



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

October 10, 2019

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Thursday, October 10, 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 October 10, 2019

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

- G.06 Approval of Minutes for Regular Meeting on September 11, 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)

October 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 will be held on **Thursday, October 10, 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 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 October 10, 2019

G.06 Approval of Minutes for Regular Meetings on September 11, 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>
Administrative Assistant	1
Children’s Center Assistant-1	2
Children’s Center Assistant-3	1
Instructional Assistant - Classroom	12
Paraeducator-1	6
Paraeducator-2	1
Paraeducator-3	6
Senior Office Specialist	13
Sports Facility Attendant	2
Technical Theater Coordinator	4
Technical Theater Technician	1
Technology Support Assistant	3

C.02 Advanced Step Placement:
Kiva Dawson in the classification of Paraeducator-1 at Range A-20 Step D

- C.03 Advanced Step Placement:
Anthony Drayden in the classification of Paraeducator-1 at Range A-20 Step C
- C.04 Advanced Step Placement:
Gregory Gomberg in the classification of Paraeducator-3 at Range A-26 Step B
- C.05 Advanced Step Placement:
Vincent Hamon in the classification of Translator at Range A-32 Step D
- C.06 Advanced Step Placement:
Lisa Harper in the classification of Paraeducator-2 at Range A-25 Step B
- C.07 Advanced Step Placement:
Crystal Hatcher in the classification of Paraeducator-2 at Range A-25 Step C
- C.08 Advanced Step Placement:
Mark Henderson in the classification of Physical Activities Specialist at Range A-26 Step B
- C.09 Advanced Step Placement:
Crystal Jackson in the classification of Paraeducator-3 at Range A-26 Step D
- C.10 Advanced Step Placement:
Tania Jolly in the classification of Administrative Assistant at Range A-31 Step D
- C.11 Advanced Step Placement:
Joshua Kahn in the classification of Director - Classified Personnel at Range M-64 Step B
- C.12 Advanced Step Placement:
Linda Montes in the classification of Paraeducator-3 at Range A-26 Step C
- C.13 Advanced Step Placement:
Arturo Morales in the classification of Campus Security Officer at Range A-25 Step B
- C.14 Advanced Step Placement:
Jose Rivas Jr. in the classification of Plumber at Range A-39 Step D
- C.15 Advanced Step Placement:
Michelle Rivera in the classification of Paraeducator-3 at Range A-26 Step B
- C.16 Advanced Step Placement:
April Russian in the classification of Paraeducator-3 at Range A-26 Step C
- C.17 Advanced Step Placement:
Kylie Walulak in the classification of Paraeducator-3 at Range A-26 Step C
- C.18 Advanced Step Placement:
Nachrissha Wiggs in the classification of Paraeducator-3 at Range A-26 Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Assistant Director – Fiscal Services within the Fiscal Services job family
- A.02 Classification Revision:
 - a. Network Engineer within the Information Services job family
 - b. Senior Network Engineer within the Information Services job family

IV. COMMISSIONER TRAINING/BRIEFING:

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

CT.01 Advanced Step Placement

V. DISCUSSION ITEMS:

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

D.01 Procedures Regarding 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)
 - September 19, 2019Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
 - October 3, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)
 - September 19, 2019Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
 - October 3, 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
Commissioner Training/Briefing: Working Out of Class & Reclassification		11/13/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 13, 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.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

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 was held on **Wednesday, September 11, 2019, at 4:32 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 4:32 p.m.

G.02 Roll Call: Commissioners Robinson and Stewart were present. Commissioner Robinson was absent due to a professional commitment.

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: September 11, 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: August 14, 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 stated that Agenda Item V.CT.01: *“Commissioner Training/Briefing: Advanced Step Placement”* would be postponed to the October 10, 2019 meeting since the updated visual equipment in the Board Room was not functional yet.
 - Director Kahn welcomed Ms. Clare Caldera, Personnel Analyst, at the dais, given her managerial, supervisory, and strategic role within the department.
 - Director Kahn also informed the Personnel Commission about the department’s updates on the District organizational chart to reflect Ms. Caldera’s supervisory responsibilities.
 - Director Kahn commended the Personnel Commission staff for their assistance and support during his first month in the office.
 - Director Kahn informed the Personnel Commission about his intent to attend a principals’ meeting and subsequently schedule individual school visits in order to better understand their specific classified staffing needs.
 - Director Kahn updated the Personnel Commission about his meetings with Dr. Kelly and other District Office managers.
 - Director Kahn attended the Board of Education meeting on September 5, 2019, where he was officially introduced and welcomed to the District.
 - Director Kahn updated the Personnel Commission on the current recruitments and activities in the department. He drew attention to the Chief Steward recruitment expressing his gratitude to Ms. Caldera for her hard work. Mr. Chris Mock, a former Paraeducator-3, has been selected and will begin in his new role on September 23, 2019.
 - Director Kahn informed the Personnel Commission about LACOE’s Business Enhancement System Transformation (BEST) project used by

the District for budget development, finance, human resources, and payroll.

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 acknowledged the anniversary of September 11 attacks, extending her thoughts to families who have been affected by this tragedy.**

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 on the beginning of the new school year and back to school parent meetings.**
 - **Dr. Kelly updated the Personnel Commission on the District's current certificated recruitments and appointments.**
 - **Dr. Kelly commended Roosevelt Elementary School staff for their due diligence during lock down and then shelter and place on September 10, 2019. He also explained the differences between these two safety procedures.**
 - **Dr. Kelly informed the Personnel Commission about the Board of Education meetings on September 5 and September 19, 2019.**

G.10 Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
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

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.05. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Robinson inquired about the advanced step placement award as it relates to the local living wage. Director Kahn stated that some of the classifications' first salary steps are currently below the local minimal wage; hence, they cannot be used as the starting point.**

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

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 subject to research into the Board of Education policy regarding California Driving License requirements. The classification specification may be edited as necessary, following the research. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn pointed out the advantage of being able to analyze these two classifications in a job series, rather than looking at them individually. Revisions to Network Engineer served as the foundation for developing the Senior Network Engineer classification specification and identifying clear distinguishing characteristics between both job descriptions.
- Mrs. Cindy Johnston, Human Resources Technician, inquired about the revision of a class “C” driver license requirement not necessarily being issued in California and how it may impact the District’s liability.
- Dr. Kelly referred to a Board of Education policy regarding the District’s expectation for employees to obtain a California driving license within six (6) months if using a vehicle is part of their work responsibilities.
- Ms. Caldera provided a rationale for the revision- to expand the pool of qualified candidates.
- Director Kahn will research the Board of Education policy and update the Personnel Commission at the next regular meeting on October 10, 2019.

A.02 New Classification:
Senior Network Engineer within the Information Services job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.02 subject to research into the Board of Education policy regarding California driving license requirements. The classification specification may be edited as necessary, following the research. The motion passed.

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

REPORT AND DISCUSSION

- None

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.

CT.01 Advanced Step Placement

REPORT AND DISCUSSION

- **Postponed to October 10, 2019 meeting due to the technology upgrade in the Board Room.**

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
Advanced Step Placement	Commissioner Training	10/10/19

Classification Specifications: Overview	Commissioner Training	11/13/19
Merit Rules Revisions Update - Definitions	Discussion	12/11/19

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 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: 5:05 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Kiva Dawson

Hire Date: 08/21/2019

ASP Request Submitted: 09/11/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Kiva Dawson	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"> Kiva Dawson meets education requirement. Kiva has over thirteen (13) years of experience working with individuals with special needs. 	<p>0 level of education above the required level = 0 Step Advance</p> <p>6 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
Total Advanced Steps: Starting Step: B (Living Wage) +2 (Experience) = 2 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Ms. Dawson educational 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 D is \$16.47/hour. The gross difference in pay is an approximate increase of \$1.53 per hour, \$198.75 per month, or \$1,987.50 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kiva Dawson at Range A-20, 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
Lauren Robinson						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Anthony Drayden

Hire Date: 08/21/2019

ASP Request Submitted: 09/10/2019

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Mr. Drayden's educational 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 Anthony Drayden 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: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Gregory Gomberg

Hire Date: 08/26/2019

ASP Request Submitted: 08/29/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Gregory Gomberg	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Gregory Gomberg has a Bachelor's Degree in Child & Adolescent Development • Gregory has a Master's degree in Elementary Education/Secondary Education. • Gregory meets the experience requirement. 	<p>2 level of education above the required level = 1 Step Advance (Max. allowed)</p> <p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<p>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</p>		

DIRECTOR'S COMMENTS:

Mr. Gomberg's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The gross difference in pay is an approximate increase of \$0.83 per hour, \$107.62 per month, or \$1,076.25 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Gregory Gomberg at Range A-26, Step B 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: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Vincent Hamon

Hire Date: 09/17/2019

ASP Request Submitted: 9/27/2019

BACKGROUND INFORMATION:

Classification Title: Translator/Interpreter	Employee: Vincent Hamon	Calculation of Advanced Step Recommendation
<p><u>EDUCATION:</u></p> <ul style="list-style-type: none"> High school degree or evidence of equivalent educational attainment. <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none"> One year of paid experience translating between English and a designated second language for organizations or groups. 	<ul style="list-style-type: none"> Vincent has a Bachelor's degree in Communication Studies. Vincent has over seven years of paid experience translating between English and Spanish. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p> <p>3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
<p><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></p>		

DIRECTOR'S COMMENTS:

Mr. Hamon's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-32 at Step A is \$19.06/hour, while Step D is \$22.06/hour. The gross difference in pay is an approximate increase of \$3.00 per hour, \$520.45 per month, or \$6,245.35 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Vincent Hamon at Range A-32, 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
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Lisa Harper

Hire Date: 08/22/2019

ASP Request Submitted: 09/04/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-2	Employee: Lisa Harper	Calculation of Advanced Step Recommendation
Education: 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. 	<ul style="list-style-type: none"> Lisa Harper meets educational requirements. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> Lisa Harper meets experience requirement. 	0 (2-year period) more than the required amount of experience = 0 Step Advance
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Lisa was the only rank available from the most recent recruitment. The Director has concluded that it would be very challenging to find alternative qualified applicants. 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max. allowed)
Total Advanced Steps: 0 (Education) + 0 (Experience) + 1 (Difficulty) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Ms. Harper's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step B is \$16.87/hour. The gross difference in pay is an approximate increase of \$.80 per hour, \$104.25 per month, or \$1,042.50 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Lisa Harper at Range A-25, Step B 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: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Crystal Hatcher

Hire Date: 08/21/2019

ASP Request Submitted: 09/30/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-2	Employee: Crystal Hatcher	Calculation of Advanced Step Recommendation
Education: 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. 	<ul style="list-style-type: none"> Crystal Hatcher has a Bachelor's degree in Psychology and African Studies. 	1 level of education above the required level = 1 Step Advance
Experience: <ul style="list-style-type: none"> Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> Crystal meets experience requirement. 	0 (2-year period) more than the required amount of experience = 0 Step Advance
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Crystal was the only rank available from the most recent recruitment. The Director has concluded that it would be very challenging to find alternative qualified applicants. 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max. allowed)
Total Advanced Steps: 1 (Education) + 0 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Ms. Hatcher's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step C is \$17.71/hour. The gross difference in pay is an approximate increase of \$1.64 per hour, \$177.82 per month, or \$1,778.23 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Crystal Hatcher at Range A-25, 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: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Mark Henderson

Hire Date: 08/21/2019

ASP Request Submitted: 09/20/2019

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Mark Henderson	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable 	<ul style="list-style-type: none"> Mark Henderson has a Bachelors' degree in liberal studies. 	<p>2 level of education above the required level = 1 Step Advance</p>
Experience: <ul style="list-style-type: none"> One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> Mark Henderson meets the experience requirements. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Mr. Henderson's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 is \$16.47per hour, at Step B is \$17.30 per hour. The net difference in pay is an approximate increase of \$0.83 per hour, \$53.81per month, or \$538.12 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Mark Henderson at Range A-26, Step B 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: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.09

SUBJECT: Advanced Step Placement – Crystal Jackson

Hire Date: 08/21/2019

ASP Request Submitted: 08/28/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Crystal Jackson	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Crystal Jackson has a Bachelor's degree in Mass Communications Radio/TV/Film. • Crystal Jackson has over four (4) years' experience working individuals with behavioral and social-emotional deficits. 	<p>1 level of education above the required level = 1 Step Advance</p> <p>2 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
<p><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></p>		

DIRECTOR'S COMMENTS:

Ms. Jackson's education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step D is \$19.06/hour. The gross difference in pay is an approximate increase of \$2.60 per hour, \$337.46 per month, or \$3,374.55 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Crystal Jackson at Range A-26, 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
Lauren Robinson						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.10

SUBJECT: Advanced Step Placement – Tania Jolly

Hire Date: 08/07/2019

ASP Request Submitted: 08/12/2019

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Tania Jolly	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or evidence of equivalent educational proficiency. 	<ul style="list-style-type: none"> Tania Jolly has an Associate's degree in General Studies. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) or more years of varied administrative, secretarial and clerical support experience 	<ul style="list-style-type: none"> Tania has over thirty (30) years of varied clerical experience. 	9 (3-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Jolly's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hour, while Step D is \$21.53/hour. The gross difference in pay is an approximate increase of \$2.94 per hour, \$509.36 per month, or \$6,112.36 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Tania Jolly at Range A-31, 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						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.11

SUBJECT: Advanced Step Placement – Joshua Kahn

Hire Date: 08/12/2019

ASP Request Submitted: 10/03/2019

BACKGROUND INFORMATION:

Classification Title: Director - Classified Personnel	Employee: Joshua Kahn	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Bachelor's degree from an accredited college or university. <p>Note: An advanced degree from an accredited University may be considered in lieu of required experience.</p>	<ul style="list-style-type: none"> Joshua meets the minimum educational requirements. 	<p>0 level of education above the required level = <u>0 Step Advance</u> (Max. allowed)</p>
Experience: <ul style="list-style-type: none"> Five (5) years of public sector personnel experience at the Analyst level or higher. Including experience in recruitment and selection, examination development and administration, classification and salary administration, with at least two (2) years in supervising assigned staff. 	<ul style="list-style-type: none"> Joshua meets the minimum experience requirements. 	<p>0 (5-year periods) of experience above the required level = <u>0 Step Advance</u></p>
Difficulty of Recruitment: <ul style="list-style-type: none"> It has been determined that the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> A rank of three (3) could not be provided. It would be very challenging to find alternative qualified applicants 	<p>Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <u>1 Step Advance</u></p>
Total Advanced Steps: 0 (Education) + 0 (Experience) + 1 (Difficulty) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Mr. Kahn's professional training and experience meets the minimum requirements specified for this classification and there was difficulty of recruitment in providing a rank of three (3). Pay rate at salary Range M-64 at Step A is \$8680/month, while Step B is \$9115/month. The net difference in pay is an approximate increase of \$435 per month, or \$5220 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Joshua Kahn at Range M-64 Step B on the Management 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: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.12

SUBJECT: Advanced Step Placement – Linda Montes

Hire Date: 08/26/2019

ASP Request Submitted: 09/03/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Linda Montes	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Linda Montes meets education requirement. • Linda Montes has over seven (7) years' experience working individuals with behavioral and social-emotional deficits. 	<p>0 level of education above the required level = 0 Step Advance</p> <p>3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
<p>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Ms. Montes' professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The gross difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$2,194.40 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Linda Montes 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						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.13

SUBJECT: Advanced Step Placement – Arturo Morales

Hire Date: 08/15/2019

ASP Request Submitted: 09/04/2019

BACKGROUND INFORMATION:

Classification Title: Campus Security Officer	Employee: Arturo Morales	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or evidence of recognized equivalent 	<ul style="list-style-type: none"> Arturo Morales has a Vocational Degree in Administration of Justice and Occupational Safety and Health. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Two (2) years' experience working with youth in an organized setting. 	<ul style="list-style-type: none"> Arturo Morales has over three (3) years of experience working with youth in an organized setting. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Mr. Morales' education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step B is \$16.87/hour. The gross difference in pay is an approximate increase of \$.80 per hour, \$139.00 per month, or \$1,390.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Arturo Morales at Range A-25, Step B 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: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.14

SUBJECT: Advanced Step Placement – Jose Rivas Jr.

Hire Date: 08/26/2019

ASP Request Submitted: 08/27/2019

BACKGROUND INFORMATION:

Classification Title: Plumber	Employee: Jose Rivas Jr.	Calculation of Advanced Step Recommendation
<u>Education:</u> • Graduation from high school or evidence of recognized equivalent	<ul style="list-style-type: none"> • Jose Rivas has an Associate's Degree in Architecture • Jose Rivas has a Bachelor's Degree in Architecture. 	<p>2 level of education above the required level =1 Step Advance (Max. allowed)</p>
<u>Experience:</u> • Three (3) years' journey-level plumbing experience.	<ul style="list-style-type: none"> • Jose Rivas has over fifteen (15) years of experience in plumbing. 	<p>4 (3-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Mr. Rivas' education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-39 at Step A is \$22.62/hour, while Step D is \$26.17/hour. The gross difference in pay is an approximate increase of \$3.56 per hour, \$616.63 per month, or \$7,399.50 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jose Rivas Jr. at Range A-39, 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
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.15

SUBJECT: Advanced Step Placement – Michelle Rivera

Hire Date: 09/11/2019

ASP Request Submitted: 09/16/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Michelle Rivera	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Michelle Rivera meets education requirement. • Michelle has over two (2) years above the experience requirement working with individuals with special needs. 	<p>0 level of education above the required level = 0 Step Advance</p> <p>1 (2-year periods) of experience above the required level = 1 Step Advance</p>
<p>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</p>		

DIRECTOR'S COMMENTS:

Ms. Rivera's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The gross difference in pay is an approximate increase of \$0.83 per hour, \$107.62 per month, or \$1,076.25 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Michelle Rivera at Range A-26, Step B 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: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.16

SUBJECT: Advanced Step Placement – April Russian

Hire Date: 08/21/2019

ASP Request Submitted: 09/19/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: April Russian	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • April Russian meets education requirement. • April has over six (6) years of experience working with individuals with special needs. 	<p>0 level of education above the required level = 0 Step Advance</p> <p>3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
<p>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Ms. Russian's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The gross difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$2,194.40 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for April Russian 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						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.17

SUBJECT: Advanced Step Placement – Kylie Walulak

Hire Date: 08/21/2019

ASP Request Submitted: 08/30/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Kylie Walulak	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Kylie Walulak has a Bachelor's Degree in Psychology/Education • Kylie Walulak has two (2) years above minimum experience requirement. 	<p>1 level of education above the required level = 1 Step Advance</p> <p>1 (2-year periods) of experience above the required level = 1 Step Advance (Max. allowed)</p>
<p>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Ms. Walulak's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$17.30/hour. The gross difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$2,194.40 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kylie Walulak 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						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: II.C.18

SUBJECT: Advanced Step Placement – Nachrissha Wiggs

Hire Date: 08/21/2019

ASP Request Submitted: 08/30/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Nachrissha Wiggs	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Nachrissha Wiggs has a Bachelor's Degree in Psychology/Education • Nachrissha Wiggs meets the minimum experience requirements. 	<p>1 level of education above the required level = 1 Step Advance</p> <p>0 (2-year periods) of experience above the required level = 0 Step Advance (Max. allowed)</p>
<p>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</p>		

DIRECTOR'S COMMENTS:

Ms. Wiggs' educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The gross difference in pay is an approximate increase of \$.83 per hour, \$107.62 per month, or \$1,076.25 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Nachrissha Wiggs at Range A-26, Step B 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 (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: Thursday, October 10, 2019

AGENDA ITEM NO: III.A.01

Classification Description Revision: Assistant Director - Fiscal Services

BACKGROUND INFORMATION:

In anticipation of an upcoming recruitment for Assistant Director - Fiscal Services, Personnel Commission staff reviewed the classification specification to ensure the duties were up-to-date, minimum qualifications were appropriate, and included both competencies and distinguishing characteristics.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Assistant Superintendent, Fiscal and Business Services and the Director- Fiscal and Business Services to review proposed revisions based on the current class specification.
- Further revisions were made based upon feedback received from above stakeholders.

ANALYSIS & FINDINGS:

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

- Change in title from Assistant Director - Fiscal Services to Assistant Director, Fiscal Services for consistency in formatting with other titles.
- Professional experience minimum qualifications were lowered and now must be gained in public sector environment.
- Supervisory experience minimum qualification was lowered.
- Duties are separated and clarified.
- Language used for Knowledge has been updated to be more broad.
- Core Competencies replace Abilities.
- Distinguishing Characteristics has been added in order to clarify the distinction with other classifications within the job series.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Assistant Director - Fiscal Services 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: Non-represented

CLASS CODE: 521313

SALARY RANGE: M-56

ASSISTANT DIRECTOR-FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Director of Fiscal services **administrative direction**, supports in supervising and coordinating the budget development process, attendance accounting, fiscal accounting, payroll, and internal control activities and functions of the District; supervise and evaluate the performance of assigned staff.

MINIMUM QUALIFICATIONS

EDUCATION:

- Bachelor's degree from an accredited institution in accounting, **finance**, business administration, or other field closely related to the duties and responsibilities of the position **from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.**

EXPERIENCE:

- Four ~~(4)~~ **Three (3)** years of increasingly responsible professional experience in business management **finance**, accounting, and budget analysis **within a public agency**, including two ~~(2)~~ **one (1)** years in a lead or ~~of~~ supervisory capacity **experience. Supervisory experience may be, but need not be, acquired concurrently.**

QUALIFICATION-EQUIVALENCY PROVISION:

- **An advanced Master's or Doctorate degree in business or public administration, accounting, finance, law, or a closely related field** from an accredited institution or recognized certificate in school business management may substitute for ~~up to one~~ (1) year of the required **professional** experience, **but may not substitute for supervisory experience.**

ADDITIONAL REQUIREMENTS/INFORMATION:

- **A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required.**

REPRESENTATIVE DUTIES:

- **Directs and coordinates staff in the collection, processing, monitoring, tracking, and reconciling of accounting, budgeting, and payroll data**

- Supervise, support, and evaluate the performance of assigned staff; provide positive progressive discipline as necessary; plan, coordinate and provide appropriate training of subordinates. **Establishes goals, objectives, and productivity standards for staff**
- **Selects, trains, evaluates, and supervises staff**
- Plan, oversee, and audit the work of accounting department employees for accuracy and compliance with rules and procedures; maintain appropriate internal control procedures. **Reviews and audits various fiscal data, records, and reports for accuracy to ensure compliance with legal and procedural requirements**
- Communicate positively and effectively with District and outside personnel to coordinate functions, resolve issues, answer questions, and exchange information.
- **Provides support and guidance to District staff by identifying and investigating errors, answering questions, and providing guidance on satisfying requirements**
- Assist in the planning and preparation of the District's annual budget.
- Review and audit regular reconciliation of District financial accounts in accordance with established statutory restrictions, District policies, good business practices and availability of funds.
- Coordinate and prepare a variety of District financial reports and submit to the government oversight agencies as required; coordinate accounting activities with information systems to ensure transactions are properly recorded.
- **Coordinates and prepares financial statements, projections, analyses, studies, and other related reports for District use and county, state, and/or federal reporting requirements**
- **Collaborates with Information Services to define fiscal reporting system specifications and conduct system testing to ensure specifications are met**
- Participate in financial oversight committee (FOC) and other committees related to fiscal accounting, information systems, and related topics. **Participates in conferences, hearings, Board meetings, workshops and committees including, but not limited to, the financial oversight committee (FOC)**
- Assist District, County, State, and Federal administrative staff and auditors as needed and serve as lead person in readying data for annual audits and closing of books. **Serves as liaison between District and external fiscal reporting agencies by providing requested material and addressing questions related to adherence of laws, rules, regulations, and procedures**
- Perform special analytical and cost accounting studies as requested, including assisting in special internal audits.
- Oversee and evaluate implementation of financial systems to ensure compliance with departmental procedures and State, County and Federal requirements; advise

administrators, school site and District staff regarding fiscal policies and procedures.

- **Recommends, implements, evaluates, and audits District-wide procedures for collecting, processing, monitoring, tracking, and reconciling fiscal data**
- **Develops and revises user guides, manuals, and related fiscal reporting documents**
- **Composes and distributes information bulletins and other communications to District staff related to new and/or revised laws, regulations, processes, and procedures**
- Review, enforce, and recommend revisions to District policies, administrative regulations, and fiscal procedures.
- Perform analytical and cost accounting studies as requested, including internal audits.
- Attend fiscal and business related conferences, hearings, workshops and Board meetings as assigned.
- Performs related duties as assigned.

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

SUPERVISION:

Supervision is received from the Director – Fiscal **and Business** Services. Supervision is exercised over assigned Fiscal services staff **management and technical personnel**.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

KNOWLEDGE OF:

- Technical and administrative principles and practices of public sector accounting including accounting systems, fiscal documentation and auditing.
- **Principles and practices of accounting, auditing, and financial forecasting within a public agency**
- **Federal, state and local laws pertaining to accounting practices, procedures, and reporting requirements within a public agency**
- Principles and practices of administration, supervision and training.
- **Principles and practices of project management**
- **Principles and practices of instruction, training, and group facilitation**
- Data processing systems utilized in the District.
- **Principles, practices, terminology, and trends of enterprise financial**

management systems

- **Principles and practices of business process analysis**
- Standard principles and techniques of financial analysis.
- Applicable laws, codes, regulations, policies and procedures (e.g., CSAM, GAAP, California Education Code, Merit Rules, Classified Bargaining Agreements, etc.).
- Financial systems used in California education agencies (e.g., QSS, HRS, PeopleSoft, etc.)
- Basic principles of interpersonal relations
- **Principles and terminology of employment laws, codes, and regulations**
- **Principles and practices of employee supervision and evaluation**

ABILITY TO:

- Effectively supervise and coordinate the functions of the Fiscal office.
- Analyze data and prepare comprehensive narrative and statistical reports.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet deadlines.
- Adapt and reprioritize work as situations change.

Core Competencies:

- **Managing Performance – Ensuring superior individual and group performance**
- **Handling Conflict – Managing interpersonally strained situations**
- **Informing – Proactively obtaining and sharing information**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations**
- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data**

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in an office environment with frequent interruptions, moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Some work may be performed off-site visiting outside agencies, District facilities and/or school sites.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of paperwork, emails and other materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing while operating a computer for long periods of time.
- Bending at the waist, kneeling or crouching to file materials.

DISTINGUISHING CHARACTERISTICS

The Assistant Director, Fiscal Services (ADFS) is distinguished from the Director-Fiscal and Business Services (DFBS) in that the ADFS manages the core functions of Fiscal and Business Services and makes recommendations for improvements, whereas the DFBS is responsible for the implementation and administration of District-wide Fiscal and Business Services operations. The ADFS is distinguished from the Fiscal Services Supervisor (FSS) in that the FSS is responsible for supervising day-to-day fiscal processing activities by providing support and supervision to a unit of technical staff.

CLASSIFICATION ESTABLISHED:

December 03, 1996

UPDATED-REVISED:

February 13, 2019

Proposed October 10, 2019



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION

BARGAINING UNIT: Non-represented

CLASS CODE: 521313

SALARY RANGE: M-56

ASSISTANT DIRECTOR, FISCAL SERVICES

BASIC FUNCTION

Under administrative direction, supports in supervising and coordinating the budget development process, attendance accounting, fiscal accounting, payroll, and internal control activities and functions of the District; supervise and evaluate the performance of assigned staff.

MINIMUM QUALIFICATIONS

EDUCATION:

- Bachelor's degree in accounting, finance, business administration, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

EXPERIENCE:

- Three (3) years of professional experience in finance, accounting, and budget analysis within a public agency, including one (1) year of supervisory experience. Supervisory experience may be, but need not be, acquired concurrently.

EQUIVALENCY PROVISION:

- An advanced degree in business or public administration, accounting, finance, law, or a closely related field from an accredited institution or recognized certificate in school business management may substitute for one (1) year of professional experience, but may not substitute for supervisory experience.

ADDITIONAL REQUIREMENTS/INFORMATION:

- A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required.

REPRESENTATIVE DUTIES

- Directs and coordinates staff in the collection, processing, monitoring, tracking, and reconciling of accounting, budgeting, and payroll data
- Establishes goals, objectives, and productivity standards for staff
- Selects, trains, evaluates, and supervises staff
- Reviews and audits various fiscal data, records, and reports for accuracy to ensure compliance with legal and procedural requirements

- Provides support and guidance to District staff by identifying and investigating errors, answering questions, and providing guidance on meeting requirements
- Assist in the planning and preparation of the District's annual budget.
- Coordinates and prepares financial statements, projections, analyses, studies, and other related reports for District use and county, state, and/or federal reporting requirements
- Collaborates with Information Services to define fiscal reporting system specifications and conduct system testing to ensure specifications are met
- Participates in conferences, hearings, Board meetings, workshops and committees including, but not limited to, the financial oversight committee (FOC)
- Serves as liaison between District and external fiscal reporting agencies by providing requested material and addressing questions related to adherence of laws, rules, regulations, and procedures
- Recommends, implements, and evaluates District-wide procedures for collecting, processing, monitoring, tracking, and reconciling fiscal data
- Develops and revises user guides, manuals, and related fiscal reporting documents
- Composes and distributes information bulletins and other communications to District staff related to new and/or revised laws, regulations, processes, and procedures
- 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

Supervision is received from the Director – Fiscal and Business Services. Supervision is exercised over management and technical personnel.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles and practices of accounting, auditing, and financial forecasting within a public agency
- Federal, state and local laws pertaining to accounting practices, procedures, and reporting requirements within a public agency
- Principles and practices of project management
- Principles and practices of instruction, training, and group facilitation

- Principles, practices, terminology, and trends of enterprise financial management systems
- Principles and practices of business process analysis
- Principles and terminology of employment laws, codes, and regulations
- Principles and practices of employee supervision and evaluation

CORE COMPETENCIES:

- Managing Performance – Ensuring superior individual and group performance
- Handling Conflict – Managing interpersonally strained situations
- Informing – Proactively obtaining and sharing information
- Self-Management – Showing personal organization, self-discipline, and dependability
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data

WORKING CONDITIONS

ENVIRONMENT:

Work is performed in an office environment with frequent interruptions, moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Some work may be performed off-site visiting outside agencies, District facilities and/or school sites.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of paperwork, emails and other materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing while operating a computer for long periods of time.
- Bending at the waist, kneeling or crouching to file materials.

DISTINGUISHING CHARACTERISTICS

The Assistant Director, Fiscal Services (ADFS) is distinguished from the Director-Fiscal and Business Services (DFBS) in that the ADFS manages the core functions of Fiscal and Business Services and makes recommendations for improvements, whereas the DFBS is responsible for the implementation and administration of District-wide Fiscal and Business Services operations. The ADFS is distinguished from the Fiscal Services Supervisor (FSS) in that the FSS is responsible for supervising day-to-day fiscal processing activities by providing support and supervision to a unit of technical staff.

CLASSIFICATION ESTABLISHED:
December 3, 1996

REVISED:
February 13, 2019
Proposed October 10, 2019



PERSONNEL COMMISSION

Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: III.A.02

Classification Description Revision: (a)Network Engineer and (b)Senior Network Engineer

BACKGROUND INFORMATION:

At the request of the Personnel Commission, staff reviewed relevant policies, regulations, and codes in order to determine appropriate language to be used for classification specifications when a driver license is required to carry out essential functions of the job.

ANALYSIS & FINDINGS:

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

- Include *California Driver License* in language in order to be compliant with SMMUSD’s Fleet Safety Board Policy (3543.1) and California Vehicle Code 12500 (a)
- Change “...*may be required*” to “...*is required*”

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Network Engineer and Senior Network Engineer classification specifications 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

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: **ADDITIONAL REQUIREMENTS/INFORMATION:***

A valid driver's license **California Driver License** and availability of private transportation or ability to provide transportation between District Sites ~~may be~~ **is** 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:

September 11, 2019

Proposed: October 10, 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.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to provide transportation between District Sites is 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:

September 11, 2019

Proposed: October 10, 2019



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: **ADDITIONAL REQUIREMENTS/INFORMATION:***

- A valid ~~driver's license~~ **California Driver License** and availability of private transportation or ability to provide transportation between District Sites ~~may be~~ **is** 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:
September 11, 2019
UPDATED:
Proposed: October 10, 2019



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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.

ADDITIONAL REQUIREMENTS/INFORMATION:

- A valid California Driver License and availability of private transportation or ability to provide transportation between District Sites is 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.*

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- Principles and practices of VOIP operations.

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- Principles and practices of network security.
- Principles and practices of network disaster recovery.
- Principles and practices of recordkeeping and maintaining documentation.
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DISTINGUISHING CHARACTERISTICS

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CLASSIFICATION ESTABLISHED:
September 11, 2019
UPDATED:
Proposed: October 10, 2019

IV. Commissioner Training/Briefing:

V. Discussion Items:



PERSONNEL COMMISSION
Regular Meeting: Thursday, October 10, 2019

AGENDA ITEM NO: V.D.01

SUBJECT: Procedures Regarding Advanced Step Placement

BACKGROUND INFORMATION:

It serves as an opportunity for the Personnel Commission to discuss Advanced Step Placement procedures.

VI. Information Items:

Open Requisitions (10/04/2019)

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
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	Open	3/21/2019 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
19-202	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
19-213	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--078	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU HIGH SCHOOL	Vac	48.75	Open	9/5/2019 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
20-014	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
20-019	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/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
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

20-051	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
20-065	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
20-070	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
20-075	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	New	0.29	Open	8/30/2019 12:00:00 AM
20-076	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	75	Open	8/30/2019 12:00:00 AM
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	Open	9/5/2019 12:00:00 AM
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25	Open	9/5/2019 12:00:00 AM
20-080	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25	Open	9/5/2019 12:00:00 AM
20-081	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	9/9/2019 12:00:00 AM
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open	9/10/2019 12:00:00 AM
20-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open	9/10/2019 12:00:00 AM
20-086	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open	9/17/2019 12:00:00 AM
20-087	PHYSICAL ACTIVITIES SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open	9/17/2019 12:00:00 AM
20-088	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15	Open	9/30/2019 12:00:00 AM

Filled Requisitions (10/4/2019)

Req Number	Req Title	Department	Req Status	Date of Accepted Job Offer
19-135	CHIEF STEWARD	HUMAN RESOURCES	Filled	9/10/2019 12:00:00 AM
19-175	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	9/27/2019 12:00:00 AM
19-193	PAINTER	M & O (Maintenance & Operations)	Filled	9/27/2019 12:00:00 AM
19-209	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Filled	9/17/2019 12:00:00 AM
19-220	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	Filled	9/17/2019 12:00:00 AM
20-010	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Filled	9/27/2019 12:00:00 AM
20-017	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Filled	9/17/2019 12:00:00 AM
20-049	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Filled	9/23/2019 12:00:00 AM
20-050	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Filled	10/3/2019 12:00:00 AM
20-062	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Filled	9/20/2019 12:00:00 AM
20-063	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	Filled	10/3/2019 12:00:00 AM
20-067	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Filled	9/9/2019 12:00:00 AM
20-069	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Filled	9/26/2019 12:00:00 AM
20-084	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Filled	9/27/2019 12:00:00 AM
20-085	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Filled	10/2/2019 12:00:00 AM

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Anderson, Anaradeen Olympic HS	Campus Security Officer 7 Hrs/10 Mo/Range: 25 Step: A	8/21/19
Bachtell, Amy Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Barrientos, Luis Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Bautista, Gabriel Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Burton, Taylor Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Carbajal, Andrew Santa Monica HS	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 20 Step: B	8/21/19
Chapman, Vance Special Ed-Malibu ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Chavez, Jessica Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Chery, Chrisauna SMASH	Instructional Assistant - Classroom 5 Hrs/SY/Range: 18 Step: C	8/21/19
Ciego, Feta Special Ed-SMASH	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19
Cooper Lauffer, Tsulan Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19
Dawson, Kiva Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
De Los Santos Arrazola, Jasmine Special Ed-Adams MS	Paraeducator-2 6 Hrs/SY/Range: 25 Step: A	8/21/19
Drayden, Anthony Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Fabian, Sandra Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Featherstone, Christopher Special Ed-Franklin ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Franco, Olivia Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Garrett, Keli Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: C	8/21/19

Goldenberg, Enid Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Gomberg, Gregory Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/26/19
Harper, Lisa Special Ed-Santa Monica HS	Paraeducator-2 6 Hrs/SY/Range: 25 Step: A	8/22/19
Jackson, Crystal Special Ed-Muir ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19
Kennedy, Katherine Special Ed-Malibu HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Mastroianni, Virginia Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
McQueen, Janie Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY/Range: 26 Step: A	8/21/19
Montes, Linda Special Ed-Muir ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/26/19
Mozafari Beiraghi, Shahrza Special Ed-Malibu HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Norton, Tayah McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: C	8/21/19
Nunez, Karen Special Ed-Edison ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Razo, Heaven Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Rivas Jr., Jose Maintenance	Plumber 8 Hrs/12 Mo/Range: 39 Step: A	8/26/19
Russian, April Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19
Soni, Ekta Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: C	8/21/19
Vargas, Marilyn Special Ed-Webster ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19
Villegas, Yvonne Special Ed-Franklin ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	8/21/19
Walulak, Kylie Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19
Wiggs, Nichrissha Special Ed-Muir ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19
Williams, Rachael Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19

Williams, Taneya
Special Ed-Lincoln MS

Paraeducator-3
6 Hrs/SY/Range: 26 Step: A

8/21/19

RE-INSTATEMENT

Winger, Nidra
Malibu MS/HS

Health Office Specialist
3.5 Hrs/SY/Range: 25 Step: F

EFFECTIVE DATE

8/21/19

SUMMER ASSIGNMENTS

Burrell, Catherine
Operations

Custodian
8 Hrs/Day

EFFECTIVE DATE
6/18/19-8/14/19

Cooper, Raymond
Santa Monica HS

Campus Security Officer
8 Hrs/Day

8/8/19-8/13/19

Cornejo, Natalie
Santa Monica HS

Campus Security Officer
8 Hrs/Day

8/8/19-8/13/19

Cortez, Maria
Operations

Custodian
8 Hrs/Day

6/18/19-8/14/19

Fargnoli, Cathy
Edison ES

Senior Office Specialist
Not to exceed: 40 Hrs

8/8/19-8/14/19

Gil, Moises
Operations

Custodian
8 Hrs/Day

6/18/19-8/14/19

Gutierrez, Rosa
Operations

Custodian
8 Hrs/Day

6/18/19-8/14/19

Homami, Christina
Franklin ES

Senior Office Specialist
8 Hrs/Day

8/9/19-8/14/19

Jones, Chancy
Santa Monica HS

Campus Security Officer
8 Hrs/Day

8/8/19-8/13/19

Kachurka, Sabrina
Operations

Custodian
8 Hrs/Day

6/18/19-8/14/19

Lavin, Angela
Rogers ES

Senior Office Specialist
8 Hrs/Day

8/8/19-8/15/19

Mangum, Don
Santa Monica HS

Campus Security Officer
8 Hrs/Day

8/8/19-8/13/19

Marin, Mark
Child Development Services

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

7/17/19-8/20/19

Miller, Karen
Grant ES

Senior Office Specialist
8 Hrs/Day

8/12/19-8/14/19

Moore, Sandra
Operations

Custodian
8 Hrs/Day

6/18/19-8/14/19

Nairouz, Dina
Operations

Custodian
8 Hrs/Day

6/18/19-8/14/19

Reilly, Sami Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19
Smith, Dunell Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/8/19-8/13/19
Vasquez, Graciela Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/8/19-8/13/19
Williams, Monica Lincoln MS	Senior Office Specialist Not to exceed: 40 Hrs	8/5/19-8/14/19
Williams, Steven Operations	Custodian 8 Hrs/Day	6/18/19-8/14/19

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Albrecht-Gray, Pia Grant ES	Health Office Specialist [additional hours; nurse office support]	8/21/19-6/13/20
Bailey, Gwen Facility Use	Office Specialist [additional hours; clerical support]	7/1/19-6/30/20
Flores, Maria Roosevelt ES	Senior Office Specialist [additional hours; clerical support]	8/15/19-6/10/20
Quiroz, Timothy FNS-Adams MS	Site Food Services Coordinator [overtime; cafeteria support]	8/22/19-6/10/20
Reilly, Sami Roosevelt ES	Senior Office Specialist [additional hours; clerical support]	8/15/19-6/10/20
Sinai, Farimah Facility Use	Accounting Assistant II [overtime; cafeteria support]	7/1/19-6/30/20

SUBSTITUTES

EFFECTIVE DATE

Avalos, Marlen Muir ES	Senior Office Specialist	8/15/19-12/20/19
Greene, Gregory Operations	Custodian	8/22/19-6/30/20
Madsen, Karla Student Services-Santa Monica HS	Health Office Specialist	8/20/19-6/19/20
Montes, Linda Special Education	Paraeducator-3	8/21/19-6/10/20
Osaki, Brenda Santa Monica HS	Senior Office Specialist	8/16/19-6/30/20

PROFESSIONAL GROWTH

EFFECTIVE DATE

Chew, Jenny Santa Monica HS	Administrative Assistant	9/1/19
Johnson, Mayra CDS-ITC-Santa Monica HS	Children's Center Assistant-2	9/1/19

Womack, Raven
CDS-Muir ES
Children's Center Assistant-2
9/1/19

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Doty, Joel
Special Ed-McKinley ES
Paraeducator-1
7.5 Hrs/SY
From: 6 Hrs/SY/Special Ed-McKinley ES
8/21/19

Wingfield, Janet
Special Ed-Lincoln MS
Paraeducator-2
7.8 Hrs/SY
From: 6 Hrs/SY/Special Ed-Santa Monica HS
8/21/19

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Adams, Toni
Operations-Santa Monica HS
Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations
8/22/19

Aquino, Gilda
CDS-Washington West
Children's Center Assistant-2
3.5 Hrs/SY
From: 3.5 Hrs/SY/CDS-Pine St.
8/21/19

Davis, Anthony
Operations-Rogers ES
Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations
8/22/19

Fink, Conor
Special Ed-Webster ES
Paraeducator-1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-Cabrillo ES
8/21/19

Flores, Ardis
Special Ed-Lincoln MS
Paraeducator-1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-Grant ES
8/21/19

Garcia, Mayra
Special Ed-Santa Monica HS
Paraeducator-1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-Adams MS
8/21/19

Gheewala, Mehrun
CDS-Washington West
Children's Center Assistant-2
3.5 Hrs/SY
From: 3.5 Hrs/SY/CDS-Rogers ES
8/21/19

Gomez, Jack
Operations-Santa Monica HS
Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations
8/22/19

Johnson, Lore
CDS-Roosevelt ES
Children's Center Assistant-2
3.5 Hrs/SY
From: 3.5 Hrs/SY/CDS-McKinley ES
8/21/19

Nixon, Robert
Operations-Roosevelt ES
Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations
8/23/19

Omari, Saleen
Operations-Adams MS
Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations-Roosevelt ES
8/23/19

Padilla, Elizabeth CDS-Grant ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Pine St.	8/21/19
Palmer, Justin Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Grant ES	8/16/19
Portillo, Cristina CDS-Edison ES	Children's Center Assistant-3 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Woods	8/21/19
Sena, Ashley Special Ed-Muir ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Franklin ES	6/6/19
Ybarra Jr., Jose Operations-Grant ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-CDS-Washington West	8/16/19

VOLUNTARY TRANSFER

Coleman, Daniel Franklin ES	Physical Activities Specialist 6 Hrs/SY From: 6 Hrs/SY/Webster ES	<u>EFFECTIVE DATE</u> 8/21/19
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WORKING OUT OF CLASS

Campos, Joana Santa Monica HS	Administrative Assistant From: Office Specialist	<u>EFFECTIVE DATE</u> 8/19/19-10/19/19
Navarro, Nancy Muir ES	Administrative Assistant From: Senior Office Specialist	8/8/19-12/19/19

DISQUALIFICATION FROM PROBATION

QC5828981 Special Education	Paraeducator-3	<u>EFFECTIVE DATE</u> 9/20/19
NU40742777 Santa Monica HS	Instructional Assistant-Classroom	9/20/19

RESIGNATION

Moorehead, Dana Olympic HS	Instructional Assistant-Classroom	<u>EFFECTIVE DATE</u> 8/20/19
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**Classified Personnel – Merit
10/3/19**

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Denysenko, Jennifer Special Education	Physical Therapist 8 Hrs/SY/Range: 61 Step: A	9/3/19
Hamon, Vincent Special Education	Translator 8 Hrs/12 Mo/Range: 32 Step: A	9/16/19
Ramirez, Miguel Adult Education	Senior Office Specialist 4.8 Hrs/11 Mo/Range: 25 Step: A	11/28/19
Rivera, Michelle Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	9/11/19
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Dodd, Jason Facility Improvement Projects	Construction Supervisor 8 Hrs/12 Mo/Range: 45 Step: F From: Facilities Technician: 8 Hrs/12 Mo	9/9/19
<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Albrecht-Gray, Pia Student Services	Health Office Specialist 8 Hrs/Day	8/15/19-8/19/19
Iverson, Ocea Special Ed-Adams MS	Paraeducator-1 6 Hrs/Day	8/8/19-8/9/19
Jackson, Latasha Special Ed-Adams MS	Paraeducator-2 6 Hrs/Day	8/8/19-8/9/19
Jelks, Curtis Lincoln MS	Campus Security Officer 8 Hrs/Day	8/14/19
Munoz, Scarlett Child Development Services	Children's Center Assistant-2 Not to exceed: 280 Hrs	7/15/19-8/19/19
Preciado, Daniel Lincoln MS	Campus Security Officer 8 Hrs/Day	8/14/19
Ramos, Marlene Lincoln MS	Bilingual Community Liaison Not to exceed: 16 Hrs	8/8/19-8/14/19
Rams, Florencia Special Education	Bilingual Community Liaison Not to exceed: 2 Hrs	8/1/19-8/31/19
Salvador, Lydia Child Development Services	Swimming Instructor/Lifeguard Not to exceed: 456 Hrs	7/1/19-8/31/19
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Barrett, Kenneth Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects]	7/1/19-6/30/20
Bonilla, Leroy Operations-Malibu MS/HS	Custodian [overtime; custodial support]	7/1/19-6/30/20

Castillo, John Facility Improvement Projects	Network Engineer [overtime; FIP projects]	7/1/19-6/30/20
Castillo, John Information Services	Network Engineer [overtime; District-wide infrastructure installation]	8/1/19-6/30/20
Coffey, Bud Facility Use	Audience Services Coordinator [additional hours; Facility Use projects]	7/1/19-6/30/20
De La Rosa, Johanna Superintendent's Office	Bilingual Community Liaison [overtime; interpretation/translation services]	7/1/19-6/30/20
Durham, Michael Operations-Malibu MS/HS	Custodian [overtime; custodial support]	7/1/19-6/30/20
Fynn, Elliott Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/19-6/30/20
Fynn, Elliott Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/19-6/30/20
Gardea-Perez, Guadalupe Superintendent's Office	Bilingual Community Liaison [overtime; interpretation/translation services]	7/1/19-6/30/20
Gardea-Perez, Guadalupe Facility Improvement Projects	Bilingual Community Liaison [overtime; translation of FIP projects]	7/1/19-6/30/20
Garrett, Christine Human Resources	Human Resources Technician [overtime; BEST project]	7/1/19-6/30/20
Gomez, Jose FNS-Santa Monica HS	Production Kitchen Coordinator [overtime; cafeteria support]	8/22/19-6/10/20
Gray Ford, Nedra Human Resources	Human Resources Specialist [overtime; BEST project]	7/1/19-6/30/20
Gutierrez-Prada, Nancy Superintendent's Office	Bilingual Community Liaison [overtime; interpretation/translation services]	7/1/19-6/30/20
Heiderman, Daniel Operations	Utility Worker [overtime; District projects]	7/1/19-6/30/20
Hernandez, Jason Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/19-6/30/20
Hernandez, Jason Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/19-6/30/20
Jala, Ariel Operations-Malibu MS/HS	Custodian [overtime; custodial support]	7/1/19-6/30/20
Jelks, Curtis Lincoln MS	Campus Security Officer [overtime; school night events]	8/30/19-6/10/20
Kamkar, Vida Human Resources	Human Resources Specialist-Confidential [overtime; BEST project]	7/1/19-6/30/20
Lew, Shawn Operations-Malibu MS/HS	Custodian [overtime; custodial support]	7/1/19-6/30/20

Marmolejo, David Information Services	Network Engineer [overtime; District-wide infrastructure installation]	8/1/19-6/30/20
Martin, Eric Operations-Malibu MS/HS	Lead Custodian [overtime; custodial support]	7/1/19-6/30/20
Martini, Dustin Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/19-6/30/20
Martini, Dustin Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/19-6/30/20
Mehrez, Ilene Facility Improvement Projects	Senior Buyer [overtime; FIP projects]	7/1/19-6/30/20
Morrison Muhammad, Dawud Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/19-6/30/20
Morrison Muhammad, Dawud Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/19-6/30/20
Myles, Donald Operations-Malibu MS/HS	Custodian [overtime; custodial support]	7/1/19-6/30/20
Palmer, Justin Operations-Santa Monica HS	Custodian [overtime; custodial support]	8/1/19-6/30/20
Preciado, Daniel Lincoln MS	Campus Security Officer [overtime; school night events]	8/30/19-6/10/20
Rivas Jr., Jose Maintenance	Plumber [overtime; District projects]	8/26/19-6/30/20
Rodriguez, Maria Superintendent's Office	Bilingual Community Liaison [overtime; interpretation/translation services]	7/1/19-6/30/20
Sanders, Justin Operations	Custodian [additional hours; custodial support for weekend events]	7/1/19-6/30/20
Sheppard, Billy Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/19-6/30/20
Sheppard, Billy Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/19-6/30/20
Sinai, Farimah Facility Use	Accounting Assistant II [additional hours; Facility Use events]	7/1/19-6/30/20
Sun, Rainbow Facility Improvement Projects	Accounting Technician [overtime; FIP projects]	7/1/19-6/30/20
Tirado, Fortino Operations	Equipment Operator/Tree Trimmer [overtime; District projects]	7/1/19-6/30/20
Torres, Jose Operations	Utility Worker [overtime; District projects]	7/1/19-6/30/20
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; administrative support]	8/8/19-6/10/20

Walker, Anthony Human Resources	Employee Benefits Technician [overtime; BEST project]	7/1/19-6/30/20
Watkins, Ernest Operations-Malibu MS/HS	Custodian [overtime; custodial support]	7/1/19-6/30/20
Webber, Walter Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/19-6/30/20
Webber, Walter Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/19-6/30/20
White, Robert Facility Use	Sports Facility Coordinator [overtime; Facility Use events]	7/1/19-6/30/20
Wilson, Terry Lincoln MS	Campus Security Officer [overtime; school night events]	8/30/19-6/10/20
Wishart, William Facility Use	Media Services Coordinator [overtime; Facility Use events]	7/1/19-6/30/20

SUBSTITUTES

EFFECTIVE DATE

Morrison, Robert Operations	Custodian	7/1/19-6/30/20
Raine Jones, Cache Special Education	Paraeducator-3	9/3/19-6/10/20
Rocha, Eric Food and Nutrition Services	Stock and Delivery Clerk	7/1/19-6/30/20
Strahn, Yvonne Human Resources	Office Specialist	7/1/19-6/30/20
Suezo, Aida Human Resources	Office Specialist	7/1/19-6/30/20

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Ausmus, Juley Malibu ES	Instructional Assistant-Classroom 3.9 Hrs/SY From: 3.9 Hrs/SY/Cabrillo ES	8/20/19
Bracey, Kendra Special Ed-Malibu ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Pt. Dume ES	8/21/19
Colvig, Stefanie Special Ed-Malibu ES	Paraeducator-3 7 Hrs/SY From: 7 Hrs/SY/Special Ed-Cabrillo ES	8/21/19
Hannah, Devyna Special Ed-Malibu ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	8/21/19
Hansberry, Felicia Special Ed-Malibu ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	8/21/19

Holmes, Michael Malibu ES	Physical Activities Specialist 6 Hrs/SY From: 6 Hrs/SY/Pt. Dume ES	8/21/19
Levy, Robin Special Ed-Malibu ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	8/21/19
Nash-Johnson, Keshia Malibu ES	Elementary Library Coordinator 6 Hrs/SY From: 6 Hrs/SY/Cabrillo ES	8/15/19
Randolph, Tamara Special Ed-Malibu ES	Licensed Vocational Nurse 7 Hrs/SY From: 7 Hrs/SY/Special Ed-Pt. Dume ES	8/19/19
Rodgers, Rodney Special Ed-Malibu ES	Paraeducator-2 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	8/21/19
Rodriguez, Ashleigh Special Ed-Malibu ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	8/21/19
Sullivan, Diane Malibu ES	Administrative Assistant 8 Hrs/10 Mo+10 From: 8 Hrs/10 Mo+10/Cabrillo ES	8/8/19
Thompson, Raquel Malibu ES	Health Office Specialist 3.5 Hrs/SY From: 3.5 Hrs/SY/Pt. Dume ES	8/1/19
Ucan, Abraham Special Ed-Malibu ES	Paraeducator-3 7.6 Hrs/SY From: 7.6 Hrs/SY/Special Ed-Cabrillo ES	8/21/19
<u>INVOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Brito, Maria CDS-Washington West	Children's Center Assistant-2 6 Hrs/SY From: 6 Hrs/SY/CDS-Muir ES	8/21/19
Clarke, Emily Special Ed-Adams MS	Paraeducator-1 5 Hrs/SY From: 4 Hrs/SY/Special Ed-CDS-Adams MS	8/21/19
Gomez, Cynthia Special Ed-Rogers ES	Paraeducator-1 4.5 Hrs/SY From: 4.5 Hrs/SY/Special Ed-CDS-Pine St.	8/21/19
Ortega-Maya, Lisa Special Ed-PBL Pathway	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Adams MS	8/21/19
Rodriguez, Ashleigh Special Ed-Malibu MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	8/21/19

Rodriguez, Maria Operations-Grant ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations	8/22/19
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LEAVE OF ABSENCE (PAID)

Esquivel, Sandra Roosevelt ES	Campus Monitor Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 8/27/19-10/8/19
Hampton, Kizzie Special Ed-Muir ES	Paraeducator-1 Medical/FMLA/CFRA	8/21/19-10/1/19
Jagoda, Katrina Special Education	Occupational Therapist CFRA	8/21/19-11/12/19
Reed, Desiree Adams MS	Senior Office Specialist CFRA	11/21/19-11/27/19 12/16/19-12/20/19 1/6/20-1/10/20
Torres, Victor Special Ed-McKinley ES	Paraeducator-1 FMLA	8/23/19-11/15/19
White, Andrew Lincoln MS	Library Assistant CFRA	9/4/19-9/18/19

LEAVE OF ABSENCE (UNPAID)

Andrews, Bianca Special Ed-Franklin ES	Paraeducator-1 Child Care	<u>EFFECTIVE DATE</u> 8/21/19-6/10/20
Biglow, Laurie Special Ed-Malibu HS	Paraeducator-1 Personal	8/21/19-6/10/20
Farley, Barbara Franklin ES	Instructional Assistant-Classroom Personal	8/21/19-6/10/20
Ong, Mary Special Ed-CDS-Lincoln MS	Paraeducator-1 Personal	8/21/19-6/10/20

WORKING OUT OF CLASS

Burton, Lisa Fiscal	Payroll Specialist: Higher Level Duties From: Payroll Specialist	<u>EFFECTIVE DATE</u> 7/1/19-12/31/19
Jackson, LaTasha Special Ed-Lincoln MS	Paraeducator-3 From: Paraeducator-2	8/23/19-11/7/19
Lacson, Andrew Fiscal	Payroll Specialist: Higher Level Duties From: Payroll Specialist	7/1/19-12/31/19
Rizk, Rizk Fiscal	Payroll Specialist: Higher Level Duties From: Payroll Specialist	7/1/19-12/31/19

DISQUALIFICATION FROM PROBATION

JM3876987 Santa Monica HS		<u>EFFECTIVE DATE</u> 10/4/19
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SG7822505
Special Education

Paraeducator-3

10/4/19

ABOLISHMENT

EFFECTIVE DATE

Operations	Custodian	8/22/19
Operations	Custodian	8/22/19
Operations	Custodian	8/22/19
Operations	Custodian	8/22/19
Operations	Custodian	8/22/19
Operations	Custodian	8/22/19
Special Ed-McKinley ES	Paraeducator-3	8/22/19

**Classified Personnel – Non-Merit
9/19/19**

AVID TUTOR

Rivera-Sevilla, Luisa
Sanchez, Omar

Lincoln MS
Lincoln MS

8/21/19-6/10/20
8/21/19-6/10/20

COACHING ASSISTANT

Chomori, Mark
Jones, Eugene

Santa Monica HS
Santa Monica HS

8/22/19-6/10/20
8/22/19-6/10/20

TECHNICAL SPECIALIST – LEVEL II

Joaquin, Edgar

Special Education
[Psychologist Intern]
- Funding: Medi-Cal Billing Option

8/22/19-6/10/20

**Classified Personnel – Non-Merit
10/3/19**

AVID TUTOR

Vargas, Gabriela	Lincoln MS	8/21/19-6/10/20
Zaragoza, Anna	Lincoln MS	8/21/19-6/10/20

COACHING ASSISTANT

Campbell, Leigh	Santa Monica HS	8/22/19-6/10/20
Davis Jr., Luke	Malibu HS	7/1/19-6/30/20
Dowler, Nathan	Malibu HS	7/1/19-6/30/20
Graham, Cameron	Santa Monica HS	8/22/19-6/10/20
Harmon, Ben	Malibu HS	7/1/19-6/30/20
Hernandez, Steven	Malibu HS	7/1/19-6/30/20
Juliano, Albert	Santa Monica HS	8/22/19-6/10/20
Kempainen, Edward	Malibu HS	7/1/19-6/30/20
Lawrence, Ruben	Santa Monica HS	8/22/19-6/10/20
Miura, Rachel	Santa Monica HS	8/22/19-6/10/20
Poon, Wilston	Santa Monica HS	8/22/19-6/10/20
Richards, James	Santa Monica HS	7/1/19-7/31/19
Saenz, Derek	Malibu HS	7/1/19-6/30/20
Sandoval, Christopher	Santa Monica HS	8/22/19-6/10/20
Saunders, Kathryn	Santa Monica HS	8/22/19-12/20/19
Trinh, Nguyen	Santa Monica HS	8/22/19-6/10/20
Vasquez, Angel	Santa Monica HS	8/22/19-6/10/20
Williams, David	Santa Monica HS	8/22/19-6/10/20
Willis, Darren	Santa Monica HS	8/22/19-6/10/20

TECHNICAL SPECIALIST – LEVEL I

Cortrite, Michelle	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	9/1/19-6/10/20
Dardon Muralles, Sheila	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	9/1/19-6/10/20
Garcia, Alexis	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	9/1/19-6/10/20

TECHNICAL SPECIALIST – LEVEL II

Cortez, Raul	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/19-6/10/20
Escobar, Felicia	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/19-6/10/20

Gittleman, Marni	SMASH [Integrated Arts Coordinator] - Funding: Formula & Old Tier III	8/22/19-6/10/20
Goldstein, Stephanie	SMASH [Mindfulness Instructor] - Funding: Formula & Old Tier III	8/22/19-6/10/20
Gonzalez, Juan	Educational Services [Percussion Instructor] - Funding: Measure "R"	7/1/19-7/6/19
Hensley, Julia	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/19-6/10/20
Kaddoura, Mariam	Educational Services [Percussion Instructor] - Funding: Measure "R"	7/1/19-7/8/19
Pinedo, Symone	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/19-6/10/20
Schneider, Amy	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/19-6/10/20
Srivastava, Sarika	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/19-6/10/20
Taylor, Lisa	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/19-6/10/20
Thomsen, Ashley	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/19-6/10/20
<u>TECHNICAL SPECIALIST – LEVEL III</u>		
Farokhzadeh, Mersedeh	Franklin ES [Counselor] - Funding: Formula & Old Tier III	8/22/19-6/10/20

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

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



Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Working Out of Class & Reclassification	Commissioner Training	11/13/19

VIII. Next Regular Personnel Commission Meeting:

Wednesday, November 13, 2019, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: