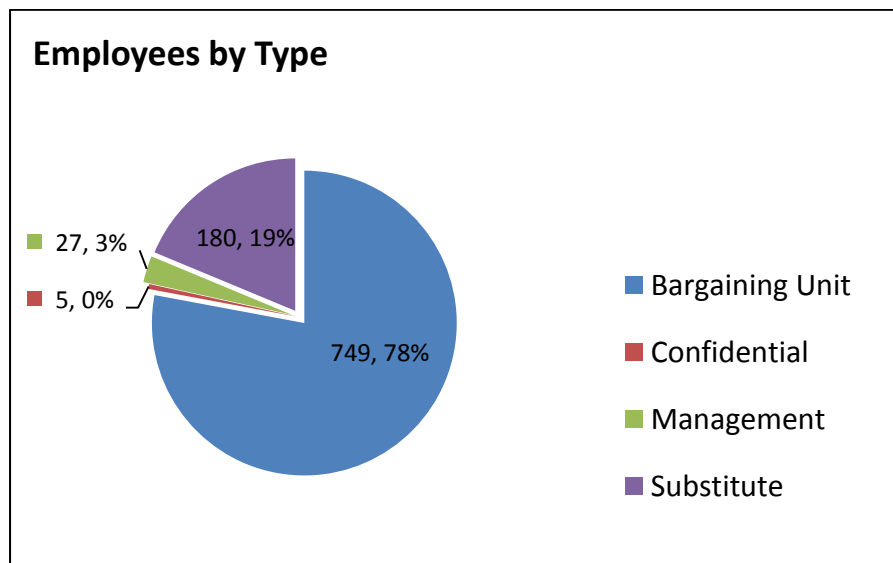
<u>Category</u>	<u>2010-2011</u>	<u>2011-2012</u>
Applicant Total	2,283	3,736
Gender		
Female	1,211	2,010
Male	882	1,557
Unknown/Declined to state	190	169
Ethnicity		
American Indian <u>or</u> Alaska Native	3	70
Asian <u>or</u> Pacific Islander	93	196
Black <u>or</u> African American	590	1,100
Filipino	41	64
Hispanic <u>or</u> Latino	579	1,063
White	618	884
Unknown/Declined to state	359	389
Veteran Status	-	81



Classified Employee Data

<u>Type</u>	<u>June 2011</u>	<u>June 2012*</u>
Classified Bargaining Unit Employees	-	749
Classified Confidential Employees	-	5
Classified Management Employees	-	27
Classified Substitute Employees	-	180
Total:	-	961

* Source: Human Resources Information System as of June 20, 2012



On behalf of the Personnel Commissioners and the Santa Monica-Malibu Unified School District, we sincerely appreciate the following agencies for assisting our District in serving as raters on our structured interview and performance examination panels:

- *City of Santa Monica*
- *Culver City Unified School District*
- *Los Angeles County Office of Education*
- *Santa Monica College*
- *San Gabriel Unified School District*

ANNUAL REPORT

2011-2012

Santa Monica-Malibu Unified School District

Personnel Commission

Office of Classified Personnel

1651 Sixteenth Street

Santa Monica, CA 90404

Phone: (310) 450-8338, ext. 70279

Website: www.smmusd.org/hrs/classified

**A special thanks goes out to all staff who contributed to the preparation
and publication of 2011-2012 Annual Report.**

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)
	HRA	4.12.11	
		4.21.11	
Workshop presentation on <i>The Recruitment Guide</i>	HRA/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
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 Chapter</i> <i>Chapter XV: Resignation and Reinstatement Chapter</i> <i>XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	December 2012 February 2013

VI. Next Regular Personnel Commission Meeting:
Tuesday, December 11, at 5:00 pm - *District Office Board Room*

VII. Adjournment: