

## **VIRTUAL PERSONNEL COMMISSION MEETING**

April 21, 2021 at 4:30pm

### **MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:**

As per Executive Order N-29-20 from Governor Newsom, the Santa Monica-Malibu Unified School District Personnel Commission meetings will move to a virtual/teleconferencing environment using Zoom. The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The intent is not to limit public participation, but rather to protect public health by following the Governor's Stay at Home executive order and LA County's Safer at Home order.



### **JOIN ZOOM MEETING**

<http://bit.ly/SMMUSDPCMEETING>

**Meeting ID: 898 6103 9433**

**Password: SMMUSD**



### **PROVIDE PUBLIC COMMENT**

You may submit a request to make a public comment by e-mail to: [jhatch@smmusd.org](mailto:jhatch@smmusd.org)

- **Requests must be submitted no later than 5:00 p.m. on Tuesday, April 20, 2021**
- **Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item**
- **During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

**April 21, 2021**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 21, 2021**, at **4:30 p.m.**, via Zoom.

**I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on April 21, 2021

| Commissioner    | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson |   |   |     |    |         |        |
| Phillip Tate    |   |   |     |    |         |        |
| vacant          |   |   |     |    |         |        |

- G.06 Approval of Minutes for Regular Meeting on March 10, 2021

| Commissioner    | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson |   |   |     |    |         |        |
| Phillip Tate    |   |   |     |    |         |        |
| 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)

**April 21, 2021**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 21, 2021**, at **4:30 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, April 20, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on April 21, 2021

G.06 Approval of Minutes for Regular Meeting on March 10, 2021

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

G.08 Personnel Commissioner Comments/Reports:  
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 Communications:  
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:  
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

**II. CONSENT CALENDAR:**

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

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

| <u>Classification</u>               | <u># Eligibles</u> |
|-------------------------------------|--------------------|
| Instructional Assistant - Bilingual | 4                  |
| Translator/Interpreter              | 1                  |

C.02 Advanced Step Placement:  
Maria Arzola in the classification of Paraeducator-3 at Range A-28 Step C

C.03 Advanced Step Placement:  
Filiberto Gutierrez Torres in the classification of Bus Driver at Range A-32 Step C

C.04 Advanced Step Placement:  
Abbey Seiden in the classification of Health Office Specialist at Range A-27 Step D

C.05 Advanced Step Placement:  
Robert Tisherman in the classification of Director, Risk Manager at Range M-61 Step D

- C.06 Advanced Step Placement:  
Walter Wilson in the classification of Paraeducator-3 at Range A-28 Step C
- C.07 Advanced Step Placement:  
Sameisha Young in the classification of Instructional Assistant - Classroom at  
Range A-20 Step B

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Description Revision:  
Theater Operations Supervisor within the Facility job family
- A.02 Establish New Classification & Specification:  
Manager, Sustainability 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.

- D.01 Proposed Budget – Personnel Commission Fiscal Year 2021/22 - First Reading

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
- March 17, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- March 17, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2020 - 2021
- I.06 Board of Education Meeting Schedule
- 2020 – 2021

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

| <b>Subject</b>                              | <b>Action Steps</b>                | <b>Tentative Date</b> |
|---|------------------------------------|-----------------------|
| Adoption of Budget - Fiscal Year 2021-2022  | Second Reading                     | May 12, 2021          |
| Classified Employees Appreciation - Virtual |                                    | May 12, 2021          |
| Tucker Eligibility                          | Commissioner Training/<br>Briefing | June 9, 2021          |

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, May 12, 2021, at 4:30 p.m. – *via Zoom*

**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)

**March 10, 2021**

**PERSONNEL COMMISSIONERS:**  
Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, March 10, 2021**, at **4:32 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, March 9, 2021. Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's 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 4:32 p.m.**

**G.02 Roll Call: Commissioners Robinson and Tate were present.**

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

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda: March 10, 2021  
It was moved and seconded to approve the agenda as submitted. The motion passed.**

| Commissioner    | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson |   | ✓ | ✓   |    |         |        |
| Phillip Tate    | ✓ |   | ✓   |    |         |        |
| vacant          |   |   |     |    |         |        |

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

**G.06 Motion to Approve Minutes: February 10, 2021**

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

| Commissioner    | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson |   | ✓ | ✓   |    |         |        |
| Phillip Tate    | ✓ |   | ✓   |    |         |        |
| vacant          |   |   |     |    |         |        |

**G.07 Report from the Director of Classified Personnel:**

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

- General Comments and Updates
  - **Director Kahn informed the Personnel Commission about the District's intention to open on-site instruction for elementary schools in a hybrid model after Spring Break. The Personnel Commission is working with the District to address any impact or modified schedule for any additional classified staffing.**
  - **Director Kahn informed the Personnel Commission about recruitments that have been open since the regular meeting in February such as Campus Monitor, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Paraeducator-1,2,3, Bus Driver, Custodian, Health Office Specialist, Physical Activities Specialist, and Senior Office Specialist.**
  - **Since the last meeting, the Personnel Commission staff administered oral exams for Bus Driver and Sports Facility Attendant.**
  - **The final selection interviews for all three tiers of Paraeducator classification and Senior Network Engineer also took place in February 2021.**
  - **Director Kahn congratulated Mr. John Castillo, former Network Engineer, on his promotion to Senior Network Engineer.**
  - **Director Kahn welcomed Mr. Robert Tisherman, the new Director, Risk Management, to the District.**
  - **Final selection interviews were also held for Instructional Assistant and Bus Driver classifications.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 19 claims since the last regular Personnel Commission meeting in February. As a point of comparison, there were only eight (8) EDD claims in February 2020.**
  - **Director Kahn expressed his gratitude to Dr. Kelly and Mr. Cruz for their support in further developing and refining the EDD process.**
  - **Director Kahn announced that the Personnel Commissioner selection interviews took place on Friday, February 12, 2021. The selection committee was comprised of Commissioner Tate, Mr. Mock on behalf of SEIU, Ms. Pinsker for the District, and Ms. Cohen, the PTA President. The selection committee made a unanimous decision to recommend Mrs. Mahshid Tarazi to the Board of Education as the new Personnel Commissioner. The recommendation was approved by the Board of**

Education on March 4, 2021. The appointment request has been submitted to the State Superintendent of Public Instruction for the final review and approval.

- Director Kahn welcomed Mrs. Tarazi as a member of the public and expressed his hope that she will soon assume her new post.
- Mrs. Tarazi introduced herself and provided a brief professional background.

#### **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 Tate stated that it was a very strong panel of candidates for the new Personnel Commissioner; however, Mrs. Tarazi stood out as the best candidate for the position.
- Commissioner Robinson welcomed Mrs. Tarazi expressing her gratitude for Mrs. Tarazi's commitment to serve the District in the near future.

#### **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
  - Mr. Mock, Chief Steward, welcomed Mrs. Tarazi to the District.
  - Mr. Mock informed the Personnel Commission about SEIU's initiatives and role in the District's plan for school re-opening and support for financial compensation, "hero pay," for essential workers during the pandemic.
  - Mr. Mock updated the Personnel Commission on SEIU's encouragement for classified employees to get vaccinated against covid-19.

Board of Education Report

- Dr. Kelly updated the Personnel Commission on District's plan to re-open schools. The District administration came to an agreement with CTA in regards to resuming in-person instruction implementing a hybrid model for elementary school students after Spring Break.
- Dr. Kelly explained challenges the District is facing with re-opening of secondary schools since students do not stay in the same classes like in the elementary schools.
- Dr. Kelly informed the Personnel Commission about the District's outreach in assisting staff to get vaccinated by partnering with St. John's Providence medical center in Santa Monica.

#### **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> |
|---------------------------|--------------------|
| Sports Facility Attendant | 4                  |

| <u>List Extension</u> (§6.1.3: <i>Duration of Eligibility Lists</i> ) | <u># Eligibles</u> |
|---|--------------------|
| Sports Facility Attendant   | 2                  |

C.02 Advanced Step Placement:

Gretchen Becherer in the classification of Elementary Library Coordinator at Range A-28 Step D

C.03 Advanced Step Placement:

Haley Bersche in the classification of Instructional Assistant - Classroom at Range A-20 Step E

C.04 Advanced Step Placement:

Michelle Mansfield in the classification of Instructional Assistant - Bilingual at Range A-22 Step D

C.05 Advanced Step Placement:

Elizabeth Sotoj in the classification of Instructional Assistant - Classroom at Range A-20 Step D

C.06 Advanced Step Placement:

Ryan Webster in the classification of Paraeducator-3 at Range A-28 Step B

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

| <b>Commissioner</b> | <b>M</b> | <b>S</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>ABSENT</b> |
|---------------------|----------|----------|------------|-----------|----------------|---------------|
| Lauren Robinson     |          | ✓        | ✓          |           |                |               |
| Phillip Tate        | ✓        |          | ✓          |           |                |               |
| vacant              |          |          |            |           |                |               |

## REPORT AND DISCUSSION

- None

### III. ACTION ITEMS:

These items are presented for ACTION at this time.

#### A.01 Salary Reallocation:

Assistant Director, Fiscal Services within the Business 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 |   | ✓ | ✓   |    |         |        |
| Phillip Tate    | ✓ |   | ✓   |    |         |        |
| vacant          |   |   |     |    |         |        |

## REPORT AND DISCUSSION

- Director Kahn provided a brief background for the salary reallocation.
- In anticipation of an upcoming recruitment, Personnel Commission staff reviewed the salary allocation in order to keep internal alignment of classifications within the same job family.
- This classification was revised in October 2019, but no salary review or adjustment occurred at that time. There were challenges with the recruitment due to uncompetitive salary.
- Staff analyzed the increase in compensation between their equivalent of Assistant Director and Director of Fiscal Services in several school districts in Los Angeles County. In addition to the external data, staff compared the relationship between various SMMUSD directors and their respective lower level management classifications in order to see if the relationship between the Assistant Director and Director of Fiscal Services is internally aligned.
- Dr. Kelly and Ms. Canady, Assistant Superintendent, Business, and Fiscal Services, provided input on recommended allocation.
- Mr. Cruz, Director of Fiscal and Business Services, provided a brief historical context that led to the request for salary reallocation.

### IV. COMMISSIONER TRAINING/BRIEFING:

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

#### B.01 Briefing:

2020-2021 Second Interim Fiscal Report

- Mr. Cruz provided a detailed overview of the 2020-2021 District Second Interim Report. The report contained the District's financial position as of January 31, 2021, displaying the Adopted Budget, the First and Second Interim Budgets, 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. The Second Interim Report is submitted to the Los Angeles County Office of Education with a positive certification. The District will be able to meet its obligations in the current and next two (2) fiscal years.

**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.

- None

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
  - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - February 18, 2021
  - March 4, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - February 18, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2020 - 2021
- I.06 Board of Education Meeting Schedule
  - 2020 – 2021

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

| <b>Subject</b>                              | <b>Action Steps</b>                | <b>Tentative Date</b> |
|---|------------------------------------|-----------------------|
| Preliminary Budget - Fiscal Year 2021-2022  | First Reading                      | April 14, 2021        |
| Adoption of Budget - Fiscal Year 2021-2022  | Second Reading                     | May 12, 2021          |
| Tucker Eligibility                          | Commissioner Training/<br>Briefing | May 12, 2021          |
| Classified Employees Appreciation Reception |                                    | May 2021              |

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, April 14, 2021, at 4:30 p.m. – *via Zoom*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

- **None**

**X. CLOSED SESSION:**

- **No Closed Session**

**XI. ADJOURNMENT:**

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

**It was moved and seconded to adjourn the meeting.**

| <b>Commissioner</b> | <b>M</b> | <b>S</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>ABSENT</b> |
|---------------------|----------|----------|------------|-----------|----------------|---------------|
| Lauren Robinson     |          | ✓        | ✓          |           |                |               |
| Phillip Tate        | ✓        |          | ✓          |           |                |               |
| vacant              |          |          |            |           |                |               |

**TIME ADJOURNED: 5:50 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.

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## II. Consent Calendar:

| Commissioner    | M | S |  | Yes | No | Abstain | ABSENT |
|-----------------|---|---|--|-----|----|---------|--------|
| Lauren Robinson |   |   |  |     |    |         |        |
| Phillip Tate    |   |   |  |     |    |         |        |
| vacant          |   |   |  |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, April 21, 2021

**AGENDA ITEM NO: II.C.02**

SUBJECT: Advanced Step Placement – Maria Arzola

Hire Date: 03/16/2021

ASP Request Submitted: 04/05/2021

**BACKGROUND INFORMATION:**

|  |  |  |
|--|--|--|
| <b>Classification Title:</b><br>Paraeducator-3   | <b>Employee:</b><br>Maria Arzola   | <b>Calculation of Advanced Step Recommendation</b>   |
| <p><b><u>Education:</u></b><br/>Must have a high school diploma or its recognized equivalent <u>and ONE</u> of the following:</p> <ul style="list-style-type: none"> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree; OR</li> <li>• 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</li> </ul> | <ul style="list-style-type: none"> <li>• Maria Arzola meets education requirement.</li> </ul>  | <p><b>0</b> level of education above the required level<br/>=<b>0</b> Step Advance</p>                               |
| <p><b><u>EXPERIENCE:</u></b><br/>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"> <li>• Maria Azola has over four and a half years of experience working with students with special needs.</li> </ul> | <p><b>2</b> (2-year periods) of experience above the required level<br/>=<b>2</b> Step Advance<br/>(Max allowed)</p> |
| <p><b>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b></p>  |  |  |

**DIRECTOR'S COMMENTS:**

Ms. Arzola's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step C is \$19.49/hour.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Maria Azola at Range A-28, 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 |   |   |     |    |         |        |
| Phillip Tate    |   |   |     |    |         |        |
| Vacant          |   |   |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, April 21, 2021

**AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Gutierrez Torres, Filiberto

Hire Date: 3/23/2021

ASP Request Submitted: 3/29/2021

**BACKGROUND INFORMATION:**

|   |   |  |
|---|---|--|
| <b>Classification Title:</b><br>Bus Driver  | <b>Employee:</b><br>Filiberto Gutierrez Torres  | <b>Calculation of Advanced Step Recommendation</b>                                   |
| <b>Education:</b> <ul style="list-style-type: none"> <li>Educational attainment equivalent to a high school diploma or its recognized equivalent</li> </ul> | <ul style="list-style-type: none"> <li>Filiberto Gutierrez Torres has an associate's degree in Business</li> </ul>  | 1 level of education above the required level<br>= <b>1 Step Advance</b>             |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>Six (6) months of experience in the operation of a school bus in the United States</li> </ul>     | <ul style="list-style-type: none"> <li>Filiberto Gutierrez Torres has 2 years 3 months of experience in the operation of a school bus in the United States</li> </ul> | 1 (2-year periods) of experience above the required level<br>= <b>1 Step Advance</b> |
| <b>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</b>  |   |  |

**DIRECTOR'S COMMENTS:**

Filiberto Gutierrez Torres's educational and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-32 at Step C is \$21.50/hour is recommended.

**DIRECTOR'S RECOMMENDATION:**

It is not recommended that the Personnel Commission approve Advanced Step Placement for Filiberto Gutierrez Torres at Range A-32 Advanced Step 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 |   |   |     |    |         |        |
| Phillip Tate    |   |   |     |    |         |        |
| Vacant          |   |   |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, April 21, 2021

**AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Seiden, Abbey T.

Hire Date: 3/15/2021

ASP Request Submitted: 3/21/2021

**BACKGROUND INFORMATION:**

|   |  |   |
|---|--|---|
| <b>Classification Title:</b><br>Health Office Specialist  | <b>Employee:</b><br>Abbey T. Seiden  | <b>Calculation of Advanced Step Recommendation</b>  |
| <b>Education:</b> <ul style="list-style-type: none"> <li>Educational attainment equivalent to a high school diploma or its recognized equivalent.</li> </ul>  | <ul style="list-style-type: none"> <li>Abbey T. Seiden has a master's degree in oriental medicine</li> </ul>   | <b>3</b> level of education above the required level<br>$=$ <b>1</b> Step Advance<br>(Max. allowed)             |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>One (1) year of clerical experience including record keeping, data entry, and public contact.</li> </ul> <b>ADDITIONAL REQUIREMENTS/INFORMATION:</b> <ul style="list-style-type: none"> <li>A valid First Aid, CPR, and AED certification.</li> <li>A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required.</li> <li>Experience working within a health care setting is highly desirable.</li> <li>Experience working with school age children in an organized setting is highly desirable.</li> </ul> | <ul style="list-style-type: none"> <li>Abbey T. Seiden has 14 years, 1 month of experience, including record keeping, data entry, and public contact.</li> </ul> | <b>6</b> (2-year periods) of experience above the required level<br>$=$ <b>2</b> Step Advance<br>(Max. allowed) |
| <b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></b>   |  |   |

**DIRECTOR'S COMMENTS:**

Abbey T. Seiden's educational and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 at Step D is \$19.97/hour is recommended.

**DIRECTOR'S RECOMMENDATION:**

It is not recommended that the Personnel Commission approve Advanced Step Placement for Abbey T. Seiden at Range A-27 Advanced Step 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 |   |   |  |     |    |         |        |
| Phillip Tate    |   |   |  |     |    |         |        |
| Vacant          |   |   |  |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, April 21, 2021

**AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Robert Tisherman

Hire Date: 03/01/2021

ASP Request Submitted: 04/07/2021

**BACKGROUND INFORMATION:**

|  |   |   |
|--|---|---|
| <b>Classification Title:</b><br>Director, Risk Management  | <b>Employee:</b><br>Robert Tisherman  | <b>Calculation of Advanced Step Recommendation</b>  |
| <b><u>EDUCATION:</u></b><br>A bachelor's degree in business administration, public administration, human resources, risk management, insurance studies or other fields closely related to the job requirements of this classification, from an institution of higher learning recognized by the Council of Higher Education Accreditation. | <ul style="list-style-type: none"> <li>Robert Tisherman meets the education requirement. He has a bachelor's degree in Business Administration.</li> </ul>  | <p>0 education above the required level<br/>= <b>0 Step Advance</b></p>   |
| <b><u>EXPERIENCE:</u></b><br>Three years (3) of experience in the administration of risk management programs including worker's compensation and property & liability.   | <ul style="list-style-type: none"> <li>Robert Tisherman exceeds the experience requirement. He has 15+ years' experience in the administration of risk management programs including worker's compensation and property &amp; liability.</li> </ul> | <p>2+ (3-year periods) of experience above the required level<br/>= <b>2 Step Advance</b><br/>(Max allowed)</p> |
|  |   | <p><b>Other:</b><br/>Less than three (3) ranks on a list<br/>= <b>1 Step Advance</b><br/>(Max allowed)</p>      |
| <p><b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) + 1 (Other) = 3 Advanced Step = STEP D</u></b></p>   |   |   |

**DIRECTOR'S COMMENTS:**

Robert Tisherman's experience exceeds the minimum requirement specified for this classification and was selected from a list with less than three candidates. Pay rate at salary Range M-61 at Step A is \$ \$8,241 monthly, while Step D is \$9,558 monthly.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Robert Tisherman at Range M-61, Step D on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

| Commissioner    | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson |   |   |     |    |         |        |
| Phillip Tate    |   |   |     |    |         |        |
| Vacant          |   |   |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, April 21, 2021

**AGENDA ITEM NO: II.C.06**

SUBJECT: Advanced Step Placement – Walter Wilson

Hire Date: 03/16/2021

ASP Request Submitted: 04/05/2021

**BACKGROUND INFORMATION:**

|   |   |   |
|---|---|---|
| <b>Classification Title:</b><br>Paraeducator-3  | <b>Employee:</b><br>Walter Wilson   | <b>Calculation of Advanced Step Recommendation</b>  |
| <p><b><u>Education:</u></b><br/>Must have a high school diploma or its recognized equivalent <u>and</u> <b>ONE</b> of the following:</p> <ul style="list-style-type: none"> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree; OR</li> <li>• 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</li> </ul> | <ul style="list-style-type: none"> <li>• Walter Wilson has a Bachelor's degree in Recreation Sports and Tourism Management.</li> </ul>                    | <p>1 level of education above the required level<br/>= <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span></p>             |
| <p><b><u>EXPERIENCE:</u></b><br/>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"> <li>• Walter Wilson has over three and a half years of experience working with students with special needs.</li> </ul> | <p>1 (2-year periods) of experience above the required level<br/>= <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span></p> |
| <p><b>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</b></p>   |   |   |

**DIRECTOR'S COMMENTS:**

Mr. Wilson's education and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step C is \$19.49/hour.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Walter Wilson at Range A-28, 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 |   |   |     |    |         |        |
| Phillip Tate    |   |   |     |    |         |        |
| Vacant          |   |   |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, April 21, 2021

**AGENDA ITEM NO: II.C.07**

SUBJECT: Advanced Step Placement – Young, Sameisha L.

Hire Date: 3/18/2021

ASP Request Submitted: 4/13/2021

**BACKGROUND INFORMATION:**

|   |   |   |
|---|---|---|
| <b>Classification Title:</b><br>Instructional Assistant-Classroom   | <b>Employee:</b><br>Sameisha L. Young   | <b>Calculation of Advanced Step Recommendation</b>  |
| <b><u>Education:</u></b><br>Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> <li>Completed 48 units at an accredited institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>Sameisha L. Young has completed 48 units towards her Arts &amp; Humanities Associate's degree</li> </ul> | <b>0</b> level of education above the required level<br>= <b>0</b> Step Advance             |
| <b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>N/A</li> </ul>   | <ul style="list-style-type: none"> <li>N/A</li> </ul>   | <b>0</b> (2-year periods) of experience above the required level<br>= <b>0</b> Step Advance |
| <b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 0 (Education) + 0 (Experience) = 0 Advanced Step = Step B</b>  |   |   |

**DIRECTOR'S COMMENTS:**

Sameisha L. Young's educational and work experience meet the minimum requirements specified for this classification. Pay rate at salary Range A-20 begins on Step B due to Step A (\$14.54) being below City of Santa Monica's minimum wage of \$15.00 as of July 01, 2020.

**DIRECTOR'S RECOMMENDATION:**

It is not recommended that the Personnel Commission approve Advanced Step Placement for Sameisha L. Young at Range A-20 Advanced Step 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 |   |   |     |    |         |        |
| Phillip Tate    |   |   |     |    |         |        |
| Vacant          |   |   |     |    |         |        |

#### 12.2.4 SALARY ON EMPLOYMENT

- B. 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 Personnel Commission.

## 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.

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### III. Action Items:

| Commissioner    | M | S |  | Yes | No | Abstain | ABSENT |
|-----------------|---|---|--|-----|----|---------|--------|
| Lauren Robinson |   |   |  |     |    |         |        |
| Phillip Tate    |   |   |  |     |    |         |        |
| vacant          |   |   |  |     |    |         |        |



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, April 21, 2021**

**AGENDA ITEM NO: III.A.01**

Classification Description Revision: Theater Operations Supervisor

**BACKGROUND INFORMATION:**

Theater Operations Supervisor is currently vacant and a recruitment is anticipated. The class spec was recently revised in March 2020. Role of classification has expanded beyond theater operations and includes general events as well as an increased focus on promoting use of facilities and overseeing permit process for production companies.

**METHODOLOGY:**

Staff conducted the following activities:

- Met with Manager, Facility Use to review class spec
- Distributed proposed revisions to the Manager, Facility Use and Chief Operations Officer for review

**ANALYSIS & FINDINGS:**

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

- Change name from Theater Operations Supervisor to Event Operations Supervisor
- Adjust formatting and tense of duties to be consistent with other class specs
- Clarify duties related to permitting
- Clarify duties related to assisting production companies and event organizers
- Include duty and knowledge related to bookkeeping

**DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends 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 |   |   |  |     |    |         |        |
| Phillip Tate    |   |   |  |     |    |         |        |
| Vacant          |   |   |  |     |    |         |        |



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

## **THEATER EVENT 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**

- ~~Solicits and promotes permitted contracts~~ **use of District sites and facilities for special events and** 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~~ **Assists production companies and event organizers with matters including, but not limited to, the permitting process, location scouting, staffing, rentals, and event management**
- **Oversees, monitors, and ensures compliance of permitting and location agreements**
- **Maintains and reconciles financial records related to expenditures and revenue**
- Provides supplemental theater production, operation and event support as needed
- Provides recommendations on capital improvement projects relating to theater and event operations
- Visits district sites to ensure quality standards of event production and client satisfaction are met
- Resolves issues related to theater production, facility use, and resource allocation

- Reads, interprets, and develops written safety guidelines in accordance with safety regulations, municipal codes, district policies, and industry best practices
- Monitors and updates master event calendar of district-wide facility use and maintenance projects
- Generates and maintains 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~~ **Inspects District sites and facilities for damage and safety risks**
- **Schedules routine maintenance and coordinates repairs of District sites and facilities**
- Establishes goals, objectives, and productivity standards for staff
- Selects, trains, and evaluates staff
- Participate **Coordinates, conducts, and attends** in a variety of District, community, and civic meetings
- Performs 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**

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

## **JOB REQUIREMENTS**

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### **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 bookkeeping**
- 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:***

***March 11, 2020***

***PROPOSED: April 21, 2021***



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: Non-Represented

## **EVENT 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**

---

- Solicits and promotes use of District sites and facilities for special events and theater and film production
- Assists production companies and event organizers with matters including, but not limited to, the permitting process, location scouting, staffing, rentals, and event management
- Oversees, monitors, and ensures compliance of permitting and location agreements
- Maintains and reconciles financial records related to expenditures and revenue
- Provides supplemental theater production, operation and event support as needed
- Provides recommendations on capital improvement projects relating to theater and event operations
- Visits district sites to ensure quality standards of event production and client satisfaction are met
- Resolves issues related to theater production, facility use, and resource allocation
- Reads, interprets, and develops written safety guidelines in accordance with safety regulations, municipal codes, district policies, and industry best practices
- Monitors and updates master event calendar of district-wide facility use and maintenance projects
- Generates and maintains accurate records and files and prepare reports, safety guidelines, correspondence, and other written materials related to facility use

- Inspects District sites and facilities for damage and safety risks
- Schedules routine maintenance and coordinates repairs of District sites and facilities
- Establishes goals, objectives, and productivity standards for staff
- Selects, trains, and evaluates staff
- Coordinates, conducts, and attends a variety of meetings
- Performs related duties as assigned

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

## **SUPERVISION**

---

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

## **JOB REQUIREMENTS**

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### **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 bookkeeping
- 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:***

***March 11, 2020***

***PROPOSED: April 21, 2021***

DRAFT



## PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 21, 2021

### **AGENDA ITEM NO: III.A.02**

Establish New Classification & Specification: Manager, Sustainability

### **BACKGROUND INFORMATION:**

The District adopted the Districtwide Plan for Sustainability on March 21st 2019. The plan is organized into categories: climate, solid waste, water, transportation, food, nutrition and wellness, energy and renewables, and education and engagement. The plan establishes a framework for assessment and progress on each focus area by documenting baseline conditions, establishing key goals and performance indicators, highlighting current initiatives and best practices, recommending improvement strategies, and anticipating project costs and funding mechanisms. A recommendation from the plan is to establish the Sustainability Department with full-time staff dedicated to implementing the plan.

### **METHODOLOGY:**

Staff conducted the following activities:

- Discussed the classification's role and responsibilities with the Chief Operations Officer
- Reviewed other classifications within district to ensure internal alignment based on complexity, knowledge, scope and effect, and minimum qualifications
- Distributed the proposed classification specification to the Chief Operations Officer for review and feedback

### **ANALYSIS & FINDINGS:**

In analyzing the scope of work, functions of the job, and level of responsibility, staff determined that it is justified to establish a new classification of Manager, Sustainability to reflect the required knowledge, skills, competencies, and responsibilities needed to perform the essential functions of this position.

A review of other classifications within the district was conducted to determine which were most similar for evaluating internal alignment. Based on complexity, knowledge, and scope and effect, the internal classifications determined to be aligned with the proposed new classification are:

| <b>Division</b>                   | <b>Classification</b>                        | <b>Range</b> | <b>Monthly Salary</b> |
|-----------------------------------|--|--------------|-----------------------|
| Facility Services                 | Manager, Facility Use                        | 52           | \$6,599 - \$8,041     |
| Operations: Buildings and Grounds | Manager, Buildings & Grounds                 | 52           | \$6,599 - \$8,041     |
| Facility Services                 | Manager, Sustainability<br><b>(Proposed)</b> | 52           | \$6,599 - \$8,041     |

### **DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the following:

1. Establish the classification of Manager, Sustainability

2. Place the classification of Manager, Sustainability on range 52 of the management salary schedule (\$6,599 - \$8,041)
3. Designate the classification of Manager, Sustainability as FLSA Exempt
4. Adopt the classification specification for Manager, Sustainability

| <b>Commissioner</b> | <b>M</b> | <b>S</b> |  | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>ABSENT</b> |
|---------------------|----------|----------|--|------------|-----------|----------------|---------------|
| Lauren Robinson     |          |          |  |            |           |                |               |
| Phillip Tate        |          |          |  |            |           |                |               |
| Vacant              |          |          |  |            |           |                |               |



## **MANAGER, SUSTAINABILITY**

### **BASIC FUNCTION**

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Under administrative direction, plans, coordinates, administers, and evaluates District's sustainability plan and projects related to renewable energy, conservation, and green building.

### **MINIMUM QUALIFICATIONS**

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#### ***EDUCATION:***

A bachelor's degree in environmental studies, urban planning, construction management, architecture, engineering, energy management, business administration, public administration or other fields closely related to the job requirements of this classification, from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

**Or**

A LEED AP credential, sustainability related certificate from an institution of higher learning recognized by the Council of Higher Education Accreditation's extension program, or other industry recognized and reputable sustainability related certification.

#### ***EXPERIENCE:***

Three (3) years of experience managing projects, which includes managing timelines and budgets, in sustainability, conservation, or a related field, including one (1) year of lead experience. Lead experience may be, but need not be, acquired concurrently.

#### ***ADDITIONAL REQUIREMENTS/INFORMATION:***

A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required. Experience coordinating, analyzing, and evaluating sustainability related programs and/or projects is highly desirable. Professional experience in a public agency is highly desirable. Incumbents may be assigned to work a non-standard workweek and be subject to on-call duty 24 hours, 7 days a week.

### **REPRESENTATIVE DUTIES**

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- Develops, implements, and evaluates policies, procedures, and practices for District's sustainability plan and projects
- Establishes goals, objectives, standards, and specifications for District's sustainability plan and projects
- Supports District staff and stakeholders by identifying and investigating areas of improvement, answering questions, and providing guidance on implementing sustainability principles and practices
- Collects data, updates records, and prepares reports on sustainability matters including, but not limited to, water, waste, and energy usage
- Conducts work and construction site inspections to evaluate compliance to plans, specifications, and code requirements
- Plans, monitors, and tracks expenditures and budgets related to sustainability plan and projects

- Researches, monitors, writes, and manages grant application processes to secure new funding for sustainability projects from private, county, state, and federal sources
- Serves as liaison between District and outside agencies to generate support and develop partnerships
- Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices
- Evaluates performance of consultants and/or vendors to ensure compliance with established guidelines, policies, specifications, goals, and objectives
- Composes and distributes informational material to the general public related to District's sustainability plan
- Composes and distributes informational material to District staff related to new and/or revised laws, regulations, processes, and procedures
- Develops and revises guides, manuals, and related sustainability plan documents
- Plans, coordinates, and conducts presentations, workshops, committees, and trainings related to sustainability efforts for District staff and external stakeholders
- Represents District's sustainability interests at functions including, but not limited to, conferences, Board meetings, workshops, and committees
- Selects, trains, evaluates, and supervises staff
- Performs related duties as assigned

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

## **SUPERVISION**

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Administrative direction is received from the Chief Operations Officer. Supervision is exercised over operational support, technical, and clerical staff.

## **JOB REQUIREMENTS**

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### **KNOWLEDGE:**

- Federal, state, and local laws, codes, and regulations pertaining to sustainability, renewable energy, and green building
- Federal, state, and local laws, codes, and regulations pertaining to building construction, maintenance, and public safety
- Principles, practices and trends in sustainability, renewable energy, and conservation
- Principles of construction, engineering, and building plans and specifications
- Principles and practices of budget management
- Principles, practices, and techniques of acquiring grants, joint ventures, and endowments
- Principles and practices of instruction, training, and group facilitation
- Principles and terminology of employment laws, codes, and regulations
- Principles and practices of employee supervision and evaluation
- Word processing, spreadsheet, and record management software

### **CORE COMPETENCIES:**

- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations

- Professional & Technical Expertise – Applying technical subject matter to the job
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Writing – Communicating effectively in writing
- Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Innovation – Imagining and devising new and better ways of doing things
- Presentation Skill – Formally delivering information to groups

## **WORKING CONDITIONS**

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### ***ENVIRONMENT:***

The work involves moderate risks or discomforts that require special safety precautions. Will be temporarily exposed to outdoor weather conditions when moving between buildings and sites. Will be temporarily exposed to irritants such as dust while at a construction site. Frequently works in an indoor, climate-controlled environment. Requires frequent travel by car.

### ***PHYSICAL DEMANDS:***

The work requires some physical exertion. Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Uses near visual acuity at 20 inches or less to inspect projects and operate a computer. Uses far visual acuity at 20 feet or more to observe construction and maintenance. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces. Grasps and grips in order to lift and carry objects up to 25 pounds unassisted to move signage and e-waste bins between sites.

### ***CLASSIFICATION ESTABLISHED: PROPOSED April 21, 2021***

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**IV. Commissioner Training/Briefing:**

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**V. Discussion Items:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, April 21, 2021**

#### **AGENDA ITEM NO: V.D.01**

SUBJECT: Proposed Budget – Personnel Commission FY 2021-2022 – First Reading

#### **BACKGROUND INFORMATION:**

Attached is the Personnel Commission's FY 2021-2022 proposed budget for a first reading. In accordance with Education Code Section §45253, "the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district." The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2021.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 12, 2021.

Attached to this item is a document that contains information on the budget approval and adoption process, the role and authority of the Personnel Commission and Board of Education, and references to Ed Code and the Merit Rules.

## 2021-2022 Personnel Commission Proposed Budget

| Object Code                                | Expenditure by Object              | 2019-2020             |                        | 2020-2021             |                       | 2021-2022               | Change from 20-21 Proposed \$+/- |
|--|------------------------------------|-----------------------|------------------------|-----------------------|-----------------------|-------------------------|----------------------------------|
|  |                                    | Budget (dollars only) | Actuals (dollars only) | Budget (dollars only) | Actuals as of 4/06/21 | Proposed (dollars only) |                                  |
| <b>2000</b>                                | <b>Classified Salaries</b>         | <b>414,669</b>        | <b>413,925</b>         | <b>435,577</b>        | <b>325,953</b>        | <b>444,492</b>          | <b>8,915</b>                     |
| 2314                                       | Director                           | 116,593               | 112,465                | 123,032               | 92,150                | 129,190                 | 6,158                            |
| 2317                                       | Supervisors (Analyst)              | 79,420                | 79,626                 | 89,367                | 67,025                | 89,367                  | 0                                |
| 2319                                       | Commission Members (3)             | 1,800                 | 1,350                  | 1,800                 | 800                   | 1,800                   | 0                                |
| 2410                                       | HR Technicians/Admin. Assistant    | 216,856               | 220,484                | 221,378               | 165,979               | 223,635                 | 2,257                            |
| 2430                                       | Clerical Hourly                    | 0                     | 0                      | 0                     | 0                     | 500                     | 500                              |
| 2460                                       | Clerical Sub                       | 0                     | 0                      | 0                     | 0                     | 0                       | 0                                |
| <b>3000</b>                                | <b>Employee Benefits</b>           | <b>212,224</b>        | <b>211,058</b>         | <b>224,212</b>        | <b>171,460</b>        | <b>245,838</b>          | <b>21,626</b>                    |
| 3212                                       | Public Employee Retirement System  | 81,422                | 80,193                 | 90,103                | 67,281                | 101,819                 | 11,716                           |
| 3312                                       | Social Security                    | 25,599                | 25,782                 | 26,895                | 19,778                | 27,447                  | 552                              |
| 3332                                       | Medicare                           | 6,014                 | 6,030                  | 6,317                 | 4,626                 | 6,446                   | 129                              |
| 3412                                       | Health/Welfare                     | 76,296                | 76,204                 | 76,676                | 61,656                | 80,165                  | 3,489                            |
| 3512                                       | Unemployment Insurance             | 208                   | 208                    | 218                   | 160                   | 5,468                   | 5,250                            |
| 3612                                       | Workers Compensation               | 17,500                | 17,468                 | 18,557                | 13,886                | 18,936                  | 379                              |
| 3712                                       | Other Post-Employment Benefits     | 5,185                 | 5,174                  | 5,446                 | 4,074                 | 5,557                   | 111                              |
| 3912                                       | Cash in Lieu                       | 0                     | 0                      | 0                     | 0                     | 0                       | 0                                |
| <b>4000</b>                                | <b>Supplies and Equipment</b>      | <b>11,500</b>         | <b>7,911</b>           | <b>11,981</b>         | <b>515</b>            | <b>8,500</b>            | <b>(3,481)</b>                   |
| 4310                                       | General Supplies and Materials     | 6,000                 | 2,463                  | 2,000                 | 515                   | 5,000                   | 3,000                            |
| 4400                                       | Non-Capitalized Equipment          | 5,500                 | 5,449                  | 9,981                 | 0                     | 3,500                   | (6,481)                          |
| <b>5000</b>                                | <b>Operating Expenses</b>          | <b>18,600</b>         | <b>16,993</b>          | <b>20,615</b>         | <b>11,551</b>         | <b>24,096</b>           | <b>3,481</b>                     |
| 5210                                       | Mileage Reimbursement              | 200                   | 120                    | 0                     | 0                     | 200                     | 200                              |
| 5220                                       | Conference/Travel Expense          | 0                     | 0                      | 0                     | 0                     | 500                     | 500                              |
| 5300                                       | Dues and Memberships               | 2,350                 | 2,300                  | 1,500                 | 0                     | 1,500                   | 0                                |
| 5640                                       | Repair by Vendor                   | 0                     | 0                      | 0                     | 0                     | 0                       | 0                                |
| 5650                                       | Maintenance Agreement              | 1,200                 | 936                    | 700                   | 415                   | 1,200                   | 500                              |
| 5710                                       | Direct Cost Transfer-Intrafund     | 0                     | 487                    | 115                   | 15                    | 250                     | 135                              |
| 5802                                       | Independent Contractors/Consultant | 100                   | 0                      | 0                     | 0                     | 0                       | 0                                |
| 5810                                       | Advertising                        | 0                     | 0                      | 300                   | 0                     | 1,000                   | 700                              |
| 5890                                       | Other Operating Expenses           | 14,700                | 13,150                 | 18,000                | 11,121                | 19,446                  | 1,446                            |
| 5910                                       | Postage for Mail                   | 50                    | 0                      | 0                     | 0                     | 0                       | 0                                |
| <b>6000</b>                                | <b>Equipment</b>                   | <b>0</b>              | <b>0</b>               | <b>0</b>              | <b>0</b>              | <b>0</b>                | <b>0</b>                         |
| <b>2000-3000 Subtotal</b>                  |                                    | <b>626,893</b>        | <b>624,983</b>         | <b>659,789</b>        | <b>497,413</b>        | <b>690,330</b>          | <b>30,541</b>                    |
| <b>4000-6000 Subtotal</b>                  |                                    | <b>30,100</b>         | <b>24,904</b>          | <b>32,596</b>         | <b>12,066</b>         | <b>32,596</b>           | <b>0</b>                         |
| <b>TOTAL</b>                               |                                    | <b>656,993</b>        | <b>649,887</b>         | <b>692,385</b>        | <b>509,479</b>        | <b>722,926</b>          | <b>30,541</b>                    |
| Approx. % Change In Budget From Prior Year |                                    | -2.73%                |                        | 5.11%                 |                       | 4.41%                   |                                  |



# PERSONNEL COMMISSION

## *Merit System Workshop*

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

### Procedure for PC Budget Approval at SMMUSD

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

*SEE LEGAL BREAKDOWN ON FOLLOWING PAGE*

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

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**VI. Information Items:**

## Open Requisitions (04/01/21)

| Req Number | Req Title                                   | Department                  | Position Type | FTE   |
|------------|---|-----------------------------|---------------|-------|
| 19-188     | ADMINISTRATIVE ASSISTANT                    | SANTA MONICA HIGH SCHOOL    | Vac           | 100   |
| 19-206     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | GRANT ELEMENTARY SCHOOL     | Vac           | 37.5  |
| 20-008     | SPORTS FACILITY ATTENDANT                   | BUSINESS SERVICES           | New           | 30    |
| 20-013     | TRANSLATOR/INTERPRETER                      | EDUCATIONAL SERVICES        | New           | 100   |
| 20-035     | TECHNICAL THEATER TECHNICIAN                | BUSINESS SERVICES           | Vac           | 50    |
| 20-036     | TRANSLATOR/INTERPRETER                      | EDUCATIONAL SERVICES        | New           | 100   |
| 20-038     | CUSTODIAN                                   | OLYMPIC HIGH SCHOOL         | Vac           | 62.5  |
| 20-068     | ASSISTANT DIRECTOR-FISCAL SERVICES          | FISCAL SERVICES             | Vac           | 100   |
| 20-082     | GARDENER                                    | OPERATIONS                  | Vac           | 100   |
| 20-104     | THEATER OPERATIONS SUPERVISOR               | BUSINESS SERVICES           | Vac           | 100   |
| 20-108     | TECHNICAL THEATER TECHNICIAN                | BUSINESS SERVICES           | Vac           | 100   |
| 20-125     | INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH) | EDISON LANGUAGE ACADEMY     | Vac           | 43.75 |
| 20-140     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | GRANT ELEMENTARY SCHOOL     | Vac           | 37.5  |
| 20-143     | INSTRUCTIONAL ASSISTANT-MUSIC               | SANTA MONICA HIGH SCHOOL    | Vac           | 37.5  |
| 20-152     | SENIOR OFFICE SPECIALIST                    | LINCOLN MIDDLE SCHOOL       | Vac           | 100   |
| 20-156     | CAMPUS MONITOR                              | ROOSEVELT ELEMENTARY SCHOOL | Vac           | 15    |
| 20-162     | ADMINISTRATIVE ASSISTANT                    | JOHN MUIR ELEMENTARY SCHOOL | Vac           | 100   |
| 20-163     | ADMINISTRATIVE ASSISTANT                    | OPERATIONS                  | Vac           | 100   |
| 20-166     | RISK MANAGER                                | BUSINESS SERVICES           | New           | 100   |
| 21-003     | BUYER                                       | PURCHASING/WAREHOUSE        | Vac           | 100   |
| 21-004     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | GRANT ELEMENTARY SCHOOL     | Vac           | 37.5  |
| 21-015     | CREDENTIAL ANALYST                          | HUMAN RESOURCES             | Vac           | 100   |
| 21-025     | INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH) | SANTA MONICA HIGH SCHOOL    | Vac           | 43.75 |
| 21-026     | CAMPUS MONITOR                              | MCKINLEY ELEMENTARY SCHOOL  | Vac           | 15.63 |
| 21-027     | CUSTODIAN                                   | SANTA MONICA HIGH SCHOOL    | Vac           | 100   |
| 21-028     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | MCKINLEY ELEMENTARY SCHOOL  | Vac           | 31.25 |

|        |  |                                 |     |       |
|--------|--|---------------------------------|-----|-------|
| 21-034 | CAMPUS MONITOR                           | JOHN MUIR ELEMENTARY SCHOOL     | Vac | 18.75 |
| 21-037 | CUSTODIAN                                | OPERATIONS                      | Vac | 62.5  |
| 21-046 | CHILDREN'S CENTER ASSISTANT-3            | CHILD DEVELOPMENT SERVICES      | New | 43.75 |
| 21-051 | INSTRUCTIONAL ASSISTANT-<br>CLASSROOM    | WEBSTER ELEMENTARY SCHOOL       | Vac | 37.5  |
| 21-054 | BILINGUAL COMMUNITY LIAISON<br>(SPANISH) | EDISON LANGUAGE ACADEMY         | Vac | 100   |
| 21-055 | BUS DRIVER                               | TRANSPORTATION                  | Vac | 87.5  |
| 21-057 | COMMUNICATIONS SPECIALIST                | BUSINESS SERVICES               | Vac | 100   |
| 21-058 | SENIOR ADMINISTRATIVE<br>ASSISTANT       | BUSINESS SERVICES               | Vac | 100   |
| 21-059 | CAMPUS MONITOR                           | JOHN MUIR ELEMENTARY SCHOOL     | Vac | 18.75 |
| 21-062 | BUS DRIVER                               | TRANSPORTATION                  | Vac | 87.5  |
| 21-063 | HEALTH OFFICE SPECIALIST                 | OLYMPIC HIGH SCHOOL             | New | 75    |
| 21-064 | HEALTH OFFICE SPECIALIST                 | WILL ROGERS LEARNING<br>ACADEMY | New | 75    |
| 21-066 | PARAEDUCATOR-1                           | MCKINLEY ELEMENTARY SCHOOL      | Vac | 75    |
| 21-067 | CUSTODIAN                                | JOHN MUIR ELEMENTARY SCHOOL     | Vac | 100   |
| 21-068 | HEALTH OFFICE SPECIALIST                 | JOHN ADAMS MIDDLE SCHOOL        | New | 75    |
| 21-070 | HEALTH OFFICE SPECIALIST                 | LINCOLN MIDDLE SCHOOL           | New | 75    |
| 21-071 | HEALTH OFFICE SPECIALIST                 | MALIBU HIGH SCHOOL              | New | 75    |
| 21-072 | HEALTH OFFICE SPECIALIST                 | JOHN MUIR ELEMENTARY SCHOOL     | New | 75    |
| 21-073 | HEALTH OFFICE SPECIALIST                 | WEBSTER ELEMENTARY SCHOOL       | New | 75    |
| 21-074 | CAFETERIA COOK/BAKER                     | FOOD & NUTRITION SERVICES       | Vac | 87.5  |
| 21-075 | SPORTS FACILITY ATTENDANT                | FACILITY USE DEPARTMENT         | Vac | 75    |
| 21-076 | SPORTS FACILITY ATTENDANT                | FACILITY USE DEPARTMENT         | Vac | 62.5  |
| 21-077 | PARAEDUCATOR-1                           | CDS - WILL ROGERS               | Vac | 50    |
| 21-078 | PARAEDUCATOR-3                           | JOHN MUIR ELEMENTARY SCHOOL     | Vac | 75    |

**Filled Requisitions (04/01/21)**

|        | Req Title                 | Department              | Date of Accepted Job Offer |
|--------|---------------------------|-------------------------|----------------------------|
| 21-035 | SPORTS FACILITY ATTENDANT | BUSINESS SERVICES       | 3/22/2021                  |
| 21-036 | SPORTS FACILITY ATTENDANT | BUSINESS SERVICES       | 3/19/2021                  |
| 21-065 | HEALTH OFFICE SPECIALIST  | MALIBU HIGH SCHOOL      | 3/9/2021                   |
| 21-069 | HEALTH OFFICE SPECIALIST  | GRANT ELEMENTARY SCHOOL | 3/24/2021                  |

**Classified Personnel – Merit  
3/17/21**

**NEW HIRES**

|  |  | <b><u>EFFECTIVE DATE</u></b> |
|--|--|------------------------------|
| Tisherman, Robert<br>Risk Management   | Director of Risk Management<br>8 Hrs/12 Mo/Range: M-61 Step: A | 3/1/21                       |
| Webster, Ryan<br>Special Ed-Webster ES | Paraeducator-3<br>6 Hrs/SY/Range: 28 Step: A                   | 1/4/21                       |

**RE-EMPLOYMENT**

|  |   | <b><u>EFFECTIVE DATE</u></b> |
|--|---|------------------------------|
| Campos, Mercedes<br>Child Development Services       | Children's Center Assistant-2<br>3.5 Hrs/SY/Range: 20 Step: F | 1/20/21                      |
| Lopez Velasco, Sarah<br>Child Development Services   | Children's Center Assistant-2<br>3.5 Hrs/SY/Range: 20 Step: F | 2/16/21                      |
| Portillo, Christina<br>Child Development Services    | Children's Center Assistant-3<br>3.5 Hrs/SY/Range: 21 Step: F | 2/8/21                       |
| Razon-McMillan, Monica<br>Child Development Services | Children's Center Assistant-2<br>3.5 Hrs/SY/Range: 20 Step: F | 2/16/21                      |
| Rodriguez, Frances<br>Child Development Services     | Children's Center Assistant-3<br>3.5 Hrs/SY/Range: 21 Step: F | 1/27/21                      |

**LIMITED TERM**

|                                   |   | <b><u>EFFECTIVE DATE</u></b> |
|-----------------------------------|---|------------------------------|
| Cortez, Griselda<br>CDS-Grant ES  | Children's Center Assistant-2<br>3.5 Hrs/SY/Range: 20 Step: F | 2/16/21-3/26/21              |
| Ramirez, Armida<br>CDS-Adams MS   | Children's Center Assistant-2<br>3.5 Hrs/SY/Range: 20 Step: F | 2/16/21-3/26/21              |
| Taylor, Christian<br>CDS-Grant ES | Children's Center Assistant-2<br>3.5 Hrs/SY/Range: 20 Step: F | 1/27/21-3/26/21              |

**TEMP/ADDITIONAL ASSIGNMENTS**

|                                |  | <b><u>EFFECTIVE DATE</u></b> |
|--------------------------------|--|------------------------------|
| Vela, Stacy<br>Fiscal Services | Accounting Technician<br>[overtime; accounting projects] | 1/1/21-6/30/21               |

**SUBSTITUTES**

|  |                               | <b><u>EFFECTIVE DATE</u></b> |
|--|-------------------------------|------------------------------|
| Lopez Velasco, Sarah<br>Child Development Services | Children's Center Assistant-2 | 2/1/21                       |
| Portillo, Cristina<br>Child Development Services   | Children's Center Assistant-3 | 2/16/21                      |
| Rodriguez, Frances<br>Child Development Services   | Children's Center Assistant-3 | 2/1/21                       |

**CHANGE IN ASSIGNMENT**

|   |   | <b><u>EFFECTIVE DATE</u></b> |
|---|---|------------------------------|
| Ayala Quintana, Magdalena<br>Roosevelt ES | Health Office Specialist<br>6 Hrs/SY<br>From: 3.5 Hrs/SY/Roosevelt ES | 2/16/21-6/10/21              |

|                                   |   |                 |
|-----------------------------------|---|-----------------|
| Ceron, Gloria<br>CDS-Edison ES    | Children's Center Assistant-2<br>7 Hrs/SY<br>From: 3.5 Hrs/SY/CDS-Edison ES   | 2/23/21-3/26/21 |
| Gonzalez, Cecilia<br>CDS-Grant ES | Children's Center Assistant-2<br>7 Hrs/SY<br>From: 3.5 Hrs/SY/CDS-Grant ES    | 2/8/21-3/26/21  |
| Khodadadi, Shirin<br>Malibu MS    | Health Office Specialist<br>6 Hrs/SY<br>From: 3.5 Hrs/SY/Malibu MS            | 2/8/21-6/11/21  |
| Madsen, Kaitlin<br>Franklin ES    | Health Office Specialist<br>6 Hrs/SY<br>From: 3.5 Hrs/SY/Franklin ES          | 2/8/21-6/11/21  |
| Madsen, Karla<br>Franklin ES      | Health Office Specialist<br>6 Hrs/SY<br>From: 3.5 Hrs/SY/Franklin ES          | 2/8/21-6/11/21  |
| Shih, Jennifer<br>CDS-Franklin ES | Children's Center Assistant-2<br>7 Hrs/SY<br>From: 3.5 Hrs/SY/CDS-Franklin ES | 2/17/21-3/26/21 |
| Winger, Nidra<br>Malibu MS        | Health Office Specialist<br>6 Hrs/SY<br>From: 3.5 Hrs/SY/Malibu MS            | 2/3/21-6/30/21  |

**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

|  |   |                 |
|--|---|-----------------|
| Ajnassian, Carrie<br>Special Ed-Lincoln MS | Paraeducator-1<br>Personal                                | 3/8/21-3/25/21  |
| Berumen, Theodore<br>Purchasing            | Senior Buyer<br>Medical/FMLA/CFRA                         | 2/20/21-3/31/21 |
| Burdick, Barton<br>Grounds                 | Equipment Operator/Sports Facilities<br>Medical/FMLA/CFRA | 3/2/21-4/5/21   |
| Escobar, Victoria<br>FNS-Rogers ES         | Cafeteria Worker II<br>Medical/FMLA/CFRA                  | 2/8/21-2/19/21  |
| Escobar, Victoria<br>FNS-Rogers ES         | Cafeteria Worker II<br>Personal                           | 2/22/21-3/5/21  |
| Holsome, Dorothy<br>FNS-Santa Monica HS    | Cafeteria Worker I<br>Medical/FMLA/CFRA                   | 1/28/21-2/26/21 |
| Vigoren, Jeanne<br>Special Education       | Occupational Therapist<br>CFRA                            | 2/17/21-5/5/21  |

**LEAVE OF ABSENCE (UNPAID)**

**EFFECTIVE DATE**

|                                 |  |                |
|---------------------------------|--|----------------|
| Brown, Roosevelt<br>Maintenance | Director of Maintenance and Operations<br>Personal | 3/1/21-3/31/21 |
|---------------------------------|--|----------------|

**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

|                                  |   |                |
|----------------------------------|---|----------------|
| Campos, Joana<br>Santa Monica HS | Administrative Assistant<br>From: Office Specialist | 1/1/21-6/30/21 |
|----------------------------------|---|----------------|

**RESIGNATION**

Gudiel, Ana  
Special Ed-Roosevelt ES

Paraeducator-1

**EFFECTIVE DATE**

2/9/21

Ortega-Maya, Lisa  
Special Ed-McKinley ES

Paraeducator-1

2/16/21

**Classified Personnel – Non-Merit  
3/17/21**

**COACHING ASSISTANT**

Miller, Richard

Malibu MS/HS

1/1/21-6/30/21

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2020 – 2021**

| <b>Date</b>              | <b>Time</b>      | <b>Location</b> | <b>Notes</b>                                 |
|--------------------------|------------------|-----------------|--|
| <b>2020</b>              |                  |                 |  |
| July 8, 2020             | 4:30 p.m.        | Zoom            |  |
| August 11, 2020          | 4:30 p.m.        | Zoom            |  |
| September 9, 2020        | 4:30 p.m.        | Zoom            |  |
| October 14, 2020         | 4:30 p.m.        | Zoom            |  |
| <b>November 10, 2020</b> | <b>4:30 p.m.</b> | <b>Zoom</b>     | <b>Moved to Tuesday due to Veteran's Day</b> |
| December 9, 2020         | 4:30 p.m.        | Zoom            |  |
| <b>2021</b>              |                  |                 |  |
| January 13, 2021         | 4:30 p.m.        | Zoom            |  |
| February 10, 2021        | 4:30 p.m.        | Zoom            |  |
| March 10, 2021           | 4:30 p.m.        | Zoom            |  |
| April 21, 2021           | 4:30 p.m.        | Zoom            | Budget – First Reading                       |
| May 12, 2021             | 4:30 p.m.        | Zoom            | Budget – Public Hearing and Adoption         |
| June 9, 2021             | 4:30 p.m.        | Zoom            |  |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## School Board Meetings: 2020-2021

Thurs., July 16, 2020 District Office Hybrid  
Thurs., August 13, 2020 District Office A  
Tues., August 25, 2020 District Office Special Meeting  
Thurs., September 3, 2020 District Office A  
Thurs., September 17, 2020 District Office B  
Thurs., October 1, 2020 Malibu A  
Thurs., October 15, 2020 District Office B  
Thurs., November 5, 2020 Malibu A  
Tues., November 17, 2020 District Office Special Meeting  
Thurs., November 19, 2020 District Office B  
Thurs., December 10, 2020 District Office Hybrid  
Thurs., January 14, 2021 District Office Hybrid  
Tues., January 21, 2021 District Office Special Meeting  
Thurs., February 4, 2021 Malibu A  
Thurs., February 18, 2021 District Office B  
Thurs., March 4, 2021 District Office A  
Weds., March 17, 2021 Malibu B  
Weds., March 24, 2021 District Office Special Meeting  
Thurs., April 22, 2021 District Office Hybrid  
Thurs., May 6, 2021 Malibu A  
Thurs., May 20, 2021 District Office B  
Thurs., June 3, 2021 District Office A  
Thurs., June 17, 2021 District Office Special Meeting  
Thurs., June 24, 2021 District Office B

### Meeting Format Structures:

#### Meeting "A"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

#### Meeting "B"

1. Closed Session
2. Consent Calendar
3. Study Session

4. Discussion Items
5. Major Items (as needed)
6. General Public Comments

**Hybrid of "A" and "B"**

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items
9. Major Items
10. Continuation of General Public Comments (if needed)

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## **VII. Personnel Commission Business:**

### **B. 01 Future Items:**

| <b>Subject</b>                              | <b>Action Steps</b>                | <b>Tentative Date</b> |
|---|------------------------------------|-----------------------|
| Adoption of Budget - Fiscal Year 2021-2022  | Second Reading                     | May 12, 2021          |
| Classified Employees Appreciation Reception |                                    | May 12, 2021          |
| Tucker Eligibility                          | Commissioner Training/<br>Briefing | June 9, 2021          |

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**VIII. Next Regular Personnel Commission Meeting:**

Wednesday, May 12, 2021, at 4:30 pm, *via Zoom*

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**IX. Public Comments for Closed Session Items Only:**

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**X. Closed Session:**

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**XI. Adjournment:**