



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

September 11, 2019

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 11, 2019**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on September 11, 2019

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

- G.06 Approval of Minutes for Regular Meeting on August 14, 2019

Commissioner	M	S		Yes	No	Abstain	ABSENT
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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

September 11, 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, September 11, 2019**, at **4:30 p.m.**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the 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:

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 September 11, 2019

G.06 Approval of Minutes for Regular Meetings on August 14, 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.

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 Security Officer	5
Chief Steward	2
Paraeducator-1	7
Paraeducator-2	1
Paraeducator-3	7

- C.02 Advanced Step Placement:
Luis Barrientos in the classification of Paraeducator-1 at Range A-20 Step C
- C.03 Advanced Step Placement:
Enid Goldenberg in the classification of Paraeducator-1 at Range A-20 Step C
- C.04 Advanced Step Placement:
Emunah Lewis in the classification of Paraeducator-1 at Range A-20 Step C

- C.05 Advanced Step Placement:
Ekta Soni in the classification of Instructional Assistant – Classroom at Range A-18 Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Network Engineer/Computer Systems Specialist within the Information Services job family
- A.02 New Classification:
Senior Network Engineer within the Information Services job family

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.

- CT.01 Advanced Step Placement

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. VI.D.2 (for SMMUSD School Board Agenda)
• August 15, 2019
Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
• September 5, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)
• August 15, 2019
Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
• September 5, 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:

Subject	Action Steps	Tentative Date
Classification Specifications: Overview	Commissioner Training	10/10/19
Merit Rules Revisions Update - Definitions	Discussion	11/13/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Thursday, October 10, 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:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

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 was held on **Wednesday, August 14, 2019**, at **4:33 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:33 p.m.

G.02 Roll Call: Commissioners Robinson and Waterstone were present. Commissioner Stewart was absent due to personal reasons.

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

G.03 Pledge of Allegiance: Mr. Joshua Kahn, the new Director of Classified Personnel, 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: August 14, 2019

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

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

G.06 Motion to Approve Minutes: July 10, 2019

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn expressed his gratitude to the Personnel Commission staff for a warm welcome and to Ms. Caldera for serving the Personnel Commission and the District as an interim director.**
 - **Ms. Caldera updated the Personnel Commission on the current recruitments as the Personnel Commission staff has been filling vacancies for the new school year.**
 - **Ms. Caldera introduced Ms. Nichelle Cummings, the new Human Resources Technician.**
 - **Ms. Caldera informed the Personnel Commission about the District's management retreat that took place on August 1, 2019 for classified managers. Certificate management participated in the retreat for two more days.**

G.08 Personnel Commissioner Comments/Reports:

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

- **Commissioner Waterstone thanked Ms. Caldera for her dedication and hard work serving as an interim director.**
- **Commissioner Waterstone extended a welcome to Director Kahn.**
- **Commissioner Waterstone expressed her best wishes for Commissioner Stewart and her family.**
- **Commissioner Waterstone wished all District staff a successful new school year.**

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, welcomed Director Kahn and wished him all the best.**
 - **Dr. Kelly thanked Ms. Caldera for her dedication serving the District as an interim director.**
 - **Dr. Kelly updated the Personnel Commission on the District's current certificated recruitments and appointments.**
 - **Dr. Kelly expressed his gratitude to the Personnel Commission and Special Education for their hard work filling paraeducator vacancies.**
 - **Dr. Kelly informed the Personnel Commission about the upcoming Board of Education meeting on August 15, 2019 and the District convocation on August 19, 2019. Students come back to school on August 22, 2019.**
 - **Dr. Kelly recognized the Maintenance and Operations department and Facility Improvement Projects department for their dedication and hard work to have all campuses ready for the new school year.**

G.10 Public Comments:

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

- **None**

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 by: Lauren Robinson

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

It was moved and seconded to elect Commissioner Waterstone as the Personnel Commission Chair. The motion passed.

b. Nomination of Vice-Chair by: Julie Waterstone

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

It was moved and seconded to elect Commissioner Robinson as the Personnel Commission Vice-Chair. The motion passed.

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

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Metal Worker within the Maintenance job family

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

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

REPORT AND DISCUSSION

- **Ms. Caldera provided a brief background for the revisions. The current incumbent in this position has retired; hence, a new recruitment will be opened to fill this vacancy. Minor changes were made to clarify duty statements and also to specify minimum requirements.**

A.02 Classification Revision:
Painter within the Maintenance 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

- **None**

A.03 Working Out of Class:
Patsy Herschberger - Administrative Assistant

It was moved and seconded to approve the Working Out of Class request - Agenda Item III.A.03. The motion failed.

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

REPORT AND DISCUSSION

- **Ms. Herschberger presented a rationale for her working out of class request.**
- **Personnel Commission asked clarifying questions.**

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 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:

Subject	Action Steps	Tentative Date
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 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.

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

TIME ADJOURNED: 5:20 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 11, 2019

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Luis Barrientos

Hire Date: 08/21/2019

ASP Request Submitted: 08/28/2019

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Mr. Barrientos' education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step C is \$15.69/hour. The gross difference in pay is an approximate increase of \$0.74 per hour, \$96.75 per month, or \$967.50 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 11, 2019

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Enid Goldenberg

Hire Date: 08/21/2019

ASP Request Submitted: 08/22/2019

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Ms. Goldenberg's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step C is \$15.69/hour. The gross difference in pay is an approximate increase of \$0.74 per hour, \$96.75 per month, or \$967.50 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 11, 2019

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Emunah Lewis

Hire Date: 08/21/2019

ASP Request Submitted: 08/26/2019

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Ms. Lewis' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step C is \$15.69/hour. The gross difference in pay is an approximate increase of \$0.74 per hour, \$96.75 per month, or \$967.50 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 11, 2019

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Soni, Ekta

Hire Date: 08/21/2019

ASP Request Submitted: 08/27/2019

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Soni, Ekta	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none">Completed 48 units at an institution of higher learning; ORObtained an Associate's (or higher) degree; ORPass the District's Instructional Assistant written examination	<ul style="list-style-type: none">Ekta Soni has 2 Bachelor's degrees and a Master's degree	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none">(Preferred) Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.	<ul style="list-style-type: none">Ekta Soni meets the minimum qualifications.	1 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> Starting Step: C (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Ms. Soni's professional training exceed the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step C is \$14.94/hour, while Step D is \$15.68/hour. The gross difference in pay is an approximate increase of \$0.74 per hour, \$48.28 per month, or \$482.77 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ekta Soni at Range A-18, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Laura 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 (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 11, 2019

AGENDA ITEM NO: III.A.01

Classification Description Revision: Network Engineer/Computer Systems Specialist

BACKGROUND INFORMATION:

In anticipation of an upcoming recruitment for the proposed new classification of Senior Network Engineer, Personnel Commission staff reviewed the Network Engineer/Computer Systems Specialist classification specification for updates and revisions for any possible recruitments as well as to create a consistent, linear job series.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Assistant Superintendent, Educational Services, the Director, Educational Technology, and Network Engineer/Computer Systems Specialist incumbents to review the current class specification.
- Staff distributed proposed revisions to the current class specification based upon initial feedback received from above stakeholders.
- Further revisions were made based on additional feedback.

ANALYSIS & FINDINGS:

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

- Change in title from Network Engineer/Computer Systems Specialist to Network Engineer to reflect the focus on responsibilities related to network operations.
- Experience minimum qualification was lowered.
- Equivalency provision was established so experience can substitute for education.
- Duties are separated and clarified.
- Language used for Knowledge has been updated to be more broad and less specific to account for possible changes to software and hardware.
- Core Competencies replace Abilities.
- The requirement of a class "C" driver's license requirement remains, but it does not have to be from California.
- Distinguishing Characteristics has been added in order to clarify the distinction between Network Engineer and Senior Network Engineer

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Network Engineer/Computer Systems Specialist classification description as provided.

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



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 540350
SALARY RANGE: A-51

NETWORK ENGINEER/COMPUTER SYSTEMS SPECIALIST

BASIC FUNCTION:

Under general supervision of the Director of Information Services, configures, delivers, installs, problem solves, repairs, maintains, monitors, and manages networks systems and Windows based computer systems including hardware, software, and peripherals. Under general supervision, implements and maintains Santa Monica-Malibu USD voice over internet protocol (VoIP) local, wireless, and wide area networks (LAN/WLAN/WANs), including monitoring network security and providing technical assistance to end-users.

MINIMUM QUALIFICATIONS

EDUCATION:

- A high school diploma or its recognized equivalent, ~~and~~
 - Two (2) years of college coursework in computer science, data communications, electrical engineering or a closely related field from an accredited institution, or completion of a job training program in networks or data communications certified by Cisco, Novell, Microsoft or Apple.
 - An associate's degree or equivalent number of college units (60 semester units or 90 quarter units) including at least 15 semester or 22.5 quarter units in computer science, information technology, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation.
- Or
- A Cisco Certified Network Associate (CCNA) (router/switching) certification, Microsoft Certified Solutions Expert (MCSE) certification, or other industry recognized and reputable network related certification.

EXPERIENCE:

- Four (4) years of professional information systems experience directly related to networking, server, and workstation installation and management.
- Two (2) years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment.

EQUIVALENCY PROVISION:

- Two (2) additional years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment may substitute for the education requirement.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and availability of private transportation or ability to provide transportation between District Sites may be required.

REPRESENTATIVE DUTIES:

- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains network and VOIP hardware.
 - Troubleshoots, configures, tests, and maintains network and VOIP applications and protocols.
 - Assists in the development of network designs to connect new sites, upgrade infrastructure, and relocate existing sites.
 - Implements preventative maintenance plans to ensure network reliability and availability is monitored, managed, maintained and operated per service level agreements.
 - Identifies potential security threats by auditing firewall logs and resolves security issues in accordance with established standards and configurations.
 - Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains server hardware.
 - Installs, troubleshoots, configures, tests, and maintains server software and applications.
 - Assists in the assessment and evaluation of networking needs.
 - Provides ongoing technical support to District staff by investigating, identifying, and documenting errors, answering questions, and recommending solutions.
 - Creates and updates records and logs related to errors, corrective actions, operational status, and IP address maintenance.
 - Performs network data and service restoration and recovery.
 - Provides information to network users regarding system status, scheduled downtime, and other system activities that may impact operations.
 - Performs related duties as assigned.
1. ~~Designs, recommends, configures, installs, monitors, troubleshoots, and problem solves local and wide area networks including routers, switches, firewalls, monitoring software, anti-spam and virus protection systems, and other network security systems. **E**~~
 2. ~~Designs, recommends, configures, installs, monitors, troubleshoots, and problem solves server and personal computer systems including hardware, operating system software, standard district use applications, virus and spam protection, backup software, and peripherals including printers, scanners, and storage devices. **E**~~
 3. ~~Develops and implements user access protocols to network resources. **E**~~
 4. ~~Provides technical assistance and support to administrative, instructional, and support staff on use of network and server systems. **E**~~
 5. ~~Establishes, maintains, and updates records tracking vendors, hardware, software, repairs, and support delivery. **E**~~
 6. ~~Performs related duties as assigned.~~

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

SUPERVISION:

General supervision is received from the Director of Information Services higher level management within Information Services. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

KNOWLEDGE OF:

- ~~Windows operating systems include server software including Windows 2000, XP, and Vista, Windows 2000, 2003 Server.~~
- **Network, server, and client operating systems.**
- ~~Cisco IOS supporting routers and switches including, but not limited to 2600, 2900, 2950, 3550, and 3750.~~
- **Network hardware installation techniques.**
- **Network diagnostic and troubleshooting techniques.**
- ~~Principles and practices of basic network configuration, installation, security and monitoring including VLANs, NAT, ACLs, VPNs, switching and networking.~~
- ~~Network standards and various transfer and communication protocols including TCP/IP, FTP, TFTP, DHCP, and NetBIOS.~~
- **Principles and practices of LAN/WLAN/WAN and TCP/IP operations.**
- **Principles and practices of VOIP operations.**
- ~~Microsoft Windows Networking including Active Directory and domain configuration.~~
- ~~Network, computer, and peripheral cables and cabling systems.~~
- **Principles, practices, terminology, and trends of network engineering.**
- ~~Virus and spyware identification and removal.~~
- **Principles and practices of network security.**
- ~~Knowledge of UNIX/LINUX operating systems is highly desirable.~~
- ~~Knowledge of Mac OS X is highly desirable.~~
- **Principles and practices of network disaster recovery.**
- **Principles and practices of recordkeeping and maintaining documentation.**

ABILITY TO:

- ~~Install, configure, manage, and maintain Cisco and other brand routers, switches, and related network equipment and IOSs.~~
- ~~Install, configure, manage, and maintain workstation and server systems integrated into local and wide area networks.~~
- ~~Train and support administrative, instructional, and support staff in the principals and techniques of technology usage in a networked environment.~~
- ~~Analyze and evaluate technological problems including workstations, servers, routers,~~

~~switches, and network related problems isolating to a level where solutions may be sought and effectively implemented.~~

- ~~• Operate diagnostic equipment and software, such as sniffers, continuity testers, port scanners, and loopback devices.~~
- ~~• Prepare, install, and test various types of cabling and network or computing related connections.~~
- ~~• Communicate and work effectively with all levels of internal and external personnel.~~
- ~~• Communicate clearly and concisely, both orally and in writing.~~
- ~~• Plan and organize work to meet schedules and timelines.~~
- ~~• Work under limited supervision with a broad framework of standard policies and procedures.~~
- ~~• Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.~~

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job.**
- Teamwork – Collaborating with others to achieve shared goals.**
- Customer Focus – Attending to the needs and expectation of customers.**
- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness**
- Action & Results Focus – Initiating tasks and focusing on accomplishment.**
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data.**

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee may be required to work at varying heights and in restrictive areas. Note: Travel to various District sites may be required.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate standard office equipment. Seeing is required to view a computer monitor and read a variety of materials. Physical demands may include climbing, bending and stooping and movement of objects requiring motions such as lifting and carrying to connect cables and equipment that typically weigh less than twenty (20) pounds.

DISTINGUISHING CHARACTERISTICS:

The Network Engineer classification is distinguished from Senior Network Engineer in that the Senior provides lead direction, assesses and evaluates networking needs, and develops networking designs as well as preventative maintenance plans. The Network Engineer provides assistance in these areas, but the Senior is responsible for carrying them out independently.

CLASSIFICATION ESTABLISHED:

July 17, 2007

UPDATED:

Proposed September 11, 2019



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 540350
SALARY RANGE: A-51

NETWORK ENGINEER

BASIC FUNCTION:

Under general supervision, implements and maintains Santa Monica-Malibu USD's voice over internet protocol (VoIP) and local, wireless, and wide area networks (LAN/WLAN/WANs), including monitoring network security and providing technical assistance to end-users.

MINIMUM QUALIFICATIONS

EDUCATION:

- An associate's degree or equivalent number of college units (60 semester units or 90 quarter units) including at least 15 semester or 22.5 quarter units in computer science, information technology, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Or

- A Cisco Certified Network Associate (CCNA) (router/switching) certification, Microsoft Certified Solutions Expert (MCSE) certification, or other industry recognized and reputable network related certification.

EXPERIENCE:

- Two (2) years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment.

EQUIVALENCY PROVISION:

- Two (2) additional years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment may substitute for the education requirement.

LICENSES AND OTHER REQUIREMENTS:

A valid driver's license and availability of private transportation or ability to provide transportation between District Sites may be required.

REPRESENTATIVE DUTIES:

- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains network and VOIP hardware.
- Troubleshoots, configures, tests, and maintains network and VOIP applications and protocols.
- Assists in the development of network designs to connect new sites, upgrade infrastructure, and relocate existing sites.
- Implements preventative maintenance plans to ensure network reliability and availability is monitored, managed, maintained and operated per service level agreements.

- Identifies potential security threats by auditing firewall logs and resolves security issues in accordance with established standards and configurations.
- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains server hardware.
- Installs, troubleshoots, configures, tests, and maintains server software and applications.
- Assists in the assessment and evaluation of networking needs.
- Provides ongoing technical support to District staff by investigating, identifying, and documenting errors, answering questions, and recommending solutions.
- Creates and updates records and logs related to errors, corrective actions, operational status, and IP address maintenance.
- Performs network data and service restoration and recovery.
- Provides information to network users regarding system status, scheduled downtime, and other system activities that may impact operations.
- Performs related duties as assigned.

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

SUPERVISION:

General supervision is received from higher level management within Information Services. No supervision of other staff is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Network, server, and client operating systems.
- Network hardware installation techniques.
- Network diagnostic and troubleshooting techniques.
- Principles and practices of LAN/WLAN/WAN and TCP/IP operations.
- Principles and practices of VOIP operations.
- Principles, practices, terminology, and trends of network engineering.
- Principles and practices of network security.
- Principles and practices of network disaster recovery.
- Principles and practices of recordkeeping and maintaining documentation.

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job.
- Teamwork – Collaborating with others to achieve shared goals.
- Customer Focus – Attending to the needs and expectation of customers.
- Leveraging Technology – Applying technology for improvements in organizational efficiency

and effectiveness

- Action & Results Focus – Initiating tasks and focusing on accomplishment.
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data.

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee may be required to work at varying heights and in restrictive areas. Note: Travel to various District sites may be required.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate standard office equipment. Seeing is required to view a computer monitor and read a variety of materials. Physical demands may include climbing, bending and stooping and movement of objects requiring motions such as lifting and carrying to connect cables and equipment that typically weigh less than twenty (20) pounds.

DISTINGUISHING CHARACTERISTICS:

The Network Engineer classification is distinguished from Senior Network Engineer in that the Senior provides lead direction, assesses and evaluates networking needs, and develops networking designs as well as preventative maintenance plans. The Network Engineer provides assistance in these areas, but the Senior is responsible for carrying them out independently.

CLASSIFICATION ESTABLISHED:

July 17, 2007

UPDATED:

Proposed September 11, 2019



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 11, 2019

AGENDA ITEM NO: III.A.02

Proposed New Classification: Senior Network Engineer

BACKGROUND INFORMATION:

The Assistant Superintendent, Educational Services and the Director, Educational Technology requested a classification that would have lead duties and responsibilities over the maintenance of the District's network as well as increased responsibilities related to designing and implementing network operations when compared to existing classifications.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Assistant Superintendent, Educational Services and the Director, Educational Technology to review the distinction between Senior Network Engineer and other classifications within Information Services.
- Reviewed the proposed Senior Network Engineer class specification in context with the proposed revisions to Network Engineer/Computer Systems Specialist.
- Received feedback from stakeholders and incorporated into the class specification.
- The new classification of Senior Network Engineer was approved by the Board of Education at their regular meeting on June 27, 2019.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the new classification of Senior Network Engineer at A-56 of the salary range, as provided.

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



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE:
SALARY RANGE: A-56

SENIOR NETWORK ENGINEER

BASIC FUNCTION:

Under general direction, implements and maintains Santa Monica-Malibu USD's voice over internet protocol (VoIP) and local, wireless, and wide area networks (LAN/WLAN/WANs), including monitoring network security and providing technical assistance to end-users while providing lead direction.

MINIMUM QUALIFICATIONS

EDUCATION:

- An associate's degree or equivalent number of college units (60 semester units or 90 quarter units) including at least 15 semester or 22.5 quarter units in computer science, information technology, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Or

- A Cisco Certified Network Associate (CCNA) (router/switching) certification, Microsoft Certified Solutions Expert (MCSE) certification, or other industry recognized and reputable network related certification.

EXPERIENCE:

- Four (4) years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment.

LICENSES AND OTHER REQUIREMENTS:

A valid driver's license and availability of private transportation or ability to provide transportation between District Sites may be required.

REPRESENTATIVE DUTIES:

- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains network and VOIP hardware.
- Troubleshoots, configures, tests, and maintains network and VOIP applications and protocols.
- Develops network designs to connect new sites, upgrade infrastructure, and relocate existing sites.
- Develops and implements preventative maintenance plans to ensure network reliability and availability is monitored, managed, maintained and operated per service level agreements.
- Identifies potential security threats by auditing firewall logs and resolves security issues in accordance with established standards and configurations.
- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains server hardware.

- Installs, troubleshoots, configures, tests, and maintains server software and applications.
- Assesses and evaluates networking needs.
- Provides ongoing technical support to District staff by investigating, identifying, and documenting errors, answering questions, and recommending solutions.
- Creates and updates records and logs related to errors, corrective actions, operational status, and IP address maintenance.
- Performs network data and service restoration and recovery.
- Provides information to network users regarding system status, scheduled downtime, and other system activities that may impact operations.
- Acts as a lead by guiding, training, assigning, scheduling, and monitoring the work of professional and technical staff.
- Performs related duties as assigned.

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

SUPERVISION:

General direction is received from higher level management within Information Services. Responsibilities include providing lead direction to professional and technical staff. No supervision of other staff is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Network, server, and client operating systems.
- Network hardware installation techniques.
- Network diagnostic and troubleshooting techniques.
- Principles and practices of LAN/WLAN/WAN and TCP/IP operations.
- Principles and practices of VOIP operations.
- Principles, practices, terminology, and trends of network planning, design, and engineering.
- Principles and practices of network security.
- Principles and practices of network disaster recovery.
- Principles and practices of recordkeeping and maintaining documentation.
- Techniques of project management and coordination.

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job.
- Teamwork – Collaborating with others to achieve shared goals.
- Customer Focus – Attending to the needs and expectation of customers.
- Leveraging Technology – Applying technology for improvements in organizational efficiency

and effectiveness

- Action & Results Focus – Initiating tasks and focusing on accomplishment.
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data.
- Delegating – Sharing responsibility, authority, and accountability.
- Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives.

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee may be required to work at varying heights and in restrictive areas. Note: Travel to various District sites may be required.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate standard office equipment. Seeing is required to view a computer monitor and read a variety of materials. Physical demands may include climbing, bending and stooping and movement of objects requiring motions such as lifting and carrying to connect cables and equipment that typically weigh less than twenty (20) pounds.

DISTINGUISHING CHARACTERISTICS:

The Senior Network Engineer classification is distinguished from Network Engineer in that the Senior provides lead direction, assesses and evaluates networking needs, and develops networking designs as well as preventative maintenance plans. The Network Engineer provides assistance in these areas, but the Senior is responsible for carrying them out independently.

CLASSIFICATION ESTABLISHED:

Proposed September 11, 2019

IV. Discussion Items:

V. Commissioner Training/Briefing:

VI. Information Items:

Open Requisitions (9/6/2019)

Req Number	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
19-108	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
19-146	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

19-167	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
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open	5/21/2019 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
19-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	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
19-209	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.25	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
20-007	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
20-017	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Vac	40	Open	8/15/2019 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

20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open	7/16/2019 12:00:00 AM
20-036	TRANSLATOR/INTERPRETE R	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
20-039	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	43.75	Open	8/9/2019 12:00:00 AM
20-040	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	Open	8/7/2019 12:00:00 AM
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open	8/21/2019 12:00:00 AM
20-049	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	New	75	Open	8/9/2019 12:00:00 AM
20-050	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50	Open	8/7/2019 12:00:00 AM
20-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/14/2019 12:00:00 AM
20-055	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/16/2019 12:00:00 AM
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open	8/19/2019 12:00:00 AM
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open	8/19/2019 12:00:00 AM
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100	Open	8/16/2019 12:00:00 AM
20-062	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75	Open	8/19/2019 12:00:00 AM
20-063	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100	Open	8/19/2019 12:00:00 AM
20-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5	Open	8/23/2019 12:00:00 AM
20-066	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	75	Open	8/23/2019 12:00:00 AM
20-067	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100	Open	8/23/2019 12:00:00 AM
20-069	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	Open	8/28/2019 12:00:00 AM
20-070	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open	8/22/2019 12:00:00 AM
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25	Open	8/28/2019 12:00:00 AM
20-072	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	75	Open	8/28/2019 12:00:00 AM
20-073	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	75	Open	8/28/2019 12:00:00 AM
20-074	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open	8/28/2019 12:00:00 AM

Filled Requisitions (7/5/19)

Req Number	Req Title	Department	Date of Accepted Job Offer
19-155	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	8/20/2019 12:00:00 AM
19-165	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	8/21/2019 12:00:00 AM
19-189	CONSTRUCTION SUPERVISOR	BUSINESS SERVICES	8/30/2019 12:00:00 AM
19-194	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	8/20/2019 12:00:00 AM
19-203	PHYSICAL ACTIVITIES SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	8/16/2019 12:00:00 AM
19-223	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	8/21/2019 12:00:00 AM
20-004	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	8/16/2019 12:00:00 AM
20-018	CAMPUS SECURITY OFFICER	OLYMPIC HIGH SCHOOL	8/21/2019 12:00:00 AM
20-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	8/21/2019 12:00:00 AM
20-029	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL	8/20/2019 12:00:00 AM
20-030	PARAEDUCATOR-2	MALIBU HIGH SCHOOL	8/16/2019 12:00:00 AM
20-034	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	8/14/2019 12:00:00 AM
20-041	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	8/20/2019 12:00:00 AM
20-042	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	8/20/2019 12:00:00 AM
20-043	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	8/20/2019 12:00:00 AM
20-044	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	8/20/2019 12:00:00 AM
20-045	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	8/20/2019 12:00:00 AM
20-046	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	8/20/2019 12:00:00 AM
20-047	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	8/20/2019 12:00:00 AM
20-052	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	8/21/2019 12:00:00 AM
20-053	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	8/22/2019 12:00:00 AM
20-054	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	8/21/2019 12:00:00 AM

20-060	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	8/20/2019 12:00:00 AM
20-061	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	8/26/2019 12:00:00 AM

**Classified Personnel – Merit
8/15/19**

PROMOTION

Zurich-Lunsford, Kathleen
Grant ES

Administrative Assistant
8 Hrs/10 Mo/Range: 31 Step: B
From: Senior Office Specialist: 4 Hrs/10 Mo

EFFECTIVE DATE

8/8/19

LIMITED TERM

Lam, Lucille
Fiscal Services

Payroll Specialist
8 Hrs/12 Mo/Range: 34 Step: A

EFFECTIVE DATE

7/1/19-12/3/19

RE-INSTATEMENT

Amaya, Janene
CDS-Adams Preschool

Children's Center Assistant-2
8 Hrs/SY/Range: 18 Step: F

EFFECTIVE DATE

5/21/19

SUMMER ASSIGNMENTS

Bachtell, Amy
Special Education

Paraeducator-2
6 Hrs/Day

EFFECTIVE DATE

6/20/19-7/17/19

Benjamin, Venecia
Food and Nutrition Services

Cafeteria Worker II
Not to exceed: 240 Hrs

7/9/19-8/19/19

Benjamin, Venecia
Child Development Services

Children's Center Assistant-2
Not to exceed: 280 Hrs

7/1/19-8/19/19

Brito, Salvador
Transportation

Bus Driver
Not to exceed: 152 Hrs

7/18/19-8/14/19

Cooper, Raymond
Fiscal Services

Campus Security Officer
8 Hrs/Day

7/11/19-7/19/19

Cortez, Maria
Operations

Custodian
8 Hrs/Day

7/3/19-8/14/19

Davis, Kenrick
Transportation

Bus Driver
Not to exceed: 152 Hrs

7/18/19-8/14/19

De La Rosa, Johanna
Student Services

Bilingual Community Liaison
8 Hrs/Day

6/17/19-8/22/19

Elie, Banita
Transportation

Bus Driver
Not to exceed: 152 Hrs

7/18/19-8/14/19

Ernst, Amanda
Special Education

Paraeducator-2
6 Hrs/Day

6/20/19-7/17/19

Freire, Juana
Special Education

Paraeducator-3
6 Hrs/Day

6/20/19-7/17/19

Friedman, Ashley
Child Development Services

Children's Center Assistant-2
Not to exceed: 376 Hrs

7/1/19-8/19/19

Gaglione, Lisa
Child Development Services

Children's Center Assistant-2
Not to exceed: 280 Hrs

7/10/19-8/19/19

Gauntt, Deborah Transportation	Bus Driver Not to exceed: 152 Hrs	7/18/19-8/14/19
Gutierrez, Nallely Child Development Services	Children's Center Assistant-2 Not to exceed: 280 Hrs	7/12/19-8/19/19
Gutierrez, Rosa Transportation	Bus Driver Not to exceed: 152 Hrs	7/9/19-8/14/19
Hernandez, Patricia Lincoln MS	Senior Office Specialist Not to exceed: 80 Hrs	7/1/19-8/14/19
Lewis, Emunah Special Education	Paraeducator-1 6 Hrs/Day	7/1/19-7/17/19
Lewis, Jessie Transportation	Bus Driver Not to exceed: 152 Hrs	7/9/19-7/17/19
Mesrobian, Varso Franklin ES	Senior Office Specialist 8 Hrs/Day	8/6/19-8/14/19
Moreno, Peggy Child Development Services	Children's Center Assistant-2 Not to exceed: 280 Hrs	7/12/19-8/19/19
Muhammed Jinadu, Fatimoh Fiscal Services	Campus Security Officer 8 Hrs/Day	7/11/19-7/19/19
O'Neal, Sheridan Special Education	Paraeducator-2 6 Hrs/Day	6/20/19-7/17/19
Poindexter, Baja Special Education	Paraeducator-1 6 Hrs/Day	6/20/19-7/17/19
Pollack, Bridget Child Development Services	Children's Center Assistant-2 Not to exceed: 376 Hrs	7/1/19-8/19/19
Ramos, Marlene Lincoln MS	Bilingual Community Liaison Not to exceed: 10 Hrs	6/20/19-6/28/19
Reynolds, Luz Child Development Services	Children's Center Assistant-2 Not to exceed: 280 Hrs	7/12/19-8/19/19
Ruiz, Juliana Operations	Custodian 8 Hrs/Day	7/3/19-8/14/19
Salvador, Lydia Child Development Services	Swimming Instructor/Lifeguard Not to exceed: 60 Hrs	7/12/19-8/12/19
Sammann, Kevin Transportation	Bus Driver Not to exceed: 152 Hrs	7/18/19-8/14/19
Singleton, Eric Child Development Services	Children's Center Assistant-2 Not to exceed: 280 Hrs	7/15/19-8/19/19
Torres, Veronica Lincoln MS	Senior Office Specialist Not to exceed: 32 Hrs	8/5/19-8/14/19
Tran, Daniel Santa Monica HS	Athletic Trainer Not to exceed: 145 Hrs	6/24/19-8/17/19

Vasquez, Erin Food and Nutrition Services	Cafeteria Cook/Baker 8 Hrs/Day	7/9/19-8/19/19
Villagomez, Alice Child Development Services	Children's Center Assistant-2 Not to exceed: 280 Hrs	7/12/19-8/19/19
Williams, Racheal Special Education	Paraeducator-3 6 Hrs/Day	6/20/19-7/17/19
Woods, Kendall Special Education	Paraeducator-3 6 Hrs/Day	6/20/19-7/17/19
Yates-Lomax, Kathy Transportation	Bus Driver Not to exceed: 152 Hrs	7/18/19-8/14/19

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Avalos, Mario Maintenance	Plumber [overtime; district projects]	7/1/19-6/30/20
Baghoomian, Edwin Maintenance	HVAC Mechanic [overtime; district projects]	7/1/19-6/30/20
Batmunh, Otgonbayar Maintenance	Electrician [overtime; district projects]	7/1/19-6/30/20
Bechtloff, Julie Fiscal Services	Accounting Technician [overtime; fiscal projects]	7/1/19-6/30/20
Bunayog, Jesse Fiscal Services	Accountant [overtime; fiscal projects]	7/1/19-6/30/20
Burton, Lisa Fiscal Services	Payroll Specialist [overtime; payroll support]	7/1/19-6/30/20
Carrillo, Rigoberto Maintenance	HVAC Mechanic [overtime; district projects]	7/1/19-6/30/20
Davis, Jeffery Maintenance	Carpenter [overtime; district projects]	7/1/19-6/30/20
Dodd, Jason Facility Improvement Projects	Facilities Technician [overtime; FIP projects]	7/1/19-6/30/20
Eby, David Grant ES/Olympic HS	Physical Activities Specialist [additional hours; Fitgram testing]	5/2/19-5/22/19
Esquivias, Rene Maintenance	Electrician [overtime; district projects]	7/1/19-6/30/20
Flores, Ana Maintenance	Administrative Assistant [overtime; clerical support]	5/3/19-6/30/19
Gardner, Ryan Maintenance	Facilities Technician [overtime; district projects]	7/1/19-6/30/20
Gonzalez, Gary Maintenance	Plumber [overtime; district projects]	7/1/19-6/30/20

Hall, Caryl Fiscal Services	Accountant [overtime; fiscal projects]	7/1/19-6/30/20
Hedges, Eric Maintenance	Facilities Technician [overtime; district projects]	7/1/19-6/30/20
Herrera, Zenon Maintenance	Locksmith [overtime; district projects]	7/1/19-6/30/20
Jala, Ariel Operations-Malibu MS/HS	Custodian [overtime; custodial support]	7/1/18-6/30/19
Khimani, Ashraf Facility Improvement Projects	Accountant [overtime; FIP projects]	7/1/19-6/30/20
Lacson, Andrew Fiscal Services	Payroll Specialist [overtime; payroll support]	7/1/19-6/30/20
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; FIP projects]	7/1/19-6/30/20
Parker, Stephen Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/19-6/30/20
Perez, Elena Fiscal Services	Accountant [overtime; fiscal projects]	7/1/19-6/30/20
Plascencia, Henry Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/19-6/30/20
Reyes, Pedro Maintenance	Electrician [overtime; district projects]	7/1/19-6/30/20
Rizk, Rizk Fiscal Services	Payroll Specialist [overtime; payroll support]	7/1/19-6/30/20
Smith, Matthew Facility Improvement Projects	Facilities Technician [overtime; FIP projects]	7/1/19-6/30/20
Staib, Katherine Facility Improvement Projects	Administrative Assistant [overtime; FIP projects]	7/1/19-6/30/20
Suaste, Eduardo Operations-Santa Monica HS	Lead Custodian [overtime; custodial support]	8/1/18-6/30/19
Venable, Mark Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/19-6/30/20
Villa, Alejandro Maintenance	Carpenter [overtime; district projects]	7/1/19-6/30/20

SUBSTITUTES

Rocha, Eric
Food and Nutrition Services

Stock and Delivery Clerk

EFFECTIVE DATE

8/22/19-6/10/20

Salvador, Lydia
Facility Use

Swimming Instructor/Lifeguard

4/25/19-6/30/19

INVOLUNTARY TRANSFER

Hernandez, Jason
Facility Use-Adams MS

Sports Facility Attendant
6 Hrs/12 Mo
From: 6 Hrs/12 Mo/Facility Use-Malibu HS

EFFECTIVE DATE

7/2/19

VOLUNTARY TRANSFER

Kubicz-Preis, Anna
SMASH

Administrative Assistant
8 Hrs/10 Mo
From: 8 Hrs/12 Mo/Educational Services

EFFECTIVE DATE

8/8/19

Preciado, Daniel
Lincoln MS

Campus Security Officer
8 Hrs/10 Mo
From: 4 Hrs/11 Mo/Adult Education

8/15/19

WORKING OUT OF CLASS

Davis, Jeffery
Maintenance

Plumber
From: Carpenter

EFFECTIVE DATE

5/28/19-6/30/19

Parker, Stephen
Maintenance

Carpenter
From: Skilled Maintenance Worker

5/28/19-6/30/19

Plascencia, Henry
Maintenance

Painter
From: Skilled Maintenance Worker

5/28/19-10/30/19

Villa, Alejandro
Maintenance

Metal Worker
From: Carpenter

7/1/19-10/30/19

ABOLISHMENT

Franklin ES

Instructional Assistant - Classroom

EFFECTIVE DATE

8/21/19

Special Ed-Adams MS

Paraeducator-1

6/21/19

Special Ed-Grant ES

Paraeducator-3

7/11/19

**Classified Personnel – Merit
9/5/19**

NEW HIRES

EFFECTIVE DATE

Berron, Cristina Edison ES	Elementary Library Coordinator 7 Hrs/10 Mo/Range: 26 Step: A	8/15/19
Cerritos, Salvador Information Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 38 Step: A	8/12/19
Jolly, Tania Malibu MS	Administrative Assistant 8 Hrs/12 Mo/Range: 31 Step: A	8/7/19
Kahn, Joshua Personnel Commission	Director of Classified Personnel 8 Hrs/12 Mo/Range: M-64 Step: A	8/12/19
Lewis, Emunah Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Morales, Arturo Malibu MS/HS	Campus Security Officer 8 Hrs/10 Mo/Range: 25 Step: A	8/15/19
Niederberger-Beekman, Jenelle Adams MS	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A	8/15/19
O'Neal, Sheridan Special Ed-Roosevelt ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19
Taylor, Amariah Malibu HS	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: A	8/15/19
Torres, Veronica Lincoln MS	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: A	8/15/19
Yoshioka, Mike Lincoln MS	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: A	8/15/19

PROMOTION

EFFECTIVE DATE

Garcia, Claudia FNS-Lincoln MS	Site Food Services Coordinator 7 Hrs/SY/Range: 29 Step: A From: Cafeteria Worker I: 3.5 Hrs/SY	8/21/19
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SUMMER ASSIGNMENTS

EFFECTIVE DATE

Santin, Aura Operations	Custodian 8 Hrs/Day	7/31/19-8/14/19
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TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 [additional hours; student support at concerts]	5/13/19-5/17/19
Gergis, Sohair Special Ed-McKinley ES	Paraeducator-1 [overtime; bus supervision]	4/1/19-6/11/19
Gomez, Jose Operations	Gardener [overtime; district projects]	7/9/19-6/30/20

Mock, Christopher Human Resources	Paraeducator-3 [additional hours; Health Benefits Committee]	7/1/19-6/30/20
Mock, Christopher Human Resources	Paraeducator-3 [overtime; Health Benefits Committee]	7/1/19-6/30/20
Ortiz, Alondra Special Education	Office Specialist [additional hours; clerical support]	7/1/19-6/30/20
Patterson, Pete Human Resources	Technology Support Assistant [overtime; Health Benefits Committee]	7/1/19-6/30/20
Sotoj, Maria McKinley ES	Campus Monitor [additional hours; child care for parent meetings]	5/13/19-6/12/19
Yoshioka, Mike Lincoln MS	Senior Office Specialist [additional hours; professional development]	7/11/19-8/14/19

SUBSTITUTES

Rugamas Castro, Angel Operations	Gardener	<u>EFFECTIVE DATE</u> 7/1/19-6/30/20
Smith, Denise District	Office Specialist	8/6/19-6/30/20
Trujillo, Sandra Child Development Services	Children's Center Assistant-2	8/19/19-6/30/20
Whitesell, Lori Santa Monica HS	Senior Office Specialist	7/1/19-7/31/19

CHANGE IN ASSIGNMENT

Danganan, Maye Roosevelt ES	Physical Activities Specialist 6 Hrs/SY From: 3.75 Hrs/SY/Muir ES	<u>EFFECTIVE DATE</u> 8/21/19
Reed, Desiree Adams MS	Senior Office Specialist 8 Hrs/10 Mo From: 4 Hrs/10 Mo/Adams MS	8/15/19

INVOLUNTARY TRANSFER

Brown, Elizabeth Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Lincoln MS	<u>EFFECTIVE DATE</u> 8/21/19
Lopez, Luis Special Ed-Santa Monica HS	Paraeducator-1 8 Hrs/SY From: 8 Hrs/SY/Special Ed-Lincoln MS	8/21/19
Macklin, Lyndsay Special Ed-Webster ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	8/21/19
Madry, Tyrone Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	8/21/19

Manjarrez, Lisette Special Ed-Lincoln MS	Paraeducator-2 7.5 Hrs/SY From: 7.5 Hrs/SY/Special Ed-McKinley ES	8/21/19
Martinez, Melinda Special Ed-Roosevelt ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers ES	8/21/19
Ratliff, Sheleita Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers ES	8/21/19
Symons, Alyson Special Ed-Lincoln MS	Paraeducator-2 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Roosevelt ES	8/21/19
Watson, Natasha Special Ed-CDS-Rogers ES	Paraeducator-1 4.5 Hrs/SY From: 4.5 Hrs/SY/Special Ed-CDS-Pine Street	8/21/19

VOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Quiroz, Timothy FNS-Adams MS	Site Food Services Coordinator 7 Hrs/SY From: 7 Hrs/SY/FNS-Lincoln MS	8/21/19
Vasquez, Graciela Santa Monica HS	Campus Security Officer 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Malibu HS	8/15/19

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Overton, Christopher Special Ed-Franklin ES	Paraeducator-1 CFRA	8/21/19-10/30/19
Reed, Desiree Adams MS	Senior Office Specialist CFRA	8/15/19-9/5/19
Robledo Carrasco, Maria Edison ES	Instructional Assistant - Bilingual Pregnancy Disability Leave/FMLA	8/21/19-9/16/19
Robledo Carrasco, Maria Edison ES	Instructional Assistant - Bilingual CFRA	9/17/19-10/29/19
Sanchez, Yolanda Muir ES	Administrative Assistant Medical/FMLA/CFRA	8/8/19-1/5/20
Yeh, Wendy Special Ed-Grant ES	Paraeducator-1 Intermittent FMLA/CFRA	4/3/19-4/3/20

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Vethavanam, Savithri Special Ed-Franklin ES	Paraeducator-3 Personal	8/21/19-6/30/20

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Avitia-Quintana, Hector Operations	Gardener From: Custodian	7/1/19-7/10/19

Parker, Stephen
Maintenance

Carpenter
From: Skilled Maintenance Worker

7/1/19-10/30/19

EXERCISE OF DISPLACEMENT RIGHTS IN LIEU OF LAYOFF

EFFECTIVE DATE

TS6155292

Office Specialist

9/16/19

Child Development Services

ABOLISHMENT

EFFECTIVE DATE

Office Specialist

8/5/19

Facility Improvement Projects

SUSPENSION WITHOUT PAY

EFFECTIVE DATE

HQ8371288

Custodian

8/1/19-8/2/19; 8/5/19-8/9/19
8/12/19-8/14/19; 9/3/19-9/6/19
9/9/19

Operations

TERMINATION DUE TO LAYOFF

EFFECTIVE DATE

UE4140320

Custodian

8/5/19

Facility Use

DC7730533

Sports Facility Attendant

8/5/19

Facility Use

JD5885822

Office Specialist

8/5/19

Facility Improvement Project

XA8821326

Health Office Specialist

8/5/19

Cabrillo ES/Pt. Dume ES

RESIGNATION

EFFECTIVE DATE

Brewster, Stephanie
Malibu ES

Instructional Assistant-Classroom

8/9/19

Malone, David
Purchasing

Director of Purchasing

8/7/19

Classified Personnel – Non-Merit
8/15/19

TECHNICAL SPECIALIST – LEVEL II

Kaddoura, Mariam	Educational Services [4 th of July Parade] - Funding: Measure "R"	7/1/18- 7/6/18
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Rivera, Nancy	Child Development Services [administrative specialist] - Funding: Head Start - Basic CA State School Age - CCTR	7/1/19- 8/31/19
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**Classified Personnel – Non-Merit
9/5/19**

COACHING ASSISTANT

Baisden, Kendall	Santa Monica HS	7/1/19-7/31/19
Fletcher, Sakoiya	Santa Monica HS	7/1/19-8/9/19
		8/22/19-6/10/20
Harrington, Alexis	Santa Monica HS	8/1/19-6/10/20

TECHNICAL SPECIALIST – LEVEL I

Hurst, Diana	Santa Monica HS	6/3/19-6/7/19
	[AP Test Proctor]	
	- Funding: Reimbursed by ASB	

TECHNICAL SPECIALIST – LEVEL II

Oyenoki, Aimee	Educational Services	6/13/19-6/28/19
	[English Language Development;	
	Science Language Academy planning]	
	- Funding: ESEA, Title III - LEP	

TECHNICAL SPECIALIST – LEVEL III

Rowles, Ryan	Lincoln MS	8/21/19-6/10/20
	[Jazz Band Director]	
	- Funding: Gifts	

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

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



Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specifications: Overview	Commissioner Training	10/10/19
Merit Rules Revisions Update - Definitions	Discussion	11/13/19

VIII. Next Regular Personnel Commission Meeting:

Thursday, October 10, 2019, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: