



**PERSONNEL COMMISSION MEETING  
AGENDA**

**August 14, 2019**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, August 14, 2019**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

**I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on August 14, 2019

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson						
Maria Stewart						
Julie Waterstone						

- G.06 Approval of Minutes for Regular Meeting on July 10, 2019

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson						
Maria Stewart						
Julie Waterstone						

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments
- G.11 Personnel Commission Organization –  
Election of Personnel Commission Officers



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**August 14, 2019**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, August 14, 2019**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

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

### **OPEN SESSION**

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

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on August 14, 2019

G.06 Approval of Minutes for Regular Meetings on July 10, 2019

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.

G.11 Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

- a. Nomination of Chair
- b. Nomination of Vice-Chair

**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	2
Cafeteria Worker I	7
Paraeducator-1	7
Paraeducator-2	1
Paraeducator-3	10
Translator/Interpreter	6

- C.02 Advanced Step Placement:  
Jose Gomez in the classification of Gardener at Range A-26 Step C

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:  
Metal Worker within the Maintenance job family
- A.02 Classification Revision:  
Painter within the Maintenance job family
- A.03 Working Out of Class:  
Patsy Herschberger - Administrative Assistant

**IV. 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 No discussion items

**V. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**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. VII.D.2 (for SMMUSD School Board Agenda)
- July 18, 2019
- Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
- August 1, 2019
- I.04 Classified Personnel - Non-Merit Report - No. (for SMMUSD School Board Agenda)
- None
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2019 - 2020
- I.06 Board of Education Meeting Schedule
- 2019 – 2020

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	9/11/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	10/9/19
Merit Rules Revisions Update - Definitions	Discussion	11/13/19

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

Wednesday, September 11, 2019, at 4:30 p.m. - *District Office Board Room*

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

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

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

Submitted by:

\_\_\_\_\_  
Clare Caldera  
Secretary to the Personnel Commission  
Interim 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)

**July 10, 2019**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, July 10, 2019**, at **4:36 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

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

### OPEN SESSION

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

**G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:36 p.m.**

**G.02 Roll Call: Commissioners Robinson and Stewart were present. Commissioner Waterstone was absent due to personal reasons. Commissioner Robinson has been appointed as a chair to lead the meeting in Commissioner Waterstone's absence.**

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

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

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

- **None**

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.05 Motion to Approve Agenda: July 10, 2019**

**It was moved and seconded to approve the agenda as submitted. 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		✓	✓			
Maria Stewart	✓		✓			
Julie Waterstone						✓

**G.06 Motion to Approve Minutes: May 8, 2019**

**It was moved and seconded to approve the minutes as submitted. 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		✓	✓			
Maria Stewart	✓		✓			
Julie Waterstone						✓

**Motion to Approve Minutes: June 13, 2019**

**It was moved and seconded to approve the minutes as submitted. 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	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone						✓

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

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

- General Comments and Updates
  - **Interim Director Caldera stated that the agenda item of working out of class for Ms. Patsy Herschberger has been moved to the next regular Personnel Commission meeting on August 14, 2019, in order to have all three commissioners present.**
  - **Interim Director Caldera announced that the new Director of Classified Personnel, Joshua Kahn, will start on August 12, 2019.**
  - **Interim Director Caldera updated the Personnel Commission on the current recruitments as the Personnel Commission staff is filling vacancies for the next school year.**
  - **Interim Director Caldera introduced Ms. Nichelle Cummings, the new Human Resources Technician, who has replaced Mrs. Rosalee Merrick as she retired on June 30, 2019. Ms. Cummings had previously worked in the Personnel Commission department as a substitute before accepting a permanent Administrative Assistant position at the Special Education department. She will start on July 15, 2019.**

#### **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 Robinson welcomed the new Director of Classified Personnel, Joshua Kahn, to the District.**
- **Commissioner Robinson apologized to Mrs. Herschberger for miscommunication regarding her agenda.**

#### **G.09 Communications:**

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

- SEIU Report
  - **None**
- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's approved budget for the 2019-2020 fiscal year.**
  - **Dr. Kelly updated the Personnel Commission on the District's current certificated recruitments and appointments.**
  - **Dr. Kelly informed the Personnel Commission about the progress of the Cabrillo Elementary School and Point Dume Marine Science School merger. The new school is called Malibu Elementary School.**
  - **Dr. Kelly also informed the Personnel Commission about the District's Project Based Learning program called Michelle and Barak Obama Center for Inquiry and Exploration, located at Olympic High School.**
  - **Dr. Kelly expressed his gratitude to the Personnel Commission staff for their hard work and dedication filling all the vacancies created by the Supplemental Early Retirement Plan.**

#### **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.

- **Ms. Patsy Herschberger and Ms. Keryl Cartee-McNeely made a formal request for all information that is relative to and pertains to Ms. Herschberger's recommendation for reclassification and the Personnel Commission's decision made at the regular Personnel Commission meeting on June 13, 2019.**



**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Campus Monitor	18
Human Resources Technician	11
Paraeducator-1	7
Paraeducator-2	3
Paraeducator-3	4
Physical Activities Specialist	3
Physical Therapist	3
Plumber	4
Site Food Services Coordinator	9
Technology Support Assistant	5

C.02 Advanced Step Placement:

Jesus Benitez in the classification of Facilities Technician at Range A-45 Step D

C.03 Advanced Step Placement:

Ryan Gardner in the classification of Facilities Technician at Range A-45 Step B

C.04 Advanced Step Placement:

Erin Vasquez in the classification of Cafeteria Cook/Baker at Range A-22 Step C

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.04. 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		✓	✓			
Maria Stewart	✓		✓			
Julie Waterstone						✓

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Translator/Interpreter within the Student job family

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as amended to reflect the provided revisions under the representative duties. The motion passed.

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

**REPORT AND DISCUSSION**

- Interim Director Caldera provided a brief background for the revisions. The current incumbent in that position has retired; hence, a new recruitment will be opened to fill this vacancy.
- Commissioner Robinson inquired about the requirement of having a valid Class-C driving license.
- Dr. Kelly provided a rationale for the requirement, as this classification is being expanded beyond the current Special Education department. The incumbent in the new position supporting Educational Services will be required to complete assignments at various school sites.

A.02 New Classification:  
Lead Translator/Interpreter within the Student job family

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 as submitted. The motion passed.

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

**REPORT AND DISCUSSION**

- Interim Director Caldera provided the rationale for establishing this new classification as it will support a community Language Access Unit within the Educational Services department.
- Interim Director Caldera pointed out the differences in duties between Translator/Interpreter and this new classification.

A.03 Salary Allocation: Campus Monitor  
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.03 as submitted. The motion passed.

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

## **REPORT AND DISCUSSION**

- **Interim Director Caldera provided a brief explanation of the need to provide a salary allocation for this classification that was formerly non-merit – Noon Supervision Aide- and has become a part of the classified service as Campus Monitor as of December 12, 2018.**

### **IV. DISCUSSION ITEMS:**

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

- No Discussion

### **V. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

### **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. VIII.D.2 (for SMMUSD School Board Agenda)
  - June 27, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3 (for SMMUSD School Board Agenda)
  - June 27, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2019 - 2020
- I.06 Board of Education Meeting Schedule
  - 2019 – 2020

### **VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	9/11/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	10/9/19
Merit Rules Revisions Update - Definitions	Discussion	11/13/19

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
Wednesday, August 14, 2019, at 4:30 p.m. - *District Office Board Room*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**  
Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of the closed session.

- **None**

**X. CLOSED SESSION:**

- 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		✓	✓			
Maria Stewart	✓		✓			
Julie Waterstone						✓

**TIME ADJOURNED: 5:02 p.m.**

Submitted by:

\_\_\_\_\_  
Clare Caldera  
Secretary to the Personnel Commission  
Interim Director, Classified Personnel

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## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, August 14, 2019

**AGENDA ITEM NO: G.11**

SUBJECT: Personnel Commission Election of Officers

**BACKGROUND INFORMATION:**

Personnel Commission Rule § 2.1.5. – ELECTION OF OFFICERS, states:

- A. The officers of the Personnel Commission shall be designated as Chair and Vice Chair.
- B. At its first meeting in December of each year, the Personnel Commission shall elect one of its members to serve as Chair for the period of one year. A chair may serve more than one term.
- C. At the same time and in the same manner, the Personnel Commission shall elect one of its members to serve as Vice Chair.
- D. The Chair shall be presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice Chair shall preside.

**DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the period from August 1, 2019 through November 30, 2019.

a. Nomination of Chair

Nomination: \_\_\_\_\_

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

b. Nomination of Vice-Chair

Nomination: \_\_\_\_\_

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

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## II. Consent Calendar:

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, August 14, 2019

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

SUBJECT: Advanced Step Placement – Gomez, Jose De Jesus.

Hire Date: 07/09/2019

ASP Request Submitted: 07/16/2019

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Gardener	<b>Employee:</b> Gomez, Jose De Jesus	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>N/A (no education requirement)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	1 level of education above the required level = <b>0</b> Step Advance (Max. allowed = 1)
<b>Experience:</b> <ul style="list-style-type: none"> <li>One (1) year full-time, paid experience in gardening and/or general grounds maintenance work.</li> <li>Any combination of training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.</li> </ul>	Gomez, Jose has over eight (8) years of experience exceeding the minimum requirement as a Maintenance Worker and Maintenance Worker I. exceeds the experience requirement	4 (2-year periods) of experience above the required level = <b>2</b> Step Advance (Max. allowed = 2)
<b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Gomez's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The gross difference in pay is an approximate increase of \$1.69 per hour, \$292.59 per month, or \$2,650.04 per year.

**DIRECTOR'S RECOMMENDATION:**

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

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

#### **RULE 12.2.4.B: SALARY ON EMPLOYMENT**

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



### 16.3 Step Advancement

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

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

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

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

### 16.4 Advanced Step Placement:

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

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

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

### 16.5 Salary on Promotion

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

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

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

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

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### III. Action Items:

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



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, August 14, 2019**

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

Classification Description Revision: Metal Worker

**BACKGROUND INFORMATION:**

The Personnel Analyst worked with the Director, Maintenance and Operations to update the Metal Worker classification description by making minor changes to language and clarifying duty statements. These actions were taken in preparation for an upcoming recruitment, as the former incumbent in the position retired after 10+ years in the position.

**METHODOLOGY:**

In preparing the proposed revisions, staff conducted the following activities:

- Met with the Director, Maintenance and Operations to review the classification description
- Gathered and analyzed similar position descriptions from comparable agencies

**ANALYSIS & FINDINGS:**

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

- The classification description’s format was updated to reflect the most recent standard format used by the SMMUSD Personnel Commission office.
- The requirement of a class “C” driver’s license requirement remains, but it does not have to be from California.
- Other minor changes to the wording of duties, knowledge, and abilities reflect the current requirements of this classification.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Metal Worker classification description as provided.

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 560828  
SALARY RANGE: A-39

## METAL WORKER

### BASIC FUNCTION:

Under general supervision, perform journey-level metal fabrication, welding, and sheet metal ~~and metal fabrication~~ work in the design, support of construction, alteration, repair, and maintenance projects on District buildings, ~~vehicles,~~ facilities, furniture, appliances, ~~and equipment,~~ and gutters.

### MINIMUM QUALIFICATIONS

#### EXPERIENCE:

Three (3) years journey-level experience in metal fabrication and welding ~~experience~~.

#### LICENSES AND OTHER REQUIREMENTS:

Valid Class C California Driver's License license and a good driving record sufficient to ~~and must~~ be insurable by District's carrier.

### REPRESENTATIVE DUTIES:

1. Perform journey-level metal fabrication, welding, and sheet metal work in support of construction, alteration, repair, and maintenance projects on District buildings, facilities, furniture, appliances, equipment, and gutters.
- ~~• Perform journey-level welding and metal fabrication work in the design, construction, alteration, repair and maintenance projects of District buildings, vehicles, facilities, appliances, an equipment.~~
- 1.2. Work from blueprints, rough sketches or instructions to repair worn or damaged fabricated, machined, cast, forged, or welded parts; ~~perform skilled work using an arc welder.~~
- 2.3. Layout, assemble, and weld steel from scratch or existing segments; apply knowledge of property of various metals and applications.
- ~~• Install, repair, and fabricate metal parts such as fences, and playground equipment, gutters, and sheet metal wall panels.~~
- ~~• Repair, modify, and maintain lockers and related equipment; weld and fabricate braces; repair damaged doors, locks, and hinges.~~
- ~~3.4. Operate a variety of specialized equipment and tools.~~
5. Maintain proper supplies to efficiently respond to metal work related work orders.
6. Operate a vehicle to conduct work.
- ~~4. Operate a vehicle; assure proper supplies on work orders requiring metal work.~~
- 5.7. Assist other trades personnel especially on work orders requiring metal work.
- 6.8. Perform 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:**

- Direct supervision is received from the ~~Manager of Maintenance and Construction.~~ ~~Technical and functional supervision is received from the Lead Maintenance Person-~~ Mechanical Trades. Maintenance Supervisor.
- Work supervision may be exercised over assigned Sskilled Maintenance Workers ~~and Maintenance Workers.~~

## **KNOWLEDGE AND ABILITIES**

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### **KNOWLEDGE OF:**

- Materials, tools, and procedures used in performing skilled journey-level maintenance welding and metal fabrication.
- ~~—~~ Metal properties including heat convection, electrical conductance, a
- ~~A~~nd corrosion resistance.
- Electric arc, welding, and fabrication equipment.
- Properties of gases and burning temperatures.
- Skilled welding safety practices and procedures.
- State Building Code and welding requirements pertaining to District
- Safe working methods and practices.

### **ABILITY TO:**

- Utilize electric arc and gas ~~r~~-welding equipment, and other tools associated with metal fabrication.
- Comply with safe welding practices and procedures.
- Operate a vehicle, observing legal and defensive driving practices.
- Establish and maintain cooperative working relationships.
- Plan, organize, and lay out welding and metal fabrication tasks.
- Operate and maintain a variety of specialized equipment, vehicles, and hand and power tools.
- Work from diagrams, blueprints, shop drawings, and sketches.
- Prepare and maintain records and prepare reports s.
- Maintain work pace appropriate to given work load.
- Work independently with minimal supervision.
- Meet schedules and timelines.
- Understand and carry out oral and written instructions.

## **WORKING CONDITIONS:**

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### **ENVIRONMENT:**

Indoor, outdoor, and shop environment; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Climbing ladders; standing for extended periods of time; dexterity of hands and fingers to safely and efficiently operate a variety of specialized welding, hand, and power tools and equipment; heavy physical labor; reaching overhead, above the shoulders, and horizontally to perform welding; standing for extended periods of time; bending at the waist; lifting ~~heavy~~ objects weighing up to 50 pounds; pushing and pulling steel; hearing and speaking to exchange information. Must be able to comply with workplace safety and regulatory requirements, including Occupational Safety and Health Administration (OSHA) regulations.

**HAZARDS:**

Extreme heat and minor burns associated with welding; potential electrical shock; exposure to associated chemicals, including acetone and other cleaning agents; exposure to various fumes, odors, and gases; working on or around machinery having moving parts; in confined spaces; at heights using ladders or scaffolding.

CC

<b>CLASSIFICATION ESTABLISHED:</b>	June 1977
<b>UPDATED:</b>	May 1985
	April 17, 1995
<b>REVISIONS PROPOSED:</b>	August 14, 2019



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, August 14, 2019**

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

Classification Description Revision: Painter

**BACKGROUND INFORMATION:**

The Personnel Analyst worked with the Director, Maintenance and Operations to update the Painter classification description by making minor changes to language and clarifying duty statements. These actions were taken in preparation for an upcoming recruitment.

**METHODOLOGY:**

In preparing the proposed revisions, staff conducted the following activities:

- Met with the Director, Maintenance and Operations to review the classification description
- Gathered and analyzed similar position descriptions from comparable agencies

**ANALYSIS & FINDINGS:**

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

- The classification description’s format was updated to reflect the most recent standard format used by the SMMUSD Personnel Commission office.
- The requirement of a class “C” driver’s license requirement remains, but it does not have to be from California.
- Other minor changes to the wording of duties, knowledge, and abilities reflect the current requirements of this classification.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Painter classification description as provided.

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 560829  
SALARY RANGE: A-37

## PAINTER

### BASIC FUNCTION:

Under general supervision, perform journey-level paint work in support of maintenance, repair, construction, and/or alteration projects on District buildings, facilities, furniture, appliances, and/or equipment. ~~paint, including the preparation of Prepare~~ interior and exterior surfaces; ~~and the mixing and application of apply~~ paints; install glass, wall, and other flooring materials.

### MINIMUM QUALIFICATIONS:

#### EXPERIENCE:

Three years journey-level painting experience.

#### LICENSES AND OTHER REQUIREMENTS:

Valid ~~California Class C~~ Driver's License and a good driving record sufficient to be insurable by the District's carrier.

### REPRESENTATIVE DUTIES:

- ~~1. Wash, strip, scrape, sand and patch holes and cracks and prepare surfaces for painting and finishing.~~
1. Apply paint and other liquid protective or decorative finishes using brushes, rollers, and spray guns on a variety of indoor and outdoor surfaces, including buildings and equipment;
2. Wash, strip, scrape, sand and patch holes and cracks and prepare surfaces for painting and finishing.
3. Operate painting equipment and tools, including utilize sandblasting equipment.
4. Repair, patch and paint damaged drywall and stucco; cover graffiti with coats of paint.
3. Operate a District vehicle to conduct work.
5. \_\_\_\_\_
6. Clean, maintain, and store tools and equipment used; enassure that proper necessary supplies and materials are available to complete work
7. Move items and apply protective coverings and tape to ensure that surrounding areas are protected.
4. orders.



- ~~5.8.~~ Measure, cut, and ~~replace~~ install glass, wall, and ~~other~~ flooring materials.
- ~~6.9.~~ Erect, rig, move, and work from scaffolding, platforms, and extension ladders.
- ~~7.~~ ~~Mix paints to match, blend, harmonize, or contrast with existing colors and in the proper consistencies.~~
- ~~8.~~ Install wall and floor coverings to repair damage from water leaks.
- ~~9.10.~~ ~~Clean, maintain and store tools and equipment used; assure proper supplies and materials are available to complete work orders.~~
- ~~10.~~ Maintain time, labor, and material records and prepare estimates as needed.
- ~~11.~~ ~~Delegate and direct the work of maintenance workers assigned.~~
- Cover graffiti with coats of paint.
- ~~12.11.~~ ~~Operate a District vehicle to conduct work.~~
- ~~13.~~ ~~Remove and cover objects and apply tape and other protective covering to assure that surrounding areas are protected.~~
- ~~14.12.~~ ~~Cover graffiti with coats of paint.~~ Mix paints to match, blend, harmonize, or contrast with existing colors and in the proper consistencies.
- ~~15.~~ ~~Laminate counter tops, bulletin boards, and other materials with vinyl or other materials.~~
- ~~16.13.~~ Perform 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:**

Direct supervision is received from the Manager of Maintenance Supervisor and Construction. ~~Technical and functional supervision is received from the Lead Person- Building Trades.~~

Work supervision may be exercised over assigned Skilled Maintenance Workers ~~or Maintenance Workers as assigned.~~

#### **KNOWLEDGE AND ABILITIES**

##### **KNOWLEDGE OF:**

- Brush, roller, and spray painting practices and procedures.
- Preparation of various surfaces.
- Application of paints and finishes to various surfaces.
- Safety precautions in handling and storage of painting materials.
- Safety procedures pertaining to ladders, rigging, and scaffolds.
- Basic record-keeping techniques and mathematics.

**ABILITY TO:**

- Apply paints and prepare surfaces by hand and power equipment in accordance with industry standards.
- ~~Mix and match colors.~~
- Erect and work from ladders, rigging, and scaffolds.
- Work independently with minimal supervision.
- Meet schedules and timelines.
- Understand and carry out oral and written instructions.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative working relationships.
- Maintain work pace appropriate to given work load.
- ~~Be flexible.~~ Adapt and re-prioritize as situations change.

**WORKING CONDITIONS:**

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**ENVIRONMENT:**

Indoor, outdoor and shop environment; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Standing and walking for extended periods of time; reaching overhead, horizontally, and above the shoulders; dexterity of hands and fingers to safely and efficiently operate painting equipment and tools; lifting and carrying heavy objects weighing up to 50 pounds; pushing and pulling, kneeling, climbing, bending, sitting and crouching. Seeing to mix and match paint colors; climbing ladders and scaffolding; balancing; ~~lifting and carrying heavy objects; standing for extended periods of time; reaching overhead, horizontally, and above the shoulders, kneeling or crouching;; dexterity of hands and fingers to safely and efficiently operate painting equipment and tools;~~ seeing and hearing to exchange information. Must be able to comply with workplace safety and regulatory requirements, including Occupational Safety and Health Administration (OSHA) regulations.

**HAZARDS:**

Working at heights to perform work from ladders, scaffolding and platforms; regular exposure to vapors from paints and solvents, flying particles and dust; potential exposure to toxic fumes and hazardous materials.

**CLASSIFICATION ESTABLISHED:**

**UPDATED:**

**PERSONNEL COMMISSION**  
**Regular Meeting: Wednesday, August 14, 2019**

**AGENDA ITEM NO: III.A.03**

SUBJECT: Work-Out-of-Class Request – Administrative Assistant for Patsy Herschberger

This agenda item was prepared by Mr. Eric Rowen, former Director – Classified Personnel. It was placed on the Commission agenda for the June 13, 2019 meeting, but a motion was moved and seconded to table the discussion due to insufficient information. No further analysis was conducted by either Interim Director Cy Chukwumezi or Personnel Analyst Clare Caldera. Personnel Commission staff has received no additional information from Ms. Herschberger.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



## **PERSONNEL COMMISSION**

### **Regular Meeting: Thursday, June 13, 2019**

#### **AGENDA ITEM NO: III.A.03**

SUBJECT: Work-Out-of-Class Request – Administrative Assistant for Patsy Herschberger

#### **BACKGROUND INFORMATION:**

The Personnel Commission received a Working out of Class request from the incumbent Administrative Assistant in the Food and Nutrition Services department on January 11, 2019 and an investigation was initiated to determine if the duties claimed by Ms. Herschberger in her request are at a higher level than her current classification. Ms. Herschberger has held a permanent position with the district since January 1994 and has been the Administrative Assistant for the Food and Nutrition Services Department since July 1997.

The Food and Nutrition Services department oversees the preparation, delivery, and distribution of meals to students at all of the District's schools, child care, and learning centers including free or reduced-costs meals for qualifying students. These sites operate under the guidance of District Office support, which consists of the Director of Food and Nutrition Services, an Accounting Technician, and an Administrative Assistant. Ms. Herschberger reports directly to the Director, Mr. Richard Marchini.

In the past, the Food and Nutrition Services department had an additional supervisory position at the District Office, a Food Services Operations Supervisor. The current Director was hired in January 2018, and in March 2018 the operations supervisor position was eliminated. As Mr. Marchini settled into his new role, the incumbent Ms. Herschberger received working out of class compensation from March to June 2018, to take on a portion of Food Services Operations Supervisor duties and assist Mr. Marchini as he gained knowledge and understanding of district operations.

A new request for working out of class compensation was submitted in January 2019, wherein Ms. Herschberger claims that she has continued to perform duties at a higher level than her Administrative Assistant role, even since the end of her working out of class compensation in June 2018.

#### **METHODOLOGY:**

In carrying out this study, staff conducted the following activities:

- Reviewed the Working out of Class Request submitted to the Personnel Commission by Patsy Hershberger (1/11/19) and additional information provided at the request of Director of Classified Personnel, Eric Rowen (2/14/19).
- Reviewed the classification specifications for Administrative Assistant, Food Services Operations Supervisor, and other relevant positions within the district.

- Held multiple meetings and informational interviews with Ms. Herschberger and the Director of Food and Nutrition Services, Mr. Marchini.

### **ANALYSIS:**

- Analyzed the list of duties and responsibilities claimed by the incumbent to be outside of the Administrative Assistant classification.
- Created task matrix with related classifications for purpose of comparison.
- Reviewed and analyzed information collected during interviews with the incumbent and supervisor.

### **FINDINGS:**

Based on the information submitted by Ms. Hershberger and verified in subsequent interviews, the duties claimed to be outside of the Administrative Assistant classification by the incumbent can be summarized in four categories:

- A. Notifying staff of substitute assignments and directing them to work locations.
- B. Coordinating equipment maintenance and deliveries with vendors.
- C. Preparing menus for school sites.
- D. Entering data for Food Transport Records to track food preparation supplies and costs.

In applying the standards of the Merit Rules and SEIU collective bargaining agreement, Personnel Commission staff reviewed these duties to determine if they would be considered “at a higher level” than the Administrative Assistant classification. In this case, while the aforementioned duties may be atypical for many Administrative Assistant positions, all were found to be sufficiently similar to duties performed by other positions and classifications in the District at or below the compensation level of an Administrative Assistant.

With regards to each category listed above:

- A. In several departments including Human Resources, Maintenance and Operations, Special Education, and the Personnel Commission, substitute assignments are coordinated by Administrative Assistants, Human Resources Technicians, or Senior Office Specialists. These classifications are all at or below the compensation level of Administrative Assistant.
- B. In most departments, an Administrative Assistant or clerical position will monitor maintenance agreements, make calls, and coordinate delivery and repairs for equipment essential to their department’s operations.
- C. While this task may have been completed independently by a Food Services Operations Supervisor in the past, Ms. Herschberger’s role in typing and distributing menus for sites does not reach the level of responsibility and independent discretion that it would at the supervisory level. When Ms. Herschberger types and distributes menus, she does so under the guidance of the Director or other Food and Nutrition Services staff, whereas the Food Services Operations Supervisor would make independent decisions to ensure menus are

developed in accordance with state and federal guidelines. Additionally, preparing similar documents for distribution throughout the district is a duty found in other departments at the level of Administrative Assistant

- D. Similar to duty category (C), this task may have been completed independently by the Food Services Operations Supervisor in the past, but the level of analysis and decision making required for maintaining Food Transport Records does not exceed the responsibilities of an Administrative Assistant. While the records may require specialized knowledge in the area of Food and Nutrition Services (including supply levels and components required in meal preparation), Ms. Herschberger regularly contacts the Director or site-based Coordinators with any questions. Additionally, record-keeping and data entry are typical duties found in other departments at the level of Administrative Assistant, Senior Office Specialist, or specialized “Technician” positions at or below the compensation level of an Administrative Assistant.

**DISCUSSION**

When Ms. Herschberger was initially granted working out of class compensation from March – June 2018, the Food and Nutrition Services department was transitioning between Directors and a new organizational structure that removed a Food Services Operations Supervisor position. Since that time, the incumbent has taken on duties that may be atypical of an Administrative Assistant, but they have been carried out in a manner that is not at a “higher level” than her current classification.

It should be noted that the elimination of the Food Services Operations Supervisor position in the Food and Nutrition Services department leaves the Director, Richard Marchini, as the only supervisory position in the department. Additionally, this change leaves the District Office with only one (director-level) position requiring the technical food and nutrition services knowledge required to support sites. While the incumbent’s request for working out of class compensation does not meet the requirement of “assigned duties at a higher level”, her noted frustration with the department’s functions may indicate a need for the district to reconsider the department’s organizational structure and examine current workload levels among staff.

**DIRECTOR’S RECOMMENDATION:**

Personnel Commission staff recommends that Ms. Herschberger’s request for working out of class compensation should be denied.

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

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**IV. Discussion Items:**

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**V. Commissioner Training/Briefing:**



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**VI. Information Items:**

## Open Requisitions

Req #	Req Title	Department	Position Type	FTE	Req Status	Date Received From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	Open	7/29/2015 12:00:00 AM
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/24/2017 12:00:00 AM
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	Open	1/12/2018 12:00:00 AM
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/24/2017 12:00:00 AM
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	Open	8/30/2017 12:00:00 AM
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	9/26/2017 12:00:00 AM
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	12/11/2017 12:00:00 AM
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	12/11/2017 12:00:00 AM
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open	4/19/2018 12:00:00 AM
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	7/13/2018 12:00:00 AM
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	7/24/2018 12:00:00 AM
19-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/10/2018 12:00:00 AM
19-022	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/10/2018 12:00:00 AM
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open	8/10/2018 12:00:00 AM
19-043	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/27/2018 12:00:00 AM
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open	9/5/2018 12:00:00 AM
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	10/8/2018 12:00:00 AM
19-105	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	Vac	60	Open	12/11/2018 12:00:00 AM
19-108	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	Vac	25	Open	12/17/2018 12:00:00 AM
19-118	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	1/17/2019 12:00:00 AM
19-132	Campus Monitor	WEBSTER ELEMENTARY SCHOOL	New	37.5	Open	2/7/2019 12:00:00 AM
19-135	CHIEF STEWARD	HUMAN RESOURCES	Vac	100	Open	2/14/2019 12:00:00 AM
19-142	CUSTODIAN	EDISON LANGUAGE ACADEMY	Vac	100	Open	3/1/2019 12:00:00 AM
19-146	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100	Open	3/4/2019 12:00:00 AM
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	Open	3/21/2019 12:00:00 AM

19-155	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	75	Open	3/25/2019 12:00:00 AM
19-165	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	62.5	Open	4/1/2019 12:00:00 AM
19-167	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	Open	4/9/2019 12:00:00 AM
19-168	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	Open	4/9/2019 12:00:00 AM
19-183	METAL WORKER	M & O (Maintenance & Operations)	Vac	100	Open	5/6/2019 12:00:00 AM
19-185	TRANSLATOR	SPECIAL EDUCATION	Vac	100	Open	5/6/2019 12:00:00 AM
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open	5/21/2019 12:00:00 AM
19-189	CONSTRUCTION SUPERVISOR	BUSINESS SERVICES	Vac	100	Open	5/23/2019 12:00:00 AM
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open	5/31/2019 12:00:00 AM
19-193	PAINTER	M & O (Maintenance & Operations)	Vac	100	Open	5/31/2019 12:00:00 AM
19-194	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75	Open	5/31/2019 12:00:00 AM
19-197	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open	5/31/2019 12:00:00 AM
19-203	PHYSICAL ACTIVITIES SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open	6/10/2019 12:00:00 AM
19-204	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5	Open	6/11/2019 12:00:00 AM
19-205	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	50	Open	6/12/2019 12:00:00 AM
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open	6/12/2019 12:00:00 AM
19-208	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.16	Open	8/21/2019 12:00:00 AM
19-209	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.25	Open	6/18/2019 12:00:00 AM
19-210	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.17	Open	6/18/2019 12:00:00 AM
19-211	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.1	Open	6/18/2019 12:00:00 AM
19-213	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45	Open	6/14/2019 12:00:00 AM
19-214	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open	6/18/2019 12:00:00 AM
20-001	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	Open	6/28/2019 12:00:00 AM
20-002	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open	6/28/2019 12:00:00 AM
20-004	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open	8/21/2019 12:00:00 AM

20-007	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open	6/28/2019 12:00:00 AM
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open	6/28/2019 12:00:00 AM
20-009	TECHNICAL THEATER COORDINATOR	BUSINESS SERVICES	Vac	100	Open	6/28/2019 12:00:00 AM
20-010	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100	Open	6/28/2019 12:00:00 AM
20-014	ADMINISTRATIVE ASSISTANT	SPECIAL EDUCATION	Vac	100	Open	7/12/2019 12:00:00 AM
20-015	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	0.19	Open	7/16/2019 12:00:00 AM
20-016	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	0.19	Open	7/16/2019 12:00:00 AM
20-017	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Vac	40	Open	8/15/2019 12:00:00 AM
20-018	CAMPUS SECURITY OFFICER	OLYMPIC HIGH SCHOOL	Vac	87.5	Open	7/16/2019 12:00:00 AM
20-019	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	100	Open	6/24/2019 12:00:00 AM
20-020	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	7/16/2019 12:00:00 AM
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	7/16/2019 12:00:00 AM
20-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	Open	7/12/2019 12:00:00 AM
20-029	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL	Vac	75	Open	7/12/2019 12:00:00 AM
20-030	PARAEDUCATOR-2	MALIBU HIGH SCHOOL	Vac	75	Open	7/12/2019 12:00:00 AM
20-034	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	Open	7/16/2019 12:00:00 AM
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open	7/16/2019 12:00:00 AM
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open	7/3/2019 12:00:00 AM
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	Open	7/25/2019 12:00:00 AM
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5	Open	7/25/2019 12:00:00 AM

## Requisitions by Filled Date

Req #	Req Title	Department	Req Status	Date of Accepted Job Offer
19-024	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Filled	7/16/2019 12:00:00 AM
19-067	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Filled	7/16/2019 12:00:00 AM
19-082	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Filled	8/6/2019 12:00:00 AM
19-116	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Filled	7/16/2019 12:00:00 AM
19-125	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	Filled	7/16/2019 12:00:00 AM
19-154	PARAEDUCATOR-2	WILL ROGERS LEARNING ACADEMY	Filled	7/16/2019 12:00:00 AM
19-156	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Filled	7/16/2019 12:00:00 AM
19-166	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Filled	7/16/2019 12:00:00 AM
19-175	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	8/5/2019 12:00:00 AM
19-187	PLUMBER	M & O (Maintenance & Operations)	Filled	7/12/2019 12:00:00 AM
19-190	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Filled	7/30/2019 12:00:00 AM
19-196	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Filled	7/16/2019 12:00:00 AM
19-207	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Filled	7/18/2019 12:00:00 AM
19-217	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Filled	7/16/2019 12:00:00 AM
19-218	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Filled	7/16/2019 12:00:00 AM
19-219	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	7/16/2019 12:00:00 AM
19-220	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	Filled	7/16/2019 12:00:00 AM

19-223	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Filled	7/16/2019 12:00:00 AM
20-006	SITE FOOD SERVICE COORDINATOR	LINCOLN MIDDLE SCHOOL	Filled	7/19/2019 12:00:00 AM
20-011	PARAEDUCATOR-2	JOHN ADAMS MIDDLE SCHOOL	Filled	7/16/2019 12:00:00 AM
20-012	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	Filled	7/16/2019 12:00:00 AM
20-022	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Filled	8/8/2019 12:00:00 AM
20-023	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	8/1/2019 12:00:00 AM
20-025	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Filled	7/26/2019 12:00:00 AM
20-026	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	7/26/2019 12:00:00 AM
20-027	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	7/26/2019 12:00:00 AM
20-028	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	7/26/2019 12:00:00 AM
20-031	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Filled	8/6/2019 12:00:00 AM
20-032	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Filled	7/26/2019 12:00:00 AM
20-033	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Filled	8/5/2019 12:00:00 AM

**Classified Personnel – Merit  
7/18/19**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Avalos, Mario Maintenance	Plumber 8 Hrs/12 Mo/Range: 39 Step: A	7/1/19
Benitez, Jesus Facility Improvement Projects	Facilities Technician 8 Hrs/12 Mo/Range: 45 Step: A	7/2/19

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Gonzalez, Angelica Santa Monica HS	Senior Administrative Assistant 8 Hrs/12 Mo/Range: 36 Step: E From: Administrative Assistant: 8 Hrs/12 Mo	7/1/19

**CAMPUS MONITOR**

		<b><u>EFFECTIVE DATE</u></b>
Guerrero, Cianna Muir ES	Campus Monitor 1.5 Hrs/SY/Range: 1 Step: A	6/3/19

**SUMMER ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Alaniz, Federico Food and Nutrition Services	Stock and Delivery Clerk 7 Hrs/Day	6/13/19-8/22/19
Alaniz, Federico Purchasing	Stock and Delivery Clerk 1 Hrs/Day	7/1/19-8/2/19
Ausmus, Juley Educational Services-Cabrillo ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Bakhyt, Peter Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Brandoli, Alexandra Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Brito, Salvador Transportation	Bus Driver Not to exceed: 152 Hrs	6/20/19-7/17/19
Burrell, Catherine Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Bustamante, Angelica Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Cisneros, Yolanda Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Cojan, Carmen FNS-Grant ES	Cafeteria Worker II 4 Hrs/Day	6/20/19-7/17/19
Cornejo, Natalie Santa Monica HS	Campus Security Officer 4 Hrs/Day	6/20/19-7/24/19
Cruz-Aguilar, Julia Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19

Davis, Kenrick Transportation	Bus Driver Not to exceed: 152 Hrs	6/18/19-8/14/19
Davis, Lenora Transportation	Bus Driver Not to exceed: 140 Hrs	6/20/19-7/17/19
De Los Santos, Gabriela Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Drewry, Ristin Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Eby, David Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Elie, Banita Transportation	Bus Driver Not to exceed: 150 Hrs	6/20/19-7/17/19
Elie, Latrice Transportation	Bus Driver Not to exceed: 140 Hrs	6/20/19-7/17/19
Fargnoli, Cathy Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Fowler, Damone Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Gauntt, Deborah Transportation	Bus Driver Not to exceed: 132 Hrs	6/20/19-7/17/19
Gil, Moises Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Godinez, Lorena Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Gomez, Jose Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Gonzalez, Andrea Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Granadino, Frank Transportation	Bus Driver Not to exceed: 132 Hrs	6/20/19-7/17/19
Griffis, Denise Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Gutierrez, Mary Educational Services-Cabrillo ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Gutierrez, Nallely Educational Services-Grant ES	Instructional Assistant - Bilingual 3 Hrs/Day	6/20/19-7/5/19
Gutierrez, Rosa Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Gutierrez, Yoly Edison ES	Bilingual Community Liaison Not to exceed: 40 Hrs	6/18/19-8/14/19



Gutierrez, Yoly Educational Services	Bilingual Community Liaison Not to exceed: 10 Hrs	6/20/19-7/17/19
Hernandez, Steven Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/20/19-7/24/19
Islas, Gloria Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Jackson, Latasha Special Education	Paraeducator-2 Not to exceed: 6 Hrs	6/20/19-7/17/19
Kachurka, Sabrina Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Lewis, Jessie Transportation	Bus Driver Not to exceed: 90 Hrs	6/18/19-8/14/19
Lopez, Saby Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Lucas, Ralph Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Madiraju, Vidya Educational Services-Grant ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Mangum, Don Santa Monica HS	Campus Security Officer 4 Hrs/Day	6/20/19-7/24/19
McGrath, Kathleen Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Mollman, Irene Special Education	Braille Transcriber Not to exceed: 30 Hrs	6/20/19-7/17/19
Moore, Sandra Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Moorehead, Dana Olympic HS	Instructional Assistant - Classroom 4 Hrs/Day	6/20/19-7/24/19
Morales, Daniel Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/13/19-8/19/19
Moreno, Peggy Educational Services-Cabrillo ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Moreno, Rosa Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Moya, Kimberly Transportation	Bus Driver Not to exceed: 140 Hrs	6/20/19-7/17/19
Nairouz, Dina Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19

Ockner, Sari Special Education	Occupational Therapist 8 Hrs/Day	6/17/19-7/31/19
Orozco, Cecilia Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Padilla Barrera, Elva Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Palmore, Renata FNS-Lincoln MS	Cafeteria Worker I 4 Hrs/Day	6/20/19-7/17/19
Pannu, Jessica FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/20/19-7/24/19
Pegues, Forrest Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/19-8/14/19
Portillo, Cristina Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/13/19-8/19/19
Portillo, Isaac Educational Services-Grant ES	Instructional Assistant - Classroom 3 Hrs/Day	6/20/19-7/5/19
Quiroz, Timothy FNS-Lincoln MS	Site Food Services Coordinator 5 Hrs/Day	6/13/19-8/22/19
Ramos, Asuncion Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/13/19-8/19/19
Randolph, Tamara Special Education	Occupational Therapist 4.5 Hrs/Day	6/20/19-6/30/19
Reilly, Sami Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Reynolds, Luz Educational Services-Lincoln MS	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Ridley, Tischa FNS-Lincoln MS	Cafeteria Worker II 4 Hrs/Day	6/13/19-8/22/19
Riley, Martelle Transportation	Bus Driver Not to exceed: 120 Hrs	6/20/19-7/17/19
Rodriguez, Frances Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/13/19-8/19/19
Rosas, Rosemarie Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Salvador, Lydia CDS-Lincoln MS	Swimming Instructor/Lifeguard 3.5 Hrs/Day	6/13/19-8/19/19
Sammann, Kevin Transportation	Bus Driver Not to exceed: 132 Hrs	6/20/19-7/17/19
Santino, Susan Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19

Serrano, Elva FNS-Lincoln MS	Cafeteria Worker I 4 Hrs/Day	6/13/19-8/22/19
Silvestre, Ernestina Transportation	Bus Driver Not to exceed: 132 Hrs	6/20/19-7/17/19
Smith, Brian Transportation	Bus Driver Not to exceed: 100 Hrs	6/20/19-7/17/19
Smith, Darlene Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Smith, Dysten Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Sotoj, Maria McKinley ES	Campus Monitor Not to exceed: 70 Hrs	6/13/19-8/21/19
Sullivan, Diane Educational Services-Cabrillo ES	Administrative Assistant 5 Hrs/Day	6/20/19-7/17/19
Taylor, Inelle Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Terry, Isaura Educational Services-Lincoln MS	Administrative Assistant 5 Hrs/Day	6/20/19-7/17/19
Tirado, Leticia Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Tursi, Lisa Educational Services-Grant ES	Administrative Assistant 5 Hrs/Day	6/20/19-7/17/19
Valadez, Luz Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Valdivia, Brenda Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Wilkinson, Gregory Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/13/19-8/19/19
Williams, Steven Operations	Custodian 8 Hrs/Day	6/17/19-8/14/19
Wilson, Stanley Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	6/18/19-8/14/19
Wolfe, Petra Educational Services-Grant ES	Elementary Library Coordinator Not to exceed: 20 Hrs	6/1/19-6/30/19
Yates-Lomax, Kathy Transportation	Bus Driver Not to exceed: 132 Hrs	6/20/19-7/17/19

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Brown, Elizabeth Special Ed-Lincoln MS	Paraeducator -1 [additional hours, professional development]	5/29/19
Carillo Castillo, Ruben Operations-CDS	Custodian [overtime; custodial support for program closure]	5/18/19
De Leon, Adrian Special Ed-Adams MS	Paraeducator -3 [additional hours, field trip supervision]	6/5/19
De Leon, Adrian Special Ed-Adams MS	Paraeducator -3 [overtime, field trip supervision]	6/5/19
Dixon, Guadalupe Child Development Services	Bilingual Community Liaison [overtime; program closure support]	5/18/19
Friedenberg, Mindy Special Ed-Lincoln MS	Paraeducator -1 [additional hours, professional development]	5/29/19
Gardea, Guadalupe Child Development Services	Bilingual Community Liaison [overtime; program closure support]	5/18/19
Gardner, Ryan Maintenance	Facilities Technician [overtime; construction project management]	6/6/19-6/30/19
Gonzalez, Hector Grounds	Sprinkler Repair Technician [overtime; department support]	7/1/19-6/30/20
Hendler, Nanette Special Ed-Lincoln MS	Paraeducator -1 [additional hours, spring concerts supervision]	5/13/19-5/16/19
Ihim, Nnaemeka Operations-Lincoln MS	Custodian [overtime; custodial support]	4/1/19-6/30/19
Itomura, Terrie Child Development Services	Computer Operator [overtime; program closure support]	5/18/19
Jones, Mashawnda Special Ed-Lincoln MS	Paraeducator -1 [additional hours, field trip supervision]	5/24/19
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; bus supervision]	10/23/18-6/12/19
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 [overtime; bus supervision]	3/1/19-6/12/19
Kyle, Yvonne Educational Services	Senior Administrative Assistant [overtime; administrative support]	6/1/19-6/30/19
Llosa, Sylvia Rogers ES	Campus Monitor [additional hours; parent meetings child care]	5/13/19-6/12/19
Loza, Adelsa Special Ed-Lincoln MS	Paraeducator -1 [additional hours, professional development]	5/29/19
Madry, Tyrone Special Ed-Lincoln MS	Paraeducator -3 [additional hours, field trip supervision]	5/24/19

Madry, Tyrone Special Ed-Lincoln MS	Paraeducator -3 [additional hours, professional development]	5/29/19
Martinez, Aida Rogers ES	Campus Monitor [additional hours; parent meetings child care]	5/13/19-6/12/19
Martinez, Isabel Special Education	Paraeducator-3 [additional hours; bus supervision]	5/13/19-6/3/19
Mata, Estella Child Development Services	Administrative Assistant [overtime; program closure support]	5/18/19
Nash-Johnson, Keisha Educational Services	Elementary Library Coordinator [overtime, community meeting child care]	3/28/19
Nash-Johnson, Keisha Educational Services	Elementary Library Coordinator [additional hours, English Learners Focus Group supervision]	6/7/19
Paddock, Lori Lincoln MS	Senior Office Specialist [additional hours, training new staff members]	6/18/19-6/21/19
Ramos, Marlene Lincoln MS	Bilingual Community Liaison [overtime, field trip supervision]	5/24/19
Russell, Melissa McKinley ES	Administrative Assistant [overtime; assembly and event support]	6/3/19-6/30/19
Sotoj, Maria McKinley ES	Campus Monitor [additional hours; parent meetings child care]	5/13/19-6/12/19
Spitzer, Sarah Special Ed-Grant ES	Paraeducator-1 [additional hours; overnight school trip supervision]	5/22/19-5/24/19
Uliantzeff, Elena Superintendent's Office	Bilingual Community Liaison [overtime, interpretation/translation services]	7/1/19-6/30/20
Vasquez, Erin FNS-Santa Monica HS	Cafeteria Cook/Baker [additional hours; cafeteria support]	5/1/19-6/12/19
Vasquez, Erin FNS-Santa Monica HS	Cafeteria Cook/Baker [overtime; cafeteria support]	5/1/19-6/12/19
Velazquez, Alejandra McKinley ES	Campus Monitor [additional hours; parent meetings child care]	5/13/19-6/12/19
Wallace, Kymberlee Special Ed-Lincoln MS	Paraeducator -1 [additional hours, field trip supervision]	5/24/19
White, Andrew Lincoln MS	Library Assistant [additional hours, field trip supervision]	5/24/19
Williams, Monica Lincoln MS	Senior Office Specialist [additional hours, professional development]	6/12/19-6/21/19
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk [additional hours; department support]	8/22/19-6/10/20
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk [overtime; department support]	8/22/19-6/10/20

Yacob, Harina Special Ed-Lincoln MS	Paraeducator -2 [additional hours, spring concerts supervision]	5/13/19-5/16/19
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**SUBSTITUTES**

**EFFECTIVE DATE**

Aguirre, Admee Operations	Custodian	6/20/19-6/30/19
Davis, Jason Operations	Custodian	6/21/19-6/30/19
Hernandez-Cisneros, Alexander Operations	Custodian	6/19/19-6/30/19
Moore, John Facility Use	Sports Facility Attendant	6/7/19-6/30/19
Santin, Ricardo Operations	Custodian	6/17/19-6/30/19
Villasenor, Cindy Operations	Custodian	6/19/19-6/30/19
Williams, Racheal Operations	Custodian	6/27/19-6/30/19

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Anderson, Sally Malibu HS	Senior Office Specialist	7/1/19
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3	7/1/19
Martinez, Melinda Special Ed-Rogers ES	Paraeducator-3	7/1/19
Mata, Estella Food and Nutrition Services	Administrative Assistant	7/1/19
McNaughton, Joellen Malibu HS	Accompanist	7/1/19
Parra, Yvette Special Ed-Franklin ES	Paraeducator-1	7/1/19
Rodriguez, Cecelia CDS-Edison ES	Children's Center Assistant-2	7/1/19

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Colvig, Stefanie Special Ed-Cabrillo ES	Paraeducator-3 7 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	3/4/19
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**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Cerdon, Maria Fiscal Services	Payroll Specialist From: Accounting Technician	3/1/19-6/20/19
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**APPOINTMENT OF NEW COMISSIONER**Robinson, Lauren  
Personnel Commission

Personnel Commissioner

**EFFECTIVE DATE**

5/1/19-11/30/21

Stewart, Maria  
Personnel Commission

Personnel Commissioner

5/1/19-11/30/20

**RESIGNATION**Mulligan, Tiffany  
Cabrillo ES

Instructional Assistant - Classroom

**EFFECTIVE DATE**

6/12/19

Seiden, Abbey  
Cabrillo ES

Senior Office Specialist

6/12/19

Woods, Leah  
Special Ed-Muir ES

Paraeducator-3

6/17/19

**Classified Personnel – Merit  
8/1/19**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Gomez, Jose Grounds-Malibu HS	Gardener 8 Hrs/12 Mo/Range: 26 Step: A	7/9/19
Miranda, Cristy Facility Use	Administrative Assistant 8 Hrs/12 Mo/Range: 31 Step: A	7/15/19
Williams, Monica Lincoln MS	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: A	8/15/19

**SUMMER ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Aceves, Cindy Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Alvarez, Malissa Child Development Services	Children's Center Assistant-1 Not to exceed: 376 Hrs	6/13/19-8/19/19
Alvarez, Malissa Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Alvarez, Susana Special Education	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Amaya, Janene Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Anderson, Sally Malibu HS	Senior Office Specialist Not to exceed: 45 Hrs	7/1/19-8/14/19
Ausmus, Juley Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Bachtell, Amy Special Education	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Ballat, Nawal Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Basha, Arsanios Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Beltran, Marbella Special Ed-Lincoln MS	Paraeducator-2 6 Hrs/Day	6/20/19-7/17/19
Bianco, Stephanie Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Bilotti, Scott Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Bonnel, Melissa Special Education	Occupational Therapist 8 Hrs/Day	6/18/19-6/19/19



Bracey, Kendra Special Ed-Cabrillo ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Brackett, Kimberly Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Bratcher, Jessica Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Brewer, Ariana Special Ed-Malibu HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Brito, Maria Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Brooks, Latricia Special Education	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Brooks, Michelle Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Brotman, Mary Special Education	Certified Occupational Therapy Assistant 8 Hrs/Day	6/18/19-7/17/19
Brown, Lincoln Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Bryan, Anette Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Buendia, Carolina Special Ed-Roosevelt ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Burgess, Alan Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Burnham, REXANNE Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Burton, Taylor Special Education	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Cabrera, Jennifer Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Campos, Mercedes Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Capitano, Carol Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Carbajal, Patricia Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Carlstroem, Corina Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Casey, Brittany Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19

Casiano, Violeta Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Castenada, Laura Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Ceron, Gloria Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Clark, Marenda Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Colula, Anilu Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Colvig, Stefanie Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Cruz, Carmen Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Cunningham, Jill Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Daniels, Delone Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Davis, Jonathan Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
De Los Santos, Jasmine Special Ed-Grant ES	Paraeducator-2 6 Hrs/Day	6/20/19-7/17/19
Dixon, Crystal Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Doty, Joel Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Everage, Askia Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Fernandez, Angelica Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Field, Larissa Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Flores, Ardis Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Flores, Maria Maintenance	Senior Office Specialist 8 Hrs/Day	7/10/19-8/16/19
Friedenberg, Mindy Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Friedman, Talia Special Education	Occupational Therapist Not to exceed: 60 Hrs	6/17/19-7/31/19

Gaglione, Lisa Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Garcia, Mayra Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Gomez, Aida Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Gonzalez, April Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Gonzalez, Cecilia Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Gonzalez, Jessica Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Gonzalez, Monica Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Gonzalez, Ramona Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Gonzalez-Mortenson, Simona Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Gottlieb, Galit Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Gould, Travis Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Graciano, Luis Child Development Services	Children's Center Assistant-1 Not to exceed: 376 Hrs	6/13/19-8/19/19
Graciano, Luis Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Griffiths, Crystal Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Gutierrez, Corina Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Gutierrez, Nallely Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Haro, Irma Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Hernandez, Maira Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Hernandez, Rita Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Higgins, Shaun Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19

Hoorizadeh, Shayesteh Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Hunter-Sallustio, Dominique Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Iverson, Ocea Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Jackson, Latasha Special Ed-Lincoln MS	Paraeducator-2 5 Hrs/Day	6/20/19-7/17/19
Jenson, Diane Special Ed-Cabrillo ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Jimenez, Maria Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Jimenez, Osvaldo Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Jiwani, Rahim Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Johnson, Kerri Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Johnson, Lore Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Johnson, Mayra Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Jones, Mashawnda Special Ed-Lincoln MS	Paraeducator-2 6 Hrs/Day	6/20/19-7/17/19
Kahaleuahi, Joan Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Kim, Eun Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Korduner, Justin Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Kramer, Quinton Special Ed-Malibu HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Larry, Andrea Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/5/19
Lazo, Noreen Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Lee, Dawn Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19

Lo Greco, Vincent Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Long, Katherine Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Lopez, Luis Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Lopez, Sarah Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Losa, Adelsa Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Lugo, Rebecca Rogers ES	Administrative Assistant 8 Hrs/Day	6/25/19-8/2/19
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Macklin, Lindsay Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Madry, Tyrone Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Maldonado, Frederick Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Martinez, Daniel Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Martinez, Isabelle Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Martinez, Maisha Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Martinez, Martha Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Martinez, Melinda Special Ed-CDS	Paraeducator-3 8 Hrs/Day	6/13/19-8/19/19
Martinez, Melinda Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
McGrath, Kathleen Adams MS	Senior Office Specialist Not to exceed: 21 Hrs	6/25/19-6/28/19
McKeever, Marissa Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Medelin, Diana Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Mock, Christopher Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19

Monjaraz, Gabriela Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Morales, Stephany Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Moreno, Peggy Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Morgan, Sadrica Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Morich, Karin Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Mulligan, Sara Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Munoz, Scarlett Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Newman, Paisley Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Nolen, Henry Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Parker, Calvin Special Education	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Payton, Tawny Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Perez, Denise Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Perez, Solomon Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Perez-Madera, Salomon Special Ed-Grant ES	Paraeducator-3 Not to exceed: 3 Hrs	7/2/19-7/17/19
Pernell, Barbara Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Pineda, Bianca Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Pineda Balbuena, Luz Special Ed-Grant ES	Paraeducator-2 6 Hrs/Day	6/20/19-7/17/19
Plummer, Centeera Special Education	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Pollack, Bridget Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Pongas, Dorothea Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19

Purdy, Amber Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Raine Jones, Cache Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Ramirez, Armida Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Ratliff, Sheleita Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Razon-McMillan, Monica Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Reuther, Theresa Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Ridley, LaTresse Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Robbins, Marcus Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Rodriguez, Ashley Special Ed-Malibu HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Rodriguez, Cecilia Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Rogers, Ericka Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Roller, Yolanda Special Ed-Lincoln MS	Paraeducator-2 6 Hrs/Day	6/20/19-7/17/19
Sampson, Claudia Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Sarti, Stewart Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Schauer, Kristina Special Education	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Sena, Ashley Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Shih, Jennifer Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Singleton, Eric Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Smith, Angelique Special Education	Occupational Therapist 8 Hrs/Day	6/18/19-6/19/19
Smith, Deeveda Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19

Soloway, Beth Educational Services-Cabrillo ES	Instructional Assistant - Classroom 4 Hrs/Day	6/20/19-7/5/19
Sullivan, Brianna Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Taylor, Christian Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Tenison, Laura Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Thomas, Marjorie Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Thompson, Nicole Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Torres, Corina Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Townsend, Gary Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Tse, Pui Special Education	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Valdivia, Matteo Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Vargas, Cynthia Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Velazquez, Alejandra McKinley ES	Campus Monitor 2.9 Hrs/Day	6/13/19-8/21/19
Villagomez, Alice Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Wade, Byron Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Walsh, Leslie Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Watts, Annie Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Wingfield, Janet Special Education	Paraeducator-2 6 Hrs/Day	6/20/19-7/17/19
Willie, Kyrie Educational Services	Instructional Assistant - Classroom 2 Hrs/Day	6/19/19
Womack, Raven Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	6/13/19-8/19/19
Wood, Jeff Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19



Yacob, Harina Special Ed-Lincoln MS	Paraeducator-2 6 Hrs/Day	6/20/19-7/17/19
Yeh, Wendy Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Young, Abigail Special Ed-Grant ES	Paraeducator-3 6 Hrs/Day	6/20/19-7/24/19
Zheng, Jin Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Zibahalat, Haide Special Ed-Grant ES	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Cooper, Dionne Cabrillo ES	Elementary Library Coordinator [additional hours; library maintenance]	5/1/19-6/28/19
Garcia, Mayra Special Ed-Adams MS	Paraeducator -1 [additional hours; field trip supervision]	6/5/19
Garcia, Mayra Special Ed-Adams MS	Paraeducator -1 [overtime; field trip supervision]	6/5/19
Gutierrez-Prada, Nancy Adams MS	Bilingual Community Liaison [overtime; overnight trip]	1/13/19-1/18/19
Hernandez, Patricia Lincoln MS	Senior Office Specialist [additional hours; training new employees]	6/21/19-6/30/19
McAlpin, Michael Operations-Adams MS	Custodian [overtime; custodial support for weekend events]	10/27/18-6/12/19
Ramos, Marlene Student Services	Bilingual Community Liaison [overtime; forms translation]	5/6/19-6/12/19
Sarti, Stewart Special Ed-Muir ES	Paraeducator -1 [additional hours; professional development]	3/12/19-4/5/19
White, Andrew Lincoln MS	Library Assistant [additional hours; field trip supervision]	5/24/19
Zurich-Lunsford, Kathleen Grant ES	Senior Office Specialist [additional hours; new employee training]	6/3/19-6/21/19

**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Larios, Carmen Fiscal Services	Fiscal Services Supervisor Medical/FMLA/CFRA	7/1/19-10/31/19
Serna, Maria Fiscal Services	Senior Administrative Assistant Medical/FMLA/CFRA	6/24/19-6/28/19
Soto, Sara Grounds	Gardener Medical/FMLA/CFRA	6/14/19-1/23/20

**PROFESSIONAL GROWTH**Bravo, Richard  
Operations-Adams MS

Custodian

**EFFECTIVE DATE**

8/1/19

Ridley, Latresse  
Special Ed-Rogers ES

Paraeducator-1

8/1/19

Wang, Jingbo  
Special Ed-Malibu HS

Paraeducator-1

8/1/19

**CHANGE IN ASSIGNMENT**Montes, April  
Student ServicesAdministrative Assistant  
8 Hrs/12 Mo  
From: 6.4 Hrs/12 Mo/Student Services**EFFECTIVE DATE**

7/1/19

Soloway, Beth  
Malibu MS/HSSenior Office Specialist  
8 Hrs/11 Mo  
From: 4 Hrs/11 Mo/Malibu MS/HS

7/1/19

**LATERAL TRANSFER**Cummings, Nichelle  
Personnel CommissionHuman Resources Technician  
8 Hrs/12 Mo  
From: Administrative Assistant/8 Hrs/12 Mo/Special Education**EFFECTIVE DATE**

7/15/19

**INVOLUNTARY TRANSFER**Castro, Alexander  
Operations-Pt. Dume ESCustodian  
5 Hrs/12 Mo  
From: 5 Hrs/12 Mo/Operations-Cabrillo ES**EFFECTIVE DATE**

7/1/19

Garcia, Mayra  
Special Ed-Santa Monica HSParaeducator-1  
6 Hrs/SY  
From: 6 Hrs/SY/Special Ed-Adams MS

8/21/19

Martinez, Isabella  
Special Ed-Lincoln MSParaeducator-3  
6.5 Hrs/SY  
From: 6.5 Hrs/SY/Special Ed-Franklin ES

8/22/18

Martinez, Maisha  
Special Ed-Santa Monica HSParaeducator-1  
6 Hrs/SY  
From: 6 Hrs/SY/Special Ed-Adams MS

8/21/19

Mata, Estella  
Food and Nutrition ServicesAdministrative Assistant  
8 Hrs/12 Mo  
From: 8 Hrs/12 Mo/Child Development Services

7/1/19

Perez, Graciela  
Operations-Pt. Dume ESCustodian  
8 Hrs/12 Mo  
From: 8 Hrs/12 Mo/Operations-Cabrillo ES

7/1/19

Quintana, Anthony  
Operations-Pt. Dume ESCustodian  
8 Hrs/12 Mo  
From: 8 Hrs/12 Mo/Operations-Cabrillo ES

7/1/19

**VOLUNTARY TRANSFER**

Martin, Maria  
Lincoln MS

Administrative Assistant  
8 Hrs/12 Mo  
From: 8 Hrs/12 Mo/Santa Monica HS

**EFFECTIVE DATE**  
7/1/19

**WORKING OUT OF CLASS**

Caldera, Clare  
Personnel Commission

Director of Classified Personnel  
From: Personnel Analyst

**EFFECTIVE DATE**  
7/1/19-8/9/19

Gomez, Leonor  
Special Education

Administrative Assistant  
From: Senior Office Specialist

7/15/19-9/15/19

**ABOLISHMENT**

Child Development Services

Administrative Assistant

**EFFECTIVE DATE**  
7/1/19

Facility Use-Malibu HS

Sports Facility Attendant

7/1/19

**SUSPENSION WITHOUT PAY**

UM4413420

**EFFECTIVE DATE**  
8/6/19; 8/20/19; 8/21/19

**RESIGNATION**

Alexander, Karissa  
Special Ed-McKinley ES

Paraeducator-1

**EFFECTIVE DATE**  
6/12/19

Reaber, Winifred  
Grant ES

Instructional Assistant - Classroom

6/12/19

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

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



# Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

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

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

### **A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	9/11/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	10/9/19
Merit Rules Revisions Update - Definitions	Discussion	11/13/19

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

Wednesday, September 11, 2019, at 4:30 pm, *District Office Board Room*

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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:**