



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

March 11, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, March 11, 2020**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on March 11, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
vacant							

- G.06 Approval of Minutes for Regular Meeting on February 12, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
vacant							

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

March 11, 2020

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson, Mrs. Maria Stewart

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, March 11, 2020**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on March 11, 2020

G.06 Approval of Minutes for Regular Meeting on February 12, 2020

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

G.08 Personnel Commissioner Comments/Reports:

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

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

G.09 Communications:

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

- SEIU Report
- Board of Education Report

G.10 Public Comments:

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

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Campus Monitor	7
Carpenter	4
Instructional Assistant - Bilingual	5
Instructional Assistant - Classroom	7
Paraeducator-1	2
Paraeducator-3	1
WorkAbility Assistant	8

C.02 Advanced Step Placement:

Marbella Beltran in the classification of Paraeducator-1 at Range A-20 Step C

C.03 Advanced Step Placement:

Alexis Pullard in the classification of Paraeducator-3 at Range A-26 Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Audience Services Coordinator within the Facility job family
- A.02 Classification Revision:
Theater Operations Supervisor within the Facility job family

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion Items

VI. INFORMATION ITEMS:

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

- I.01 2019-2020 Second Interim Fiscal Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - February 20, 2020Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - March 5, 2020
- I.05 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - February 20, 2020Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - March 5, 2020
- I.06 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.07 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	4/8/20
Preliminary Budget - Fiscal Year 2018-2019	First Reading	4/8/20
Adoption of Budget - Fiscal Year 2018-2019	Second Reading	5/13/20
Classified Employees Appreciation Reception		5/20/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, April 8, 2020, at 4:30 p.m. - *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
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 MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

February 12, 2020

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, February 12, 2020**, at **4:35 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:38 p.m.

G.02 Roll Call: Commissioners Robinson, Stewart, and Waterstone were present.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

G.03 Pledge of Allegiance: Commissioner Waterstone led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

**G.05 Motion to Approve Agenda: February 12, 2020
It was moved and seconded to approve the agenda as submitted. The motion passed.**

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

G.06 Motion to Approve Minutes: January 8, 2020

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

Motion to Approve Minutes: January 23, 2020

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn thanked Commissioner Waterstone for her dedicated service to the Personnel Commission and the District during her tenure.**
 - **Director Kahn welcomed the incoming Personnel Commissioner, Mr. Phillip Tate, who will assume his position upon the formal approval by the State Superintendent. Mr. Tate introduced himself to the Personnel Commission.**
 - **Director Kahn updated the Personnel Commission on the eleven (11) active recruitments and examinations.**
 - **Director Kahn commended staff for their hard work recruiting for Paraeducator positions. Almost seventy vacancies have been filled since the beginning of the school year.**

G.08 Personnel Commissioner Comments/Reports:

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

- **Commissioner Waterstone welcomed Mr. Tate to the Personnel Commission. She expressed her appreciation of working with the Personnel Commission staff, the District, SEIU, and her fellow Commissioners.**

- **Commissioners Robinson and Stewart welcomed Mr. Tate and thanked Commissioner Waterstone for her dedication to the District, classified employees, and the Personnel Commission.**

G.09 Communications:

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

- SEIU Report
 - **None**
- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about reaching the tentative agreement between SEIU, Local 99 and the District on January 9, 2020. If it is ratified by the bargaining unit, it will go to the Board of Education on February 20, 2020 for final approval, together with the recommendation for approval of the Classified Management Unit Members and CTA agreements.**
 - **Dr. Kelly informed the Personnel Commission about the Superintendent’s budget advisory committee comprised of major stake holders from the City of Santa Monica, the City of Malibu, school, parents, and community representatives. The purpose of this committee is to provide financial advice to the Superintendent as he makes recommendations to the Board of Education on how the resources should be allocated within the District.**
 - **Dr. Kelly informed the Personnel Commission about the District’s planning and projected programming for the 2020-2021 school year.**
 - **Dr. Kelly shared with the Personnel Commission about the District’s effort to restore the Olympic High School mural.**
 - **Dr. Kelly expressed his gratitude to Commissioner Waterstone for her dedicated service to the District.**

G.10 Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	1
Campus Monitor	5
Instructional Assistant - Classroom	16
Paraeducator-1	2
Paraeducator-3	4

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

Director of Purchasing	7
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- C.02 Advanced Step Placement:
Luzviminda Dela Paz in the classification of Accounting Technician at Range A-31 Step D
- C.03 Advanced Step Placement:
Shamshi Espana in the classification of Paraeducator-3 at Range A-26 Step D
- C.04 Advanced Step Placement:
Alondra Ortiz in the classification of Health Office Specialist at Range A-25 Step C
- C.05 Advanced Step Placement:
Blair Russo in the classification of Paraeducator-1 at Range A-20 Step C
- C.06 Advanced Step Placement:
Kevin Tran in the classification of Instructional Assistant - Music at Range A-20 Step C
- C.07 Advanced Step Placement:
Kendall N. Woods in the classification of Paraeducator-1 at Range A-20 Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.07. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Elementary Library Coordinator within the Student Services job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions.
- In anticipation of an upcoming recruitment, the Personnel Commission staff reviewed the classification specification to ensure the minimum qualifications were appropriate as the current requirement of candidates’ experience in a library may be too restrictive. It is highly desirable but not required.
- Minimum qualifications were revised by lowering the education and specifying areas of necessary clerical experience. Abilities were replaced with Core Competencies.
- Director Kahn stated that further, more detailed revisions are planned as he meets with more Elementary Library Coordinators and also the library staff at the high school level.

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion Items

VI. INFORMATION ITEMS:

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

I.01 2019-2020 First Interim Fiscal Report

Mr. Cruz provided a detailed overview of the 2019-2020 District First Interim Report that was presented to the Board of Education on December 12, 2019. The report contained the District’s financial position as of October 31, 2019,

displaying the Adopted Budget, the First Interim Budget, Current Actuals, and Projected Totals for each District fund. It also included an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years.

- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
 - January 16, 2020
- Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
 - February 6, 2020
- I.05 Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
 - January 16, 2020
- Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
 - February 6, 2020
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2019 - 2020
- I.07 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	3/11/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, March 11, 2020, at 4:30 p.m. - *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at **5:26 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: HQ8371288

The Commission reconvened into open session at **6:05 p.m.** and reported on the following action taken in closed session:

- **The Personnel Commission reported on the following action: the Commissioners have considered all evidence and have rendered a decision that will be issued to the public employee within the appropriate timeframe.**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

TIME ADJOURNED: 6:06 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 11, 2020

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Marbella Beltran

Hire Date: 2/19/2020

ASP Request Submitted: 2/25/2020

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Marbella Beltran	Calculation of Advanced Step Recommendation
<p><u>Education and Experience:</u></p> <p>Must have a high school diploma or its recognized equivalent and ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; • Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness • Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> • Marbella Beltran meets education standards. • Marbella Beltran has over three (3) years of experience working with individuals with special needs. 	<p>0 levels of education above MQ =0 Step Advance</p> <p>1 (2-year periods) levels of experience above MQ =1 Step Advance</p>
<p>Total Advanced Steps: Starting Step: B (Living Wage) +0 (Education) + 1 (Experience) = 1 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Ms. Beltran's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step C is \$15.69/hour.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 11, 2020

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Alexis Pullard

Hire Date: 2/10/2020

ASP Request Submitted: 2/28/2020

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Alexis Pullard	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</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 • Have at least one (1) year experience working with individuals with special needs; 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 <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience 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</p>	<ul style="list-style-type: none"> • Alexis Pullard has a Bachelor's Degree in Sociology. • Alexis Pullard has over four (4) years of experience working with students with special needs. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p> <p>1 (2-year periods) of experience above the required level = 1 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</u></p>		

DIRECTOR'S COMMENTS:

Ms. Pullard's education and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alexis Pullard at Range A-26, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
vacant						

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 11, 2020

AGENDA ITEM NO: III.A.01

Classification Description Revision: **Audience Services Coordinator**

BACKGROUND INFORMATION:

In anticipation of an upcoming recruitment for **Audience Services Coordinator**, Personnel Commission staff reviewed the classification specification to ensure the minimum qualifications were appropriate.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Manager, Facility Use to review the current class spec
- Staff distributed proposed revisions to the current class specification based upon feedback received from the Manager, Facility Use

ANALYSIS & FINDINGS:

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

- Adjust minimum Experience requirement to more accurately reflect needs of the position
- Consolidate duty statements
- Revise language for clarity throughout
- Replace Abilities with Core Competencies

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the **Audience Services Coordinator** classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 521323
SALARY RANGE: A-42

AUDIENCE SERVICES COORDINATOR

BASIC FUNCTION:

Under the general direction of the Director of Facility Use, plan, organize, coordinate, and oversee Front of House services for performance facilities, including the support functions for patrons attending events, the operations of the Front of House for ushers, custodians, security and other non-technical event staff, and the event services for permit users, primarily in theatres and other performances and events.

DISTINGUISHING CHARACTERISTICS:

The Audience Services Coordinator position utilizes expertise in customer service and event/performance support. The position requires clear and effective oral and written communication skills for all types of audiences. The Audience Services Coordinator meets frequently with Facility Department staff, school site staff, and the community in order to provide these groups with event support.

MINIMUM QUALIFICATIONS:

EDUCATION:

A high school diploma or its recognized equivalent.

EXPERIENCE:

Three (3) Two (2) years' experience in Front of House, Event Support or Audience Services, or related experience in Entertainment or Performing Arts **coordinating theater operations or event productions, in any combination.**

LICENSES AND OTHER REQUIREMENTS

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver's License and **the** availability of private transportation or ability to provide transportation between District sites may be required **obtain transportation between job sites is required. Irregular work hours, including evenings and weekends, are required.**

REPRESENTATIVE DUTIES:

- Oversee Front of House services for Facility Use Department performance **event** facilities including but not limited to Barnum Hall and the Memorial Greek Amphitheater, by leading the execution of receptions, special events, intermissions, artist meet-and-greets, and other pre/post event activities
- Coordinate and communicate with event staff and organizers regarding Front of House services to provide effective customer service to patrons; resolve issues

such as ticketing problems, late seating, crowd control, facility maintenance and general public relations

- Ensure ambiance and appearance of lobby, auditorium, restrooms, and other patron accessible areas of the facilities are appropriate; ensure events are accessible to persons with disabilities in accordance with the Americans with Disabilities Act
- Identify and determine safety and security needs of the event; coordinate with contract security and law enforcement for audience and artist safety; assume leadership role in emergency situations by leading evacuations, perform crisis intervention, call for police and/or fire, and provide first aid as trained
- Train, schedule, and coordinate classified staff, students, and volunteers to support safety, security, parking, ushers, set up/strike and cleaning for events; instruct staff and volunteers in work and safety procedures
- Act as liaison and confer with site administrators, event organizers, and campus staff to arrange details for facility use and overcome any challenges between the event and other events at the site
- Read, interpret, and apply applicable district policies, municipal codes, environmental and safety regulations; conduct facility inspections before, during, and after permits to ensure the user group complies with rules of use and safety regulations
- Complete, prepare, and maintain accurate records and files, correspondence, and the Event Report, which includes extraordinary occurrences at the event, running times, accounting for employees' time worked, concessions, accident reports, facility maintenance requests, and other related items of note for all events
- Develop audience services production plan for each event in coordination with the user groups and department staff
- Cultivate and operate a marketing plan for public events, including social media to encourage the use and rental of district facilities; coordinate and arrange with user groups to promote their events
- Work with web master and other district staff to enhance and maintain the websites and social media presence of the department
- Perform other related duties as assigned

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION:

~~Works under general supervision of the Director of Theater Operations and Facility Permits. Technical guidance may be exercised over student crews and operations staff.~~

Supervision is received from the Manager of Facilities and Operations. No supervision is exercised.

KNOWLEDGE AND ABILITIES: JOB REQUIREMENTS

KNOWLEDGE OF:

- ~~Principles and practices of customer service and event management~~
- ~~Methods and techniques of crowd control and event support services~~
- ~~Wide-ranging performing arts and public entertainment~~
- ~~Effective techniques of supervision, training, coaching, conflict resolution and motivation of employees, students and volunteers~~
- ~~National, state, and local laws and policies for public assembly such as ADA regulations~~
- ~~Microsoft suite (Excel, Word, Publisher, PowerPoint, Outlook) and other software and applications used for publishing electronic and print media. Graphics, photography and media software~~
- ~~Marketing and social media techniques to support event activities~~
- ~~Public speaking and instructional techniques~~
- ~~Clear and effective oral and written communication skills for all types of audiences~~
- **Clear and effective oral and written communication skills for all types of audiences**
- **Codes, regulations, and laws related to public assembly and entertainment facilities including, but not limited to, health, fire, safety, Cal OSHA, and ADA compliance**
- **Principles and practices of crowd control, security, safety and risk management**
- **Principles and practices of event management**
- **Principles and practices of recordkeeping and documentation**
- **Principles and practices of theater production**

ABILITY TO:

- ~~Access and manage diverse customer service activities, including unanticipated service needs and/or emergencies~~
- ~~Effectively plan, organize, direct, coordinate, and assign activities to meet district goals and objectives~~
- ~~Complete multiple projects with competing deadlines and to establish goals and work load priorities~~
- ~~Compile data to prepare complex reports~~
- ~~Set priorities based on event needs and successfully complete tasks in a timely manner~~
- ~~Work effectively and efficiently without close supervision~~
- ~~Understand and carry out verbal and written directions~~

- ~~Work cooperatively, efficiently and effectively with other departments, school sites and organizations, and with individuals from diverse backgrounds to ensure effectiveness of events~~
- ~~Apply excellent verbal communication skills to give appropriate consideration to others' concerns in order to address and resolve a variety of problems~~
- ~~Read, write, and speak English with sufficient comprehension to perform duties accurately and competently~~
- ~~Communicate positively and effectively, orally and in writing, with user groups, district staff, in front of large groups of people, students and various community partners~~
- ~~Work non-traditional and/or extended hours, including events and weekends~~
- ~~Take charge and direct people in a calm and professional manner~~
- ~~Work under pressure of deadlines in a demanding environment~~

CORE COMPETENCIES:

- **Attention to Detail – Focusing on details of work content, work steps, and final work products**
- **Customer Focus – Attending to the needs and expectations of customers**
- **Handling Conflict – Managing interpersonally strained situations**
- **Professional Impact – Presenting self as positive representative of the organization**
- **Professional/Technical Expertise – Possessing and applying the know-how of the job**
- **Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Teamwork – Collaborating with others to achieve shared goals**

WORKING CONDITIONS:

Work is performed both inside and outside in seasonal climate and weather conditions. Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered. Physical demands including standing, bending, stooping, crawling, lifting up to fifty (50) pounds climbing ladders and flights of stairs, walking, and sitting. Irregular work hours (e.g., evening, weekend) are required.

CLASSIFICATION ESTABLISHED:

UPDATED:

REVISIONS PROPOSED:

March 11, 2020



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 521323
SALARY RANGE: A-42

AUDIENCE SERVICES COORDINATOR

BASIC FUNCTION

Under general direction, plan, organize, coordinate, and oversee Front of House services for performance facilities.

MINIMUM QUALIFICATIONS

EDUCATION:

High school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years-experience coordinating theater operations or event productions, in any combination.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver's License and the availability of private transportation or the ability to obtain transportation between job sites is required. Irregular work hours, including evenings and weekends, are required.

REPRESENTATIVE DUTIES

- Oversee Front of House services for event facilities by leading the execution of receptions, special events, intermissions, artist meet-and-greets, and other pre/post event activities
- Coordinate and communicate with event staff and organizers regarding Front of House services to provide effective customer service to patrons; resolve issues such as ticketing problems, late seating, crowd control, facility maintenance, and general public relations
- Develop audience services production plan for each event in coordination with the user groups and department staff
- Confer with site administrators, event organizers, and campus staff to arrange details for facility use and overcome any challenges between the event and other events at the site
- Ensure ambiance and appearance of lobby, auditorium, restrooms, and other patron accessible areas of the facilities are appropriate; ensure events are accessible to persons with disabilities in accordance with the Americans with Disabilities Act
- Coordinate and provide lead direction to classified staff, students, and volunteers in support of event safety, security, parking, set up/strike down, and cleaning
- Read and apply applicable district policies, municipal codes, environmental and safety regulations

- Conduct facility inspections before, during, and after permits to ensure the user group complies with rules of use and safety regulations
- Prepare and maintain accurate records and correspondence
- Act as site representative during location filming
- Perform other related duties as assigned

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION

Supervision is received from the Manager of Facilities and Operations. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Clear and effective oral and written communication skills for all types of audiences
- Codes, regulations, and laws related to public assembly and entertainment facilities including, but not limited to, health, fire, safety, Cal OSHA, and ADA compliance
- Principles and practices of crowd control, security, safety and risk management
- Principles and practices of event management
- Principles and practices of recordkeeping and documentation
- Principles and practices of theater production

CORE COMPETENCIES:

- Attention to Detail – Focusing on details of work content, work steps, and final work products
- Customer Focus – Attending to the needs and expectations of customers
- Handling Conflict – Managing interpersonally strained situations
- Professional Impact – Presenting self as positive representative of the organization
- Professional/Technical Expertise – Possessing and applying the know-how of the job
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals

WORKING CONDITIONS:

Work is performed both inside and outside in seasonal climate and weather conditions. Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered. Physical demands including standing, bending, stooping, crawling, lifting up to fifty (50) pounds climbing ladders and flights of stairs, walking, and sitting. Irregular work hours (e.g., evening, weekend) are required.

CLASSIFICATION ESTABLISHED:**UPDATED:****REVISIONS PROPOSED:**

March 11, 2020



PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 11, 2020

AGENDA ITEM NO: III.A.02

Classification Description Revision: **Theater Operations Supervisor**

BACKGROUND INFORMATION:

In anticipation of upcoming recruitment, Personnel Commission staff reviewed the classification specification for **Theater Operations Supervisor** to ensure the minimum qualifications were appropriate.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Manager, Facility Use to review the current class spec
- Met with theater operations staff to discuss distinguishing characteristics between classifications

ANALYSIS & FINDINGS:

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

- Clarify minimum Experience requirement to more accurately reflect needs of the position
- Consolidate duty statements
- Revise language for clarity throughout
- Replace Abilities with Core Competencies

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the **Theater Operations Supervisor** classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: Non-Represented
CLASS CODE: 521326
SALARY RANGE: M-45

THEATER OPERATIONS SUPERVISOR

BASIC FUNCTION:

Under general direction of the Facility Use Manager, **plans and** supervises the theater operation, filming and special event facility use for the Santa Monica-Malibu Unified School District, both school and facility permitted activities; coordinates all aspects of permitting process for user groups; manages technical theater, media services, audience services and event staff as assigned; and perform other related duties as assigned **of district facilities and equipment for theater production, filming, and permitted events by outside groups.**

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to a **H**igh school diploma or its recognized equivalent.

EXPERIENCE:

Three (3) years of recent **professional** paid experience in a Theater Operations supervisory position, either as a Production Manager, Technical Director, Producer or related position. **planning and coordinating theater operations or event productions, including one (1) year of experience in a lead role providing direction and guidance. Lead experience may be, but not need be, acquired concurrently.**

Additional education in theater operations or related field may be substituted for the experience requirement on a two (2) years of education for one (1) year of experience basis.

ADDITIONAL REQUIREMENTS/INFORMATION:

Must maintain aA valid California Driver's License and **the availability of private transportation or the ability to obtain transportation between job sites is required** be insurable by the District's carrier and must have the use of a personal vehicle and mobile phone. **Irregular work hours, including evenings and weekends, are required.**

REPRESENTATIVE DUTIES:

- Manage all theater operations, location filming, and special event rentals for all SMMUSD facilities
- Provide support services for school activities, including performances, public meetings, filming, and special events
- Develop audience services production plan for each event in coordination with the user groups, department staff, and others

- ~~Coordinate all aspects of permitting process for user groups, initial contact to final invoicing, including scouting, planning, approvals, rental document preparation, staffing, event management, and strike/closeout~~
- **Solicit and promote permitted contracts for theater and film production and general facility use**
- **Ensure overall completion of client permitting process, from initial contact to final invoicing, including location scouting, planning, approvals, rental document preparation, staffing, event management, and strike/closeout**
- **Provide supplemental theater production, operation and event support as needed**
- **Provide recommendations on capital improvement projects relating to theater and event operations**
- **Visit district sites to ensure quality standards of event production and client satisfaction are met**
- **Resolve issues related to theater production, facility use, and resource allocation**
- **Read, interpret, and develop written safety guidelines in accordance with safety regulations, municipal codes, district policies, and industry best practices**
- **Monitor and update master event calendar of district-wide facility use and maintenance projects**
- **Generate and maintain accurate records and files and prepare reports, safety guidelines, correspondence, and other written materials related to facility use**
- **Oversee and schedule maintenance for district-wide event facilities**
- **Establishes goals, objectives, and productivity standards for staff**
- **Selects, trains, and evaluates staff**
- ~~Supervise assigned Facility Use staff, both permanent and temporary/additional, including the hiring, training, scheduling and work goals for the successful operation of the department~~
- ~~Oversee and direct maintenance of all theater facilities and equipment; develop and place material and supply orders; support major maintenance projects, repairs, and improvements; and assist Maintenance, Operations and Facility Improvement Projects departments on capital improvement projects relating to theater operations~~
- ~~Establish and implement a written safety inspection program for all performance spaces and technical theater equipment~~
- ~~Stand in as Technical Theater Technician, Site Rep, or Audience Services Coordinator as needed to support theater operations events~~
- ~~Working with Facility Use Manager, maintain district-wide calendar of theater operation events, including event planning, operation and maintenance~~
- ~~Confer with site administrators and staff to determine use of facilities for permits and school activities~~
- ~~Resolve production and facility usage problems~~

- Regularly visit school sites to assess permit use; conduct facility inspections before, during and after permits to ensure compliance with rules of use and safety regulations; arrange for facility and equipment maintenance and inspections to ensure timely and appropriate completion
- Maintain accurate records and files; prepare reports, correspondence and written materials related to facility use; administer leases as assigned
- Read, interpret, and apply applicable district policies, municipal codes, environmental and safety regulations
- Attend Participate in a variety of District, community, and civic meetings as appropriate
- Perform other related duties as assigned

NOTE: The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

SUPERVISION:

~~SUPERVISION: Establishing overall expectations, goals and objectives, and aligning departmental resources~~

~~Received from: Facility Use Manager~~

~~Given to: Technical Theater Coordinator, Media Services Coordinator, Audience Services Coordinator, Technical Theater Technicians, and unit members working as additional event staff~~

~~WORK DIRECTION: Providing specific instruction and expectations on how to complete daily activities~~

~~Received from: Facility Use Manager, Chief Operations Officer~~

~~Given to: Facility Use staff and all unit members working facility use events~~

~~WORK EVALUATION: Assessing the performance outcomes based on work direction and supervision expectations~~

~~Collaborators: Facility Use Manager~~

~~Given to: Technical Theater Coordinator, Media Services Coordinator, Audience Services Coordinator, Technical Theater Technicians~~

Supervision is received from the Manager of Facilities and Operations.

Supervision is exercised over operations support staff.

KNOWLEDGE AND ABILITIES: JOB REQUIREMENTS

KNOWLEDGE OF:

- Principles, methods, equipment, and materials used to deliver event services for a variety of performances including concerts, dance & theatrical production and educational events
- Technical, operational, and maintenance requirements for theater production including lighting, sound, projections, rigging and scenery

- ~~Stagecraft and stage operations, including rigging, sound, lighting, projections and set construction~~
- ~~Planning and operations of large special events~~
- ~~Location filming requirements and operations~~
- ~~Basic electrical and mechanical principles as applied to stage equipment~~
- ~~Principles of design and drafting, rendering and modeling skills~~
- ~~Laws and regulations governing public assembly and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes, and applicable local, state and federal regulations and laws~~
- ~~Customer service principles and techniques~~
- ~~Vocal and instrumental music, theater and dance, and their effective performance and presentation~~
- ~~School district and government operations and processes~~
- ~~Custodial, Security, and House Management operations in a public assembly facility~~
- ~~Modern office practices, methods and computer equipment~~
- ~~Report preparation and record keeping techniques~~
- ~~Effective oral and written communication skills~~
- ~~Principles and practices of supervision and training~~
- ~~Organizational and time management skills~~
- ~~Principles and practices of effective crowd control, security, safety and risk management practices~~
- ~~First aid methods and safety precautions used in performing arts facilities~~
- **Codes, regulations, and laws related to public assembly and entertainment facilities including, but not limited to, health, fire, safety, Cal OSHA, and ADA compliance**
- **Location filming requirements and operations**
- **Principles and practices of coordinating event operations**
- **Principles and practices of crowd control, security, safety and risk management**
- **Principles and practices of employee supervision and evaluation**
- **Principles and practices of event planning**
- **Principles and practices of project management**
- **Principles and practices of recordkeeping and documentation**
- **Principles of theater production**

ABILITY TO:

- ~~Plan, coordinate, and oversee multiple projects and activities with various schedules and timelines~~
- ~~Interpret and apply technical terminology when working with renters, crew and maintenance personnel~~
- ~~Read, interpret, and apply applicable district policies, municipal codes, environmental and safety regulations~~

- Interpret and apply contract language, including legal terminology for event permits
- Analyze and solve administrative problems and make sound recommendations
- Work with multiple and frequently changing deadlines; foresee, analyze, and resolve problems in a timely manner with tact, patience and courtesy
- Plan, assign, direct, coordinate, review and evaluate the work of paid and volunteer staff
- Compile, verify and use information from a variety of sources from within and out of the District
- Ability to calculate figures and amounts such as proportions, percentages, area size, circumference and volume. Read, understand and interpret building, event and equipment blueprints
- Create, draw, review, and evaluate working drawing and sketches
- Operate current lighting control systems and equipment, sound, video and projection systems, stage rigging, elevators and machinery
- Work independently under general supervision
- Efficiently organize working time and procedures under pressure of multiple assignments and deadlines
- Understand with sensitivity and awareness, the cultural diversities and needs of students and their environment within the communities encompassed by the District
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Communicate effectively both orally and in writing
- Operate a personal computer with knowledge of software programs for scheduling, budget, record keeping, technical drawings, photographs and event planning

CORE COMPETENCIES:

- **Attention to Detail – Focusing on details of work content, work steps, and final work products**
- **Customer Focus – Attending to the needs and expectations of customers**
- **Delegating – Sharing responsibility, authority, and accountability**
- **Handling Conflict – Managing interpersonally strained situations**
- **Leadership – Guiding and encouraging others to accomplish a common goal**
- **Professional/Technical Expertise – Possessing and applying the know-how of the job**
- **Project Management - Ensuring that projects are on-time, on-budget, and achieve their objectives**
- **Self-Management – Showing personal organization, self-discipline, and dependability**

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed indoors and outside in seasonal climate and weather conditions. Must be available to attend meetings, program events and activities. Will be required to work a varied schedule including days, evenings, weekends and holidays. Responding to emergency maintenance needs will be required.

PHYSICAL DEMANDS:

Physical demands include sitting, standing, walking, bending, stooping, crawling, climbing ladders and flights of stairs and lifting up to fifty (50) pounds. The position lifts, carries, pushes and pulls equipment which may weigh up to fifty (50) pounds; stooping, crouching, standing, bending at the waist, kneeling or walking; must have hand and finger dexterity to operate equipment; visual and auditory acuity to maintain safety standards; hearing and speaking sufficient to exchange information.

HAZARDS:

Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered.

CLASSIFICATION ESTABLISHED:

June 4, 2016

REVISED:

Proposed: March 11, 2020



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: Non-Represented
CLASS CODE: 521326
SALARY RANGE: M-45

THEATER OPERATIONS SUPERVISOR

BASIC FUNCTION

Under general direction, plans and supervises the use of district facilities and equipment for theater production, filming, and permitted events by outside groups.

MINIMUM QUALIFICATIONS

EDUCATION:

High school diploma or recognized equivalent.

EXPERIENCE:

Three (3) years of professional experience in planning and coordinating theater operations or event productions, including one (1) year of experience in a lead role providing direction and guidance. Lead experience may be, but not need be, acquired concurrently.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver's License and the availability of private transportation or the ability to obtain transportation between job sites is required. Irregular work hours, including evenings and weekends, are required.

REPRESENTATIVE DUTIES

- Solicit and promote permitted contracts for theater and film production and general facility use
- Ensure overall completion of client permitting process, from initial contact to final invoicing, including location scouting, planning, approvals, rental document preparation, staffing, event management, and strike/closeout
- Provide supplemental theater production, operation and event support as needed
- Provide recommendations on capital improvement projects relating to theater and event operations
- Visit district sites to ensure quality standards of event production and client satisfaction are met
- Resolve issues related to theater production, facility use, and resource allocation
- Read, interpret, and develop written safety guidelines in accordance with safety regulations, municipal codes, district policies, and industry best practices
- Monitor and update master event calendar of district-wide facility use and maintenance projects
- Generate and maintain accurate records and files and prepare reports, safety guidelines, correspondence, and other written materials related to facility use

- Oversee and schedule maintenance for district-wide event facilities
- Establishes goals, objectives, and productivity standards for staff
- Selects, trains, and evaluates staff
- Participate in a variety of District, community, and civic meetings
- Perform other related duties as assigned

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION

Supervision is received from the Manager of Facilities and Operations. Supervision is exercised over operations support staff.

JOB REQUIREMENTS

KNOWLEDGE:

- Codes, regulations, and laws related to public assembly and entertainment facilities including, but not limited to, health, fire, safety, Cal OSHA, and ADA compliance
- Location filming requirements and operations
- Principles and practices of coordinating event operations
- Principles and practices of crowd control, security, safety and risk management
- Principles and practices of employee supervision and evaluation
- Principles and practices of event planning
- Principles and practices of project management
- Principles and practices of recordkeeping and documentation
- Principles of theater production

CORE COMPETENCIES:

- Attention to Detail – Focusing on details of work content, work steps, and final work products
- Customer Focus – Attending to the needs and expectations of customers
- Delegating – Sharing responsibility, authority, and accountability
- Handling Conflict – Managing interpersonally strained situations
- Leadership – Guiding and encouraging others to accomplish a common goal
- Professional/Technical Expertise – Possessing and applying the know-how of the job
- Project Management - Ensuring that projects are on-time, on-budget, and achieve their objectives
- Self-Management – Showing personal organization, self-discipline, and dependability

WORKING CONDITIONS

ENVIRONMENT:

Work is performed indoors and outside in seasonal climate and weather conditions. Must be available to attend meetings, program events and activities. Will be required to work a varied schedule including days, evenings, weekends and holidays. Responding to emergency maintenance needs will be required.

PHYSICAL DEMANDS:

Physical demands include sitting, standing, walking, bending, stooping, crawling, climbing ladders and flights of stairs and lifting up to fifty (50) pounds. The position lifts, carries, pushes and pulls equipment which may weigh up to fifty (50) pounds; stooping, crouching, standing, bending at the waist, kneeling or walking; must have hand and finger dexterity to operate equipment; visual and auditory acuity to maintain safety standards; hearing and speaking sufficient to exchange information.

HAZARDS:

Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered.

CLASSIFICATION ESTABLISHED:

June 4, 2016

REVISED:

Proposed: March 11, 2020

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (3/6/2020)

Req Number	Req Title	Department	Position Type	FTE	Req Status
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	Open
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20--078	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU HIGH SCHOOL	Vac	48.75	Open
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-015	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	0.19	Open
20-020	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-039	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	43.75	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100	Open
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100	Open
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25	Open
20-075	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	New	0.29	Open
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	Open
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25	Open
20-081	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open
20-091	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100	Open
20-107	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75	Open
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100	Open
20-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	56.25	Open
20-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open
20-113	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-114	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-117	BUS DRIVER	TRANSPORTATION	New	87.5	Open

20-118	CARPENTER	M & O (Maintenance & Operations)	Vac	100	Open
20-122	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	62.5	Open
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Open
20-126	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-127	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	Open
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open
20-133	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75	Open
20-136	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	Open
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-142	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5	Open
20-144	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75	Open
20-146	ADMINISTRATIVE ASSISTANT	GRANT ELEMENTARY SCHOOL	Vac	100	Open
20-149	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open
20-150	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100	Open
20-153	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-154	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-155	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15	Open
20-157	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-158	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Vac	40	Open
20-159	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	Open
20-160	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75	Open

Filled Requisitions (3/6/2020)

Req Number	Req Title	Department	Req Status	Date of Accepted Job Offer
19-204	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Filled	2/10/2020
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Filled	2/14/2020
20-092	INSTRUCTIONAL ASSISTANT-CLASSROOM	SANTA MONICA HIGH SCHOOL	Filled	2/7/2020
20-097	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	2/7/2020
20-109	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Filled	2/12/2020
20-124	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Filled	2/7/2020
20-137	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	Filled	2/7/2020
20-139	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Filled	2/7/2020
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Filled	2/14/2020

**Classified Personnel – Merit
2/20/20**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Hill, Sara Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	1/28/20
Tran, Kevin Lincoln MS	Instructional Assistant - Music 6 Hrs/SY/Range: 20 Step: B	12/13/19

PROMOTION

		<u>EFFECTIVE DATE</u>
Robinson, Ayana Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: B From: Paraeducator-1: 6 Hrs/SY	1/6/20

PROVISIONAL

		<u>EFFECTIVE DATE</u>
Garcia Ramirez, Carol Edison ES	Elementary Library Coordinator 6 Hrs/SY/Range: 26 Step: F	1/24/20-6/10/20

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Adams, Daryl Webster ES	Physical Activities Specialist [additional hours; overnight field trip]	2/3/20-6/12/20
Barrientos, Luis Special Ed-Lincoln MS	Paraeducator-1 [additional hours; bus supervision]	10/1/19-6/10/20
Brackett, Kimberly Child Development Services	Children's Center Assistant-2 [additional hours; professional development]	12/7/19
Brackett, Kimberly Child Development Services	Children's Center Assistant-2 [overtime; classroom support]	12/24/19 12/31/19
Brito, Maria Child Development Services	Children's Center Assistant-2 [additional hours; professional development]	12/7/19
Campos, Mercedes Child Development Services	Children's Center Assistant-2 [additional hours; professional development]	12/7/19
Campos, Mercedes Child Development Services	Children's Center Assistant-2 [overtime; classroom support]	12/24/19
Carlstroem, Corina Rogers ES	Instructional Assistant - Classroom [additional hours; classroom support]	8/22/19-6/10/20
Casey, Brittany Child Development Services	Children's Center Assistant-2 [additional hours; professional development]	12/7/19
Casey, Brittany Child Development Services	Children's Center Assistant-2 [overtime; classroom support]	12/24/19 12/31/19
Casiano, Violeta Child Development Services	Children's Center Assistant-2 [overtime; classroom support]	12/24/19
De Los Santos, Jasmine Special Ed-Adams MS	Paraeducator-2 [overtime; overnight field trip]	10/25/19-10/27/19

Fausto, Victoria Rogers ES	Instructional Assistant - Classroom [additional hours; classroom support]	8/22/19-6/10/20
Friedman, Talia Special Education	Occupational Therapist [overtime; IEPs support]	8/26/19-11/30/19
Gonzalez, Cecilia Child Development Services	Children's Center Assistant-2 [additional hours; professional development]	12/7/19
Goodman, GERALYN Edison ES	Instructional Assistant - Bilingual [additional hours; school site council]	8/22/19-6/10/20
Haro, Irma Child Development Services	Children's Center Assistant-2 [overtime; classroom support]	12/24/19
Hernandez, Christopher Rogers ES	Instructional Assistant - Classroom [additional hours; classroom support]	8/22/19-6/10/20
Hernandez, Maira Child Development Services	Children's Center Assistant-2 [additional hours; professional development]	12/7/19
Jackson, Jessica Rogers ES	Instructional Assistant - Classroom [additional hours; classroom support]	8/22/19-6/10/20
Madsen, Kristina Rogers ES	Instructional Assistant - Classroom [additional hours; classroom support]	8/22/19-6/10/20
Manjarrez, Lisette Special Ed-Lincoln MS	Paraeducator-2 [additional hours; after school student supervision]	11/1/19
Manjarrez, Lisette Special Ed-Lincoln MS	Paraeducator-2 [overtime; after school student supervision]	11/1/19
Pernell, Barbara Child Development Services	Children's Center Assistant-2 [additional hours; professional development]	12/7/19
Pollack, Bridget Rogers ES	Instructional Assistant - Classroom [additional hours; classroom support]	8/22/19-6/10/20
Razon-McMillan, Monica Child Development Services	Children's Center Assistant-2 [additional hours; professional development]	12/7/19
Shanley, Scott Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	11/21/19-6/30/20
Shanley, Scott Facility Use	Sports Facility Attendant [overtime; Facility Use events]	11/21/19-6/30/20
Sloboda, Jaclyn Special Ed-CDS-Lincoln Preschool	Physical Therapist [overtime; student therapy]	11/1/19-12/1/19
Symons, Alyson Special Ed-Lincoln MS	Paraeducator-2 [additional hours; after school student supervision]	11/1/19
Symons, Alyson Special Ed-Lincoln MS	Paraeducator-2 [overtime; after school student supervision]	11/1/19
Viesca, Joseph Operations	Custodian [overtime; Operations projects]	8/22/19-6/30/20

Waterford Bailey, Elzamarco Rogers ES	Instructional Assistant - Classroom [additional hours; classroom support]	8/22/19-6/10/20
Williams, Monica Lincoln ES	Senior Office Specialist [overtime; after school computer lab supervision]	8/22/19-6/10/20
Wingfield, Janet Special Ed-Lincoln MS	Paraeducator-2 [additional hours; bus supervision]	9/1/19-6/10/20

SUBSTITUTES

Aspron, Alexandra Malibu ES	Bilingual Community Liaison	<u>EFFECTIVE DATE</u> 1/27/20-3/12/20
Lam, Lucille Fiscal Services	Payroll Specialist	1/1/20-1/31/20
Taylor, Eric Educational Services	Instructional Assistant – Physical Education	1/23/20-6/10/20

PROFESSIONAL GROWTH

Watts, Anne Special Ed-Adams MS	Paraeducator-1	<u>EFFECTIVE DATE</u> 2/1/20
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CHANGE IN ASSIGNMENT

Barrientos, Luis Special Ed-Lincoln MS	Paraeducator-1 7 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	<u>EFFECTIVE DATE</u> 10/28/19
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LEAVE OF ABSENCE (PAID)

Aguilar, Mark Operations-Edison ES	Custodian Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 1/24/20-1/31/20
Badillo, Abraham Edison ES	Physical Activities Specialist CFRA	2/3/20-3/6/20
Hampton, Kizzie Special Ed-Muir ES	Paraeducator-1 Medical/FMLA/CFRA	2/2/20-2/25/20
Ihim, Nnaemeka Operations-Lincoln MS	Custodian CFRA	1/21/20-4/13/20
Jala, Ariel Operations-Malibu HS	Custodian CFRA	6/1/20-7/15/20
Randolph, Tamara Malibu ES	Licensed Vocational Nurse Medical/FMLA/CFRA	1/24/20-1/31/20

WORKING OUT OF CLASS

Ballat, Nawal FNS-Rogers ES	Cafeteria Worker II From: Cafeteria Worker I	<u>EFFECTIVE DATE</u> 10/25/19-11/8/19
Escobar, Evanny Special Ed-McKinley ES	Paraeducator-3 From: Paraeducator-1	9/23/19-12/20/19

Friedenberg, Mindy Special Ed-Lincoln MS	Paraeducator-2 From: Paraeducator-1	10/1/19-10/31/19
Friedenberg, Mindy Special Ed-Lincoln MS	Paraeducator-3 From: Paraeducator-1	10/1/19-10/31/19
Kamkar, Vida Human Resources	Human Resources Specialist: Higher Level Duties From: Human Resources Specialist	1/2/20-5/29/20
Maldonado, Frederick Special Ed-Lincoln MS	Paraeducator-3 From: Paraeducator-1	2/26/20-6/12/20
Navarro, Nancy Muir ES	Administrative Assistant From: Senior Office Specialist	12/20/19-6/24/20

DISQUALIFICATION FROM PROBATION

EFFECTIVE DATE

EZ4315628 Special Education	Paraeducator-2	2/21/20
NN9133030 District	Senior Office Specialist	2/14/20

RESCIND DISQUALIFICATION FROM PROBATION

EFFECTIVE DATE

TF6376453 Special Education	Paraeducator-1	2/7/20
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RETURN TO PREVIOUS CLASSIFICATION

EFFECTIVE DATE

Zurich-Lunsford, Kathleen Adult Education	Senior Office Specialist 8 Hrs/10 Mo From: Administrative Assistant 8 Hrs/10 Mo /Grant ES	2/10/20
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RESIGNATION

EFFECTIVE DATE

Bautista, Gabriel Special Ed-Grant ES	Paraeducator-1	2/7/20
Lewis, Emunah Special Ed-Grant ES	Paraeducator-1	1/31/20
Long, Katherine Special Ed-Muir ES	Paraeducator-1	1/29/20
Pipkin, Sandra Special Ed-Franklin ES	Paraeducator-3	1/31/20
Ramirez, Miguel Adult Education	Senior Office Specialist	1/23/20

RETIREMENT

EFFECTIVE DATE

Johnson, Ira Special Ed-Santa Monica HS	Paraeducator-1	4/3/20
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**Classified Personnel – Merit
3/5/20**

NEW HIRES

		<u>EFFECTIVE DATE</u>
O'Connor, Denise Webster ES	Campus Monitor 1 Hr/SY/Range: 11 Step: F	11/1/19
Zalazar, Vanina Educational Services	Lead Translator/Interpreter 8 Hr/12 Mo/Range: 37 Step: A	2/19/20

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Lam, Lucille Fiscal	Payroll Specialist 8 Hrs/12 Mo/Range: 34 Step: A	2/1/20-7/31/20

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Martinez, Isabel Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; bus supervision]	10/10/19-6/10/20
Rams, Florencia Educational Services	Bilingual Community Liaison [additional hours; Bergmann Fair supervision]	10/5/19-10/6/19
Torres, Virgin Edison ES	Instructional Assistant - Bilingual [additional hours; playground supervision]	10/28/19-6/10/20
Walker, LaShaun Educational Services	Education Data Specialist [overtime; CalPads reporting]	7/1/19-6/30/20

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Constanza, Slugen Malibu ES	Bilingual Community Liaison	2/5/20-3/12/20
De La Rosa, Christopher Child Development Services	Children's Center Assistant-1	2/12/20-6/10/20
Edirisinghe, Srimali Child Development Services	Children's Center Assistant-1	2/13/20-6/10/20
Romero, Clara Rogers ES	Administrative Assistant	1/8/20-1/31/20
Sullivan, Brianna Grant ES	Instructional Assistant – Classroom	1/6/20-2/28/20

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Jelks, Curtis Lincoln MS	Campus Security Officer	3/1/20
Perez, Maria Operations-Olympic HS	Custodian	3/1/20

CHANGE IN ASSIGNMENTMartinez, Isabel
Special Ed-Santa Monica HSParaeducator-3
7.75 Hrs/SY
From: 6.5 Hrs/SY/Special Ed-Santa Monica HS**EFFECTIVE DATE**

10/10/19

LEAVE OF ABSENCE (PAID)Aguilar, Mark
Operations-Edison ESCustodian
Medical/FMLA/CFRA**EFFECTIVE DATE**

2/2/20-2/7/20

Chavez, Luis
Rogers ESCampus Monitor
Medical/FMLA/CFRA

1/16/20-1/28/20

Colula Moncada, Anilu
Special Ed-Santa Monica HSParaeducator-3
CFRA

2/18/20-4/3/20

Ingle, Jennifer
Special EducationSpeech Language Pathologist Assistant
Personal

5/26/20-6/10/20

Peoples, Jeffrey
Operations-McKinley ESCustodian
Medical/FMLA/CFRA

1/9/20-2/17/20

Robledo Carrasco, Maria
Edison ESInstructional Assistant – Bilingual
CFRA

2/10/20-3/20/20

Viviani, Vhalia
Adams MSCampus Monitor
Medical/FMLA/CFRA

2/20/20-3/20/20

RESCIND DISQUALIFICATION FROM PROBATIONNN9133030
District

Senior Office Specialist

EFFECTIVE DATE

2/14/20

RESIGNATIONTorres, Veronica
Lincoln MS

Senior Office Specialist

EFFECTIVE DATE

2/14/20

Classified Personnel – Non-Merit
2/20/20

COACHING ASSISTANT

Arboleda, Andrew	Santa Monica HS	1/21/20-6/10/20
Bell, Eric	Santa Monica HS	1/7/20-6/5/20
Burdic, Burton	Santa Monica HS	1/7/20-6/5/20
Fearon, James	Santa Monica HS	1/21/20-6/10/20
Gonzalez, Fabiola	Santa Monica HS	1/7/20-6/10/20
Gray, Brian	Santa Monica HS	1/7/20-6/10/20
Johnson, Myles	Santa Monica HS	1/23/20-6/10/20
LeStrange, Justin	Santa Monica HS	1/7/20-6/5/20
Lorick, Kevin	Santa Monica HS	1/7/20-6/5/20

TECHNICAL SPECIALIST – LEVEL II

Chiang, Fuchou	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	10/14/19-6/10/20
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TECHNICAL SPECIALIST – LEVEL III

Crawford, Miles	Santa Monica HS [Theater Instructor] - Funding: Santa Monica Foundation Teacher Grant	1/6/20-6/10/20
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Classified Personnel – Non-Merit
3/5/20

COACHING ASSISTANT

Armendariz, Richard
Dowler, Nathan

Santa Monica HS
Malibu MS/HS

2/6/20-6/10/20
1/1/20-6/10/20

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2019 – 2020**

Date	Time	Location	Notes
2019			
July 10, 2019	4:30 p.m.	Board Conference Room – District Office	
August 14, 2019	4:30 p.m.	Board Room – District Office	
September 11, 2019	4:30 p.m.	Board Room – District Office	
October 10, 2019	4:30 p.m.	Board Room – District Office	
November 13, 2019	4:30 p.m.	Board Room – District Office	
December 11, 2019	4:30 p.m.	Board Room – District Office	
2020			
January 8, 2020	4:30 p.m.	Board Room – District Office	
February 12, 2020	4:30 p.m.	Board Room – District Office	
February 20, 2020 – February 22, 2020	Daily Conference	San Francisco	CSPCA 2020 Annual Conference
March 11, 2020	4:30 p.m.	Board Room – District Office	
April 8, 2020	4:30 p.m.	Board Room – District Office	2020–21 Budget Discussion and Development,
May 13, 2020	4:30 p.m.	Board Room – District Office	2020-21 Budget Adoption
May 20, 2020	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 10, 2020	4:30 p.m.	Board Room – District Office	



Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

Meeting Date	Format	Location	Notes
7/18/19 (Th)	Hybrid	DO	
8/1/19 (Th)	A	DO	
8/15/19 (Th)	B	DO	
8/29/18 (W)	Special Mtg	DO	Special Meeting: Retreat (?)
9/5/19 (Th)	A	DO	
9/19/19 (Th)	B	DO	
10/3/19 (Th)	A	M	
10/17/19 (Th)	B	DO	
10/21 or 10/22? (tentative)	Special Mtg	SMC	Annual Joint Mtg w/ SMC
11/7/19 (Th)	A	M	
11/19/19 (T)	Special Mtg		Special Meeting: Present SPSAs
11/21/19 (Th)	B	DO	
12/12/19 (Th)	Hybrid	DO	
1/16/20 (Th)	Hybrid	DO	
2/6/20 (Th)	A	M	
2/14/20 (Th)	B	DO	
3/5/20 (Th)	A	DO	
3/19/20 (Th)	B	M	
4/2/20 (Th)	Special Mtg		Special Meeting: Retreat
4/23/20 (Th)	Hybrid	DO	
5/7/20 (Th)	A	M	
5/21/20 (Th)	B	DO	
6/4/20 (Th)	A	DO	
6/18/20 (Th)	Special Mtg	DO	Public Hearings: LCAP & Budget & Quarterly Retreat
6/25/20 (Th)	B	DO	

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	4/8/20
Preliminary Budget - Fiscal Year 2018-2019	First Reading	4/8/20
Adoption of Budget - Fiscal Year 2018-2019	Second Reading	5/13/20
Classified Employees Appreciation Reception		5/20/20

VIII. Next Regular Personnel Commission Meeting:

Wednesday, April 8, 2020, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: