

## VIRTUAL PERSONNEL COMMISSION MEETING

October 13, 2021 at 4:30pm



### JOIN ZOOM MEETING

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Meeting ID: 898 6103 9433

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### PROVIDE PUBLIC COMMENT

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

- Requests must be submitted no later than 5:00 p.m. on Tuesday, September 12, 2021
- Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item
- During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

**October 13, 2021**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 13, 2021**, at **4:30 p.m.**, via Zoom.

**I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on October 13, 2021

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

- G.06 Approval of Minutes for Regular Meeting on September 8, 2021

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

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**October 13, 2021**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 13, 2021**, at **4:30 p.m.**, via Zoom.

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

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, October 12, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

### **OPEN SESSION**

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

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on October 13, 2021

G.06 Approval of Minutes for Regular Meeting on September 8, 2021

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

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

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

- SEIU Report
- Board of Education Report

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

**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	1
Cafeteria Worker I	4
Campus Monitor	9
Campus Security Officer	2
Health Office Specialist	4
Paraeducator-1	6
Paraeducator-3	7
Senior Administrative Assistant	2
Technical Theater Technician	8

C.02 Advanced Step Placement:  
 Simren Chawla in the classification of Occupational Therapist at Range A-63 Step C

- C.03 Advanced Step Placement:  
David Chiang in the classification of Assistant Director, Fiscal Services at Range M-62 Step E
- C.04 Advanced Step Placement:  
Vicente Diaz in the classification of Paraeducator-3 at Range A-28 Step B
- C.05 Advanced Step Placement:  
Glen Infuso in the classification of Director, Maintenance and Operations at Range M-65 Step C
- C.06 Advanced Step Placement:  
Brenda Miller in the classification of Health Office Specialist at Range A-27 Step C
- C.07 Advanced Step Placement:  
Lisa Monroe in the classification of Paraeducator-1 at Range A-22 Step B

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Adopt Resolution No. 21-01: Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom Dated March 4, 2020, and Authorizing Remote Teleconference Meetings for the Period of November 1, 2021, through November 30, 2021
- A.02 Certification from Another Class List: Event Operations Supervisor for Audience Services Coordinator
- A.03 Authorize Emergency Extension of Limited-Term Assignments: Implementing Health and Safety Protocols to Respond to Ongoing COVID Pandemic
- A.04 Classification Specification Revision:  
Bus Driver within the Operations Support Unit
- A.05 Classification Specification Revision:  
Special Education Specialist within the Office Technical and Business Services Unit

**IV. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**V. DISCUSSION ITEMS:**

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

- None

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - September 22, 2021
  - October 7, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - September 22, 2021
  - October 7, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2021 - 2022
- I.06 Board of Education Meeting Schedule
  - 2021 – 2022

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
TBD		

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

Wednesday, November 10, 2021, at 4:30 p.m. – *via Zoom*

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

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

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

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



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**September 8, 2021**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, September 8, 2021**, at **4:35 p.m.**, via Zoom.

- ❖ **Instructions on Public Comments:**  
Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, September 7, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

**OPEN SESSION**

**I. GENERAL FUNCTIONS:**

**G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:31 p.m.**

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

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

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

- None

**G.05 Motion to Approve Agenda: September 8, 2021**  
**It was moved and seconded to approve the agenda as submitted. The motion passed.**

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

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



**G.06 Motion to Approve Minutes: August 11, 2021**

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

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

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

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

- General Comments and Updates
  - **Director Kahn informed the Personnel Commission about the District staff returning to the in-person office schedule as of August 23, 2021. The District staff is adhering to the safety protocols of masking, social-distancing, and participating in a weekly PCR testing.**
  - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since August. The exams and selection interviews are still conducted remotely via Zoom, with limited exceptions for specific performance exams such as Bus Driver, Custodian, and Gardener.**
  - **Since the last meeting, the Personnel Commission staff held several written exams for Campus Monitor on weekly to bi-weekly basis depending on the number of candidates available to test. Oral exams were administered for Health Office Specialist, Bilingual Community Liaison, Event Operations Specialist, Student Outreach Specialist, and the Paraeducator job series. Performance exams were conducted for Communication Specialist and Bilingual Community Liaison. Final selection interviews were held for Instructional Assistant – Classroom, Paraeducator, Communication Specialist, Gardener, Health Office Specialist, Senior Office Specialist, Campus Monitor, and Event Operations Supervisor.**
  - **New recruitments have been opened for Senior Office Specialist, Instructional Assistant – Music, Health Office Specialist, Production Kitchen Coordinator, Facilities Technician, Custodian, Physical Activities Specialist, and Administrative Assistant.**
  - **Campus Monitor, Bus Driver, and Paraeducator recruitments remain continuous.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 26 claims since the last regular Personnel Commission meeting in August. As a point of comparison, there were 34 EDD claims in August 2020 and 11 claims in August 2019.**
  - **Director Kahn updated the Personnel Commission on Mrs. Tarazi’s Personnel Commissioner appointment as it is continuously being reviewed by the State Superintendent of Public Instruction.**

#### **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.

- **Commissioners Robinson and Tate expressed their gratitude to the District staff for providing effective safety protocols and PCR testing for students to feel comfortable and safe being at school.**

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

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

- SEIU Report
  - **Mr. Mock, Chief Steward, informed the Personnel Commission about the SEIU involvement with the opening of the new school year.**
  - **Mr. Mock notified the Personnel Commission about the challenges related to safety protocols, mandatory PCR testing, and vaccination requirements. The Union continues to negotiate with the District on the impact of those protocols and mandates.**
  - **Mr. Mock updated the Personnel Commission about the Union's election of the new bargaining team.**
  - **Mr. Mock informed the Personnel Commission about the Union's concern about workload, working-out-of-class, and overtime assignments for certain classifications like Custodian and Health Office Specialist.**

#### Board of Education Report

- **Dr. Kelly updated the Personnel Commission about the school year opening.**  
**School districts in California were given two options- for students either to return to in-person learning or enroll in an independent study. Currently, there are about 200 students K-12 in the independent program with 8 teachers who are providing instruction.**
- **Dr. Kelly informed the Personnel Commission about the District's steps to reduce risk of infection. On August 10, 2021, the Board of Education adopted a resolution with new requirements to assure students' safety. All District employees have to be vaccinated. They must notify the Human Resources department about their vaccination status and provide a copy of their vaccination card by October 1, 2021. The other requirement is for all staff to be tested on weekly basis. At the District Office, the testing takes place on Fridays.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education resuming their regular meetings in person. Based on the Brown Act, the Board members still have an option to participate on Zoom, but most of them are present at the District Office. The public can only access the meetings virtually. At the recent meetings, the most pressing agenda items are related to the school reopening, vaccination and testing mandates.**
- **Dr. Kelly updated the Personnel Commission on Malibu Unification including the preliminary report from the Los Angeles County Office of Education Committee on School District Organization. A public hearing**

will be held to consider a proposal from the City of Malibu council on September 18, 2021.

- Ms. Caldera inquired about receiving PCR test results. Dr. Kelly stated that employees will not receive the results unless they are positive.
- Ms. Tarazi asked about the vaccination mandate and the number of employees who have already provided their vaccination cards. Dr. Kelly informed the Personnel Commission about the process of providing the proof of vaccination to the Human Resources department. Employees can request a medical or religious exemption. The Human Resources department has received about 25 requests so far. Dr. Kelly stated that the District is in negotiations with SEIU to address the vaccine mandate implementation. He clarified that the negotiation process is not about changing the Board resolution in any way. The Board’s interest is the safety and wellbeing of students, employees, and communities.

**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>
Bus Driver	2
Campus Monitor	4
Communications Specialist	7
Event Operations Supervisor	6
Gardener	3
Health Office Specialist	2
Paraeducator-1	1
Paraeducator-3	2

C.02 Advanced Step Placement:

Calvin Dickerson in the classification of Physical Activities Specialist at Range A-28 Step C

- C.03 Advanced Step Placement:  
Heidi Dorn in the classification of Health Office Specialist at Range A-27 Step D
- C.04 Advanced Step Placement:  
Jerrel Hamilton in the classification of Paraeducator-1 at Range A-22 Step B
- C.05 Advanced Step Placement:  
Yvette Martin in the classification of Occupational Therapist at Range A-63 Step D
- C.06 Advanced Step Placement:  
Peter Mortensen in the classification of Sports Facility Attendant at Range A-26 Step D

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

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

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Personnel Commission Annual Report FY 2020-2021  
**It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- Director Kahn provided an overview of the Personnel Commission main functions, core responsibilities, other activities, and accomplishments in accordance with Education Code 45266 and Merit Rule 2.4.2.
- Director Kahn highlighted the statistics for classification specification revisions, advanced step placement approvals, and recruitments.
- Regarding filled positions, the data is comparable with the previous year. Vast majority of these filled vacancies were within the Paraeducator job series, followed up with the Instructional Assistant series. Health Office Specialist classification was the third largest.

- Director Kahn updated the Personnel Commission on the number of EDD unemployment responses in the last fiscal year with a 97% increase over 2019-2020.
- Director Kahn presented the number of job applications reviewed and processed by the Personnel Commission staff with over 20% reduction in comparison to 2019-2020. More applications were received per recruitment; however, there were fewer recruitments opened last school year.
- Director Kahn introduced other notable activities and accomplishments in the Personnel Commission Office such as a pending new Personnel Commissioner appointment and salary realignments for Bilingual Community Liaison, Translator/Interpreter, Assistant Director, Fiscal Services, and Payroll Specialist.
- The Personnel Commission staff also conducted a classification study for Bilingual Community Liaison that resulted in a comprehensive revision to the job description, a salary realignment, and development of a method for distinguishing between levels of complexity for bilingual duties that can be applied to other classifications.
- Director Kahn presented a statistical summary of the Personnel Commission's commitment to diversity and gender equality.
- Commissioner Robinson inquired about the diversity of new hires. Since hiring is a function of the District, Dr. Kelly will present a report of staff diversity and how it correlates to the District student population.
- Ms. Tarazi asked about the ratio of applications received per an individual recruitment. Director Kahn provided a detailed rationale of how the numbers relate to the numbers of applications and open recruitments in the previous year. The Personnel Commission staff faces challenges with candidates who do not attend examinations and selection interviews for which they are scheduled or not accept offered positions after completing the selection process.
- Commissioner Tate inquired about the application increase due to a greater number of recruitments that draw larger number of applicants this year. Director Kahn explained several factors that affect the amount of received applications even for the same type of recruitments like for Instructional Assistant series due to the unique situation under the pandemic.

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

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

- None

#### **V. DISCUSSION ITEMS:**

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

- None

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - August 12, 2021
  - September 2, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - August 12, 2021
  - September 2, 2021
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
  - 2021 - 2022
- I.06 Board of Education Meeting Schedule
  - 2021 – 2022

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
TBD		

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

Wednesday, October 13, 2021, at 4:30 p.m. – *via Zoom*

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

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

- None

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

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

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

**TIME ADJOURNED: 5:13 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

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

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## II. Consent Calendar:

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





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, October 13, 2021

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

SUBJECT: Advanced Step Placement – Simren Chawla

Hire Date: 09/20/2021

ASP Request Submitted: 09/23/2021

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Occupational Therapist	<b>Employee:</b> Simren Chawla	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Bachelor's degree from an accredited college or university in Occupational Therapy or a directly related field.</li> </ul>	<ul style="list-style-type: none"> <li>Simren Chawla has a Master's Degree in Occupational Therapy</li> </ul>	1 level of education above the required level = 1 Step Advance
<b>Experience:</b> <ul style="list-style-type: none"> <li>One (1) year of experience providing occupational therapy services for children or young adults, preferably in an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>Simren Chawla has 4 years' experience providing occupational therapy services for children and young adults</li> </ul>	1 (2-year periods) of experience above the required level = 1 Step Advance
<b>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</b>		

**DIRECTOR'S COMMENTS:**

Simren Chawla's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-63 is \$7,194 monthly, at Step C is \$7,934 monthly.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Simren Chawla at Range A-63, 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
Laura Robinson						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, October 13, 2021

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

SUBJECT: Advanced Step Placement – David Chiang

Hire Date: 09/20/2021

ASP Request Submitted: 09/21/2021

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Assistant Director, Fiscal Services	<b>Employee:</b> David Chiang	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>David Chiang has a Bachelor's Degree in Accounting</li> </ul>	0 level of education above the required level = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>
<b>Experience:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>David Chiang has 13+ years of professional experience in finance, accounting, and budget analysis within a public agency and 13+ years of supervisory experience.</li> </ul>	<b>2+</b> (3-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span>
<b>Total Advanced Steps: 0 (Education) + 2 (Experience) + 2 (Prior Salary) = 4 Advanced Step = STEP E</b>		

**DIRECTOR'S COMMENTS:**

David Chiang's experience exceeds the minimum requirements specified for this classification and his prior salary as an Enterprise Business System Implementation Expert (\$12,903) at the Los Angeles County Office of Education exceeds the current top step of Assistant Director, Fiscal Services. Pay rate at salary Range M-62 at step A is \$8,448/month, while Step E is \$10,294/month.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for David Chiang at Range M-62, Step E 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						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, October 13, 2021

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

SUBJECT: Advanced Step Placement – Vicente Diaz

Hire Date: 09/01/2021

ASP Request Submitted: 09/15/2021

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Vicente Diaz	<b>Calculation of Advanced Step Recommendation</b>
<p><b><u>Education:</u></b></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> <b>ONE</b> of the following:</p> <ul style="list-style-type: none"> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree; OR</li> <li>• Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness</li> </ul> <p><b><u>EXPERIENCE:</u></b></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"> <li>• Vicente Diaz has a Bachelor's of Science in Rehabilitation Services.</li>   <li>• Vicente Diaz meets experience requirements.</li> </ul>	<p>1 level of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span></p> <p>0 (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span></p>
<p><b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></b></p>		

**DIRECTOR'S COMMENTS:**

Mr. Diaz' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step B is \$18.57/hour.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Vicente Diaz at Range A-28, 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						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, October 13, 2021

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

SUBJECT: Advanced Step Placement – Glen Infuso

Hire Date: 09/08/2021

ASP Request Submitted: 09/14/2021

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Director, Maintenance & Operations	<b>Employee:</b> Glen Infuso	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>A bachelor's degree in construction management, architecture, engineering, business administration, public administration or other fields closely related to the job requirements of this classification.</li> </ul>	<ul style="list-style-type: none"> <li>Glen Infuso has a Bachelor's Degree in Industrial Design</li> </ul>	0 level of education above the required level = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Five (5) years of experience managing the maintenance, repair, and operations of multiple buildings and facilities, including providing supervision to maintenance and/or operations support staff.</li> </ul>	<ul style="list-style-type: none"> <li>Glen Infuso has over 25 years' experience managing the maintenance, repair, and operations of multiple buildings and facilities, including providing supervision to maintenance and/or operations support staff.</li> </ul>	<b>2+</b> (5-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span>
<b>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

**DIRECTOR'S COMMENTS:**

Glen Infuso's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-65 is \$9,098 monthly, at Step C is \$10,043 monthly.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Glen Infuso at Range M-65, 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
Laura Robinson						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, October 13, 2021

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

SUBJECT: Advanced Step Placement – Brenda Miller

Hire Date: 08/16/2021

ASP Request Submitted: 10/04/2021

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Health Office Specialist	<b>Employee:</b> Brenda Miller	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>A high school diploma or recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Brenda Miller meets the education requirement.</li> </ul>	0 level of education above the required level = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>
<b>Experience:</b> <ul style="list-style-type: none"> <li>One (1) year of clerical experience including record keeping, data entry, and public contact.</li> </ul>	<ul style="list-style-type: none"> <li>Brenda Miller has over 15 years of clerical experience including record keeping, data entry, and public contact.</li> </ul>	<b>2+</b> (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span>
<b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

**DIRECTOR'S COMMENTS:**

Brenda Miller's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 is \$17.26 hourly, while Step C is \$19.01 hourly.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Brenda Miller at Range A-27, 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
Laura Robinson						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, October 13, 2021

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

SUBJECT: Advanced Step Placement – Lisa Monroe

Hire Date: 08/23/2021

ASP Request Submitted: 10/02/2021

**BACKGROUND INFORMATION:**

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

**DIRECTOR'S COMMENTS:**

Ms. Monroe's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$15.28/hour, while Step B is \$16.04/hour.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Lisa Monroe at Range A-22, 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							
Phillip Tate							
vacant							

#### 12.2.4 SALARY ON EMPLOYMENT

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Personnel Commission.

## 16.4 ADVANCED STEP PLACEMENT

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

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

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



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### III. Action Items:

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



## **PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, October 13, 2021**

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

Adopt Resolution No. 21-01: Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom Dated March 4, 2020, and Authorizing Remote Teleconference Meetings for the Period of November 1, 2021, through November 30, 2021

### **BACKGROUND INFORMATION:**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency based on an outbreak of respiratory illness due to COVID-19. On March 17, 2020, he issued Executive Order N-29-20 allowing local or state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically without violating the open meeting laws found in the Brown Act. This order waived certain provisions of the Brown Act, including requirements that meetings be conducted in physical locations; that a majority of teleconferencing board members are physically present within the agency's jurisdictional boundaries; and that the agenda identifies the locations from which board members participate. The purpose of Executive Order N-29-20 was to control the spread of COVID-19 and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The Executive Order is set to expire on September 30, 2021.

On September 20, 2021, Governor Newsom signed AB 361, which added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when (1) a legislative body of a local agency holds a meeting during a declared state of emergency and when state or local health officials have imposed or recommended measures to promote social distancing, (2) during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, or (3) during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided. The law is effective immediately as urgency legislation, and remains in effect until January 1, 2024.

AB 361 also requires that the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to one of the above options, and every 30 days thereafter, make the following findings by majority vote: that the legislative body has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing. As such, the SMMUSD Board of Education will be adopting this resolution near the middle or end of each month for the upcoming month's board meetings, until the state of emergency is over and the board no longer determines that meeting in person would present imminent risks to the health or safety of meeting attendees.

As has been the practice of the SMMUSD Board of Education since April 2020, and in compliance with the new law, members of the public wishing to observe and/or give live public comment during a board meeting will be able to do so via Zoom. Additionally, information regarding how a member of the public may join a board meeting and give live public comment via Zoom has been and will continue to be listed at the top of each meeting agenda.

**DIRECTOR’S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission adopt Resolution No. 20-01: Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom Dated March 4, 2020, and Authorizing Remote Teleconference Meetings for the Period of November 1, 2021, through November 30, 2021.

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

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**RESOLUTION**

**PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION  
OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM DATED MARCH 4, 2020,  
AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS  
FOR THE PERIOD NOVEMBER 1, 2021, THROUGH NOVEMBER 30, 2021**

**WHEREAS**, the Santa Monica-Malibu Unified School District is committed to preserving and nurturing public access and participation in meetings of the Personnel Commission; and

**WHEREAS**, all meetings of the Santa Monica-Malibu Unified School District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist in the District, specifically, a State of Emergency has been proclaimed by the Governor on March 4, 2020, based on an outbreak of respiratory illness due to COVID-19 and

**WHEREAS**, the World Health Organization (WHO), United States Centers for Disease Control and Prevention (CDC), and the State of California including the California Department of Public Health (CDPH), and the Los Angeles County Department of Public Health (LACDPH) have recognized the country, state, and county face a life-threatening pandemic caused by the COVID-19 virus;

**WHEREAS**, with the continuing presence of COVID-19 and the recent surge of the highly contagious Delta variant, opening a physical location to the public for a Personnel Commission meeting would present an imminent risk to the health and safety of attendees given the fact that members of the public are not required to be vaccinated to attend Personnel Commission meetings and, with limited staff members, it is impracticable to check and enforce the mask mandate and other indoor COVID-19 health and safety protocols for members of the public; and

**WHEREAS**, the Personnel Commission does hereby find that the Governor's March 4, 2020, State of Emergency proclamation due to the presence of COVID-19 and its extremely contagious recent Delta variant, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel,

equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency, the Personnel Commission does hereby find that the legislative bodies of the Santa Monica-Malibu Unified School District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, to ensure the public has access to the Personnel Commission meetings on Zoom, the Personnel Commission will post the Zoom login information at the top of each meeting agenda; additionally, the public will be able to deliver live public comments during the Zoom meeting.

**NOW, THEREFORE**, the Santa Monica-Malibu Unified School District Personnel Commission does hereby resolve as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Personnel Commission hereby proclaims that a local emergency now exists throughout the District, and opening a physical location to the public for a Personnel Commission meeting would present an imminent risk to the health and safety of attendees due to the outbreak of COVID-19 and its extremely contagious Delta variant.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Personnel Commission hereby ratifies the Governor of the State of California's Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Superintendent and legislative bodies of the Santa Monica-Malibu Unified School District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect November 1, 2021, and shall be effective until the earlier of (i) November 30, 2021, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Santa Monica-Malibu Unified School District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**MOVED AND APPROVED** by the Santa Monica-Malibu Unified School District Personnel Commission this 13th day of October 2021 by the following vote:

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Lauren Robinson  
Personnel Commission Chair

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Joshua Kahn  
Personnel Commission Director



## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, October 13, 2021

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

Certification from Another Class List: Event Operations Supervisor for Audience Services Coordinator

**BACKGROUND INFORMATION:**

Per Merit Rule 6.2.8, if there is no eligibility list for the class in which the vacancy occurs, certification may be made from an eligibility list of another class at the same or a higher salary level if the duties and qualifications of the class are substantially similar. A vacancy exists for Audience Services Coordinator (ASC) and an eligibility list was established for Event Operations Supervisor (EOS) on 9/01/21 with an expiration date of 8/31/22.

**METHODOLOGY:**

Staff conducted the following activities:

- Reviewed EOS and ASC class specs for similarities and differences
- Met with Jerry Gibson, Manager, Facility Use Department to review classifications and determine if the eligibility list for EOS would be appropriate to certify out for ASC
- Canvassed existing EOS eligibility list to determine if eligible EOS candidates are interested in being considered for ASC vacancy

**ANALYSIS & FINDINGS:**

EOS and ASC are within the same job series and are exclusively found in the Facility Use Department. EOS is management and a higher level than ASC, which is non-exempt. Relevant information about each class are found below:

Classification	Salary	MQ Education	MQ Experience	Basic Function
Event Operations Supervisor	M-47 (\$5,833 - \$7,107)	High school diploma or recognized equivalent.	Three (3) years of professional experience in planning and coordinating theater operations or event productions, including one (1) year of experience in a lead role providing direction and guidance.	Under general direction, plans and supervises the use of district facilities and equipment for theater production, filming, and permitted events by outside groups.
Audience Services Coordinator	A-40 (\$4,106 - \$5,240)	High school diploma or recognized equivalent.	Two (2) year experience coordinating theater operations or event productions, in any combination.	Under general direction, plan, organize, coordinate, and oversee Front of House services for performance facilities.

The two classifications are similar in that they are both responsible for theater operations, ensuring the productions run effectively and safely, and coordinating with district staff and outside individuals. However, the EOS’s scope of responsibility extends beyond the theater and extend to all district facilities, serving as a liaison between the district and outside production agencies, and supervising staff.

Based on the class specs, if an ASC were to be absent or vacancy to exist while an EOS was present, the EOS would be able to take on those ASC responsibilities. As such, those that meet the higher threshold of EOS minimum qualifications and examination criteria would be expected to meet and exceed that of the lower level ASC.

Based on canvassing the existing EOS list, at least three (3) candidates expressed interest in being considered for ASC which would provide the necessary three ranks and significantly reduce the lead time to fill the position.

**DIRECTOR’S RECOMMENDATIONS**

The Director of Classified Personnel recommends that the Personnel Commission approve the certification of eligible Event Operation Supervisor candidates for Audience Services Coordinator vacancies pursuant to Merit Rule 6.2.8.

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



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

## **AUDIENCE SERVICES COORDINATOR**

### **BASIC FUNCTION**

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

### **MINIMUM QUALIFICATIONS**

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***EDUCATION:***

High school diploma or recognized equivalent.

***EXPERIENCE:***

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

***ADDITIONAL REQUIREMENTS/INFORMATION:***

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

### **REPRESENTATIVE DUTIES**

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



- Act as site representative during location filming
- Perform other related duties as assigned

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

## **SUPERVISION**

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

## **JOB REQUIREMENTS**

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### **KNOWLEDGE:**

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

### **CORE COMPETENCIES:**

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

## **WORKING CONDITIONS**

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

### **CLASSIFICATION ESTABLISHED:**

### **UPDATED:**

March 11, 2020



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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

## **EVENT OPERATIONS SUPERVISOR**

### **BASIC FUNCTION**

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

### **MINIMUM QUALIFICATIONS**

---

#### *EDUCATION:*

High school diploma or recognized equivalent.

#### *EXPERIENCE:*

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

#### *ADDITIONAL REQUIREMENTS/INFORMATION:*

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

### **REPRESENTATIVE DUTIES**

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

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

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

## **SUPERVISION**

---

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

## **JOB REQUIREMENTS**

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### **KNOWLEDGE:**

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

### **CORE COMPETENCIES:**

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

## **WORKING CONDITIONS**

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### **ENVIRONMENT:**

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

***PHYSICAL DEMANDS:***

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

***HAZARDS:***

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

***CLASSIFICATION ESTABLISHED:***

***June 4, 2016***

***REVISED:***

***March 11, 2020***

***APPROVED: April 21, 2021***



## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, October 13, 2021

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

Authorize Emergency Extension of Limited-Term Assignments: Implementing Health and Safety Protocols to Respond to Ongoing COVID Pandemic

**BACKGROUND INFORMATION:**

Per California Education Code §45286, limited-term employee assignments are not to exceed six (6) months. However, the code also states that the commission may, based on a declaration of an emergency by the President of the United States or the Governor, authorize an extension that may not exceed one year so long as the duties are related to the emergency. On March 04, 2020, Governor Newsom proclaimed a state of emergency due to the outbreak of COVID-19.

In August 2021, the district authorized the use of limited-term assignments to carry out work related to implementing COVID health and safety protocols. These assignments have been approved for the following classifications by the district:

- Instructional Assistant
- Campus Monitor
- Physical Activities Specialist
- Senior Office Specialist
- Cafeteria Worker
- Custodian

A limited-term assignment that begins in August 2021 would be required to end in February 2022. However, the need to carry out these duties related to COVID health and safety protocols is expected to be necessary for the duration of the school year, which ends in June 2022.

**DIRECTOR’S RECOMMENDATIONS**

The Director of Classified Personnel recommends that the Personnel Commission approve the extension of all limited-term assignments used for the purpose of implementing health and safety protocols to respond to the on-going COVID pandemic to June 30, 2022.

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



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, October 13, 2021**

**AGENDA ITEM NO: III.A.04**

Classification Specification Revision: Bus Driver

**BACKGROUND INFORMATION:**

An ongoing, national school bus driver shortage has resulted in hard to fill Bus Driver vacancies. Previous efforts to address the difficult recruitment include adopting an accelerated hiring rate to the top step of the salary range in August 2021. Staff reviewed existing class spec to determine if any revisions could be made to assist with recruiting.

**METHODOLOGY:**

Staff conducted the following activities:

- Reviewed the existing class spec
- Reviewed other agencies' class specs
- Met with the Director, Transportation, Neal Abramson, to review class spec
- Distributed proposed revisions to Director, Transportation for review

**ANALYSIS & FINDINGS:**

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

- Make high school education desirable but no required
- Make professional school bus driving experience desirable but not required
- Clarify language related to required licenses and material
- Update formatting

By making Education and Experience desirable rather than required, staff intends to remove barriers to entry for newly licensed candidates that have yet to gain professional experience. All state required licenses, endorsements, and other requirements remain.

**DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Bus Driver classification specification as provided.

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

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
PERSONNEL COMMISSION

**BUS DRIVER**

~~Classified Employees Salary Schedule: Range A-28~~

**Job Summary BASIC FUNCTION**

Under general supervision, drive a school bus or van over a prescribed route within an established time schedule; transport students to and from school, athletic events and on special event trips; and perform related duties as assigned.

**EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS**

**EDUCATION:**

~~Educational attainment equivalent to a~~ **A** high school diploma or its recognized equivalent **is highly desirable**.

**EXPERIENCE:**

~~Six (6) months of experience in the operation of a school bus~~ **is highly desirable** in the United States. ~~Experience in the state of California is preferred.~~

~~Licenses and Other Requirements~~ **ADDITIONAL REQUIREMENTS/INFORMATION:**

~~Valid California Class A or B driver's license with passenger endorsement; Special Driver's Certificate for a School Bus; restriction 0,1,6, or any combination. **Note:** A First Aid Certificate is required if restriction 6 is listed. A current medical examination certificate (as required by DMV); incumbents are required to maintain a sufficient number of training hours as prescribed by law; and a current H6 DMV print out must be presented prior to hire.~~

- **Valid California Class A or B driver license with P & S endorsement**
- **No restrictions except for any combination of 0, 1, or 6**
- **If restriction 6 is listed, must provide a valid first aid certificate**
- **California Special Driver Certificate (School Bus)**
- **Valid medical examiner's certificate**
- **Drivers are subject to alcohol/controlled substances tests**
- **California DMV driving record no more than 30 days old must be submitted with application**

**REPRESENTATIVE DUTIES**

- 1- Drives a school van or bus over assigned routes in accordance with an established time schedule. **E**
- 2- Transports students to and from school, athletic events and field trips; loads and unloads students safely at designated stops. **E**
- 3- Transports disabled students and preschool-aged children to and from school and field trips; loads and unloads students safely at designated stops. **E**
- 4- Stops traffic and escorts children across streets. **E**
- 5- Maintains vehicles in a clean and orderly condition; inspects and reports mechanical defects or malfunctions; washes, sweeps, cleans and refuels vehicles. **E**
- 6- Maintains appropriate student behavior on a school bus or other transportation equipment; contact others concerning transportation problems and concerns. **E**

7. Operates wheelchair lift, loads and secures wheelchairs and other assistive devices on bus; assists passengers with carry-on items, seat belts and secure car seats. ~~£~~
8. Completes the daily transportation activity record, including number of students transported, mileage, type of trip, and standby time. ~~£~~
9. Communicates with school staff and parents regarding student behavior as needed. ~~£~~
10. Administers first aid as necessary.
11. Performs custodial or clerical work as assigned.
12. Performs related duties as assigned.

*Note: The statements herein are intended to describe the general nature and level of work performed by employees, and are not to be construed as an exhaustive list of responsibilities and qualifications of personnel so classified. **Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.***

### **Supervision**

**General** Supervision is received from the Director of Transportation or designee. No supervisory or lead responsibilities are exercised.

### **Job Related Qualifications JOB REQUIREMENTS**

#### **Knowledge of:**

- Safe driving practices and techniques-
- Basic first aid procedures and methods-
- General geography of Santa Monica and Malibu-
- Safety and maintenance requirements of bus equipment-
- Provisions of the California Motor Vehicle Code applicable to the operation of vehicles in the transportation of school children-

#### **Ability to:**

- Drive a school bus along designated routes safely and efficiently-
- Communicate effectively with elementary and secondary school students-
- Understand and carry out oral and written directions-
- Establish and maintain cooperative and effective working relationships with others-
- Be flexible-

### **Special Information**

None.

### **Working Conditions (Environment:**

#### **ENVIRONMENT:**

Work is performed in a school bus environment. Work requires driving in various road and weather conditions. Work may require exposure to noise. Potential hazards involve traffic hazards when stopping traffic and escorting students across streets; adverse weather conditions while driving a school bus; exhaust fumes; and contact with abusive or uncooperative individuals.

#### **PHYSICAL DEMANDS:**

Physical demands include lifting, carrying, pushing, and pulling heavy objects; sitting for extended periods of time when operating a transportation vehicle; walking and stepping up/down or standing for extended periods of time; bending at the waist; hearing and speaking to exchange information.

**DUTIES APPROVED**  
**BOARD OF EDUCATION**

**CLASSIFICATION APPROVED**  
**PERSONNEL COMMISSION**



No date.

Established: October 2000

Revised: September 19, 2006

Revised: October 13, 2009

**Proposed Revisions: October 13, 2021**



## **BUS DRIVER**

### **BASIC FUNCTION**

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Under general supervision, drive a school bus or van over a prescribed route within an established time schedule; transport students to and from school, athletic events and on special event trips; and perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

---

**EDUCATION:**

A high school diploma or recognized equivalent is highly desirable.

**EXPERIENCE:**

Six (6) months of experience in the operation of a school bus is highly desirable.

**ADDITIONAL REQUIREMENTS/INFORMATION:**

- Valid California Class A or B driver license with P & S endorsement
- No restrictions except for any combination of 0, 1, or 6
- If restriction 6 is listed, must provide a valid first aid certificate
- California Special Driver Certificate (School Bus)
- Valid medical examiner's certificate
- Drivers are subject to alcohol/controlled substances tests
- California DMV driving record no more than 30 days old must be submitted with application

### **REPRESENTATIVE DUTIES**

---

- Drives a school van or bus over assigned routes in accordance with an established time schedule
- Transports students to and from school, athletic events and field trips; loads and unloads students safely at designated stops
- Transports disabled students and preschool-aged children to and from school and field trips; loads and unloads students safely at designated stops
- Stops traffic and escorts children across streets
- Maintains vehicles in a clean and orderly condition; inspects and reports mechanical defects or malfunctions; washes, sweeps, cleans and refuels vehicles
- Maintains appropriate student behavior on a school bus or other transportation equipment; contact others concerning transportation problems and concerns
- Operates wheelchair lift, loads and secures wheelchairs and other assistive devices on bus; assists passengers with carry-on items, seat belts and secure car seats
- Completes the daily transportation activity record, including number of students transported, mileage, type of trip, and standby time
- Communicates with school staff and parents regarding student behavior as needed
- Administers first aid as necessary
- Performs custodial or clerical work 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**

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General supervision is received from the Director of Transportation or designee. No supervisory or lead responsibilities are exercised.

## **JOB REQUIREMENTS**

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### **KNOWLEDGE:**

- Safe driving practices and techniques
- Basic first aid procedures and methods
- General geography of Santa Monica and Malibu
- Safety and maintenance requirements of bus equipment
- Provisions of the California Motor Vehicle Code applicable to the operation of vehicles in the transportation of school children

### **ABILITY:**

- Drive a school bus along designated routes safely and efficiently
- Communicate effectively with elementary and secondary school students
- Understand and carry out oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Be flexible

## **WORKING CONDITIONS**

---

### **ENVIRONMENT:**

Work is performed in a school bus environment. Work requires driving in various road and weather conditions. Work may require exposure to noise. Potential hazards involve traffic hazards when stopping traffic and escorting students across streets; adverse weather conditions while driving a school bus; exhaust fumes; and contact with abusive or uncooperative individuals.

### **PHYSICAL DEMANDS:**

Physical demands include lifting, carrying, pushing, and pulling heavy objects; sitting for extended periods of time when operating a transportation vehicle; walking and stepping up/down or standing for extended periods of time; bending at the waist; hearing and speaking to exchange information.

### **CLASSIFICATION ESTABLISHED:**

***October 2000***

### **REVISED:**

***September 19, 2006***

***October 13, 2009***

***Proposed Revisions: October 13, 2021***



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, October 13, 2021**

**AGENDA ITEM NO: III.A.05**

Classification Specification Revision: Special Education Specialist

**BACKGROUND INFORMATION:**

Special Education Specialist is currently vacant and a recruitment is anticipated. A request was made to review the class spec by the Director, Special Education, Deanna Sinfield, to ensure it incorporated language related to working with CALPADS data.

**METHODOLOGY:**

Staff conducted the following activities:

- Reviewed the existing class spec
- Met with the Director, Special Education to review class spec
- Distributed proposed revisions to Director, Special Education for review

**ANALYSIS & FINDINGS:**

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

- Revised Experience requirements to be more focused on data and record management
- Clarified duty statement related to record management to include working with CALPADS data
- Clarified language in Knowledge
- Replaced Abilities with Competencies

**DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Special Education Specialist classification specification as provided.

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



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU Local 99  
Office, Technical and Business  
Services  
CLASS CODE: ???  
SALARY RANGE: A-34

## SPECIAL EDUCATION SPECIALIST

### BASIC FUNCTION

Under general supervision, perform a variety of technical and clerical tasks requiring independent judgment and the application of specialized knowledge in support of the Special Education Department; collect information, propose, **creates reports** and enforce **monitors** terms and conditions of multiple contracts in support of department operations **within Special Education Department while also serving as a liaison between the department, staff, parents, and outside agencies.**; provide information and assistance to parents, school staff and outside agencies related to Special Education students, programs and activities.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

Must have a **A** high school diploma or its recognized equivalent.

#### EXPERIENCE:

Three (3) years of varied administrative, secretarial, and clerical support experience, including preparing and monitoring contracts with service providers. Experience with legal processes pertaining to Special Education is desired. **administrative experience that includes collecting data, managing records, and preparing reports.**

#### ADDITIONAL REQUIREMENTS/INFORMATION:

**Experience working with data related to Special Education is highly desirable.**

### REPRESENTATIVE DUTIES

- Perform a variety of complex clerical and secretarial duties in support of Special Education operations; assist the Director in resolving a variety of problems associated with a diverse Special Education program; ensure timely communications between the department, parents, students and employees; collect, and organize data and information on behalf of the Director; generate, prepare, and revise a variety of documents, reports, and other material for the approval of the Director.
- Schedule and coordinate a variety of meetings, workshops, hearings, conferences, and trainings; prepare and send notices of meetings; compile information and generate reports, memos, agendas and minutes, maintain Special Education Department Master Calendars.
- Develop and maintain a working knowledge of terminology related to the Special Education Department; maintain an understanding of the programs and functions of the department, and their relation to the District as a whole.
- Coordinate communications and provide technical information in person and on the telephone concerning procedures and guidelines related to special education programs; respond to inquiries as requested; provide information related to department activities to parents, employees, students, and outside agencies under guidance of the Director.
- Perform a variety of records management and data control duties under guidance of the Director; maintain confidentiality of records; create, update, and maintain a variety of logs, records, and files; enter and retrieve data from student information systems and databases such as Special Education Information System (SEIS), Illuminate, and Board Document system. **Enters, updates, audits, and maintains various data, logs, records, and reports using databases including, but not limited to, California Longitudinal Pupil Achievement Data System (CALPADS) and Special Education Information System (SEIS)**

- Provide work direction to clerical office staff; ensure efficient flow of information and office productivity; and oversee various department processes and special projects, serving as central point of contact between clerical office staff, Special Education Coordinators, Director, and other internal and external entities.
- Coordinate and facilitate communications and serve as liaison with the Transportation Department to ensure appropriate transportation for special education students; coordinate logistics with taxi agencies including licensing and clearance, pick-up and drop-off locations, routes and schedules, emergency contact information, and ensuring appropriate seating and safety; communicate and update parents with transportation logistics; arrange for Paraeducators to travel with students under guidance of the Director; review invoices and verify charges from taxi agencies.
- Initiate and complete contracts and service agreements for Nonpublic school students in special education programs in accordance with SELPA negotiated rates and other industry standard guidelines, District insurance, health, and safety terms, legal compliance, department and district standards and budgetary restrictions; communicate with the Director and review agreements with nonpublic and private schools and agencies, and independent contractors, for revision to terms; gain input and approval from Director of Special Education and/or SELPA Director on finalized rates and terms.
- Verify and process invoices for Nonpublic school students, Nonpublic Agencies, Independent Contractors, and Parent Reimbursements in collaboration with the Accountant; verify student absences, rate charges, calculations; track attendance and expenses to ensure contract cost is not exceeded.
- Support the Director in various legal matters and litigation; collect relevant student information in preparation for legal proceedings by accessing information systems, databases, and department logs and files; collect information from Special Education Data Technician, teachers, members of the IEP team, and Student Services Department; schedule and make logistical arrangements to formal courtroom specifications.
- Compose settlement agreement and contract summaries for presentation to the Board of Education; maintain electronic files and case log related to legal outcomes, within databases, spreadsheets and electronic Board documents.
- Submit contracts and service agreements for settlement agreements to Board of Education for approval; clarify payment guidelines and process invoices; ensure all fees and reimbursements are paid in a timely manner under guidance of the Director.
- Perform other related duties as assigned.

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

## **SUPERVISION**

Supervision is received from **General supervision is provided by** the Director of Special Education. Technical and functional work direction is provided to clerical staff. **Responsibilities include providing lead direction to technical and clerical staff. No supervision of other staff is exercised.**

## **KNOWLEDGE AND ABILITIES JOB REQUIREMENTS**

### **KNOWLEDGE OF:**

- ~~Terminology, records management, legal processes and procedures specific to Special Education~~
- ~~Word processing, database, document management, spreadsheet and application programs~~
- ~~Student information systems~~
- ~~Online calendar systems~~
- ~~Google documents and functions~~
- ~~E-mail systems~~
- ~~Budgeting and basic accounting procedures~~
- ~~General business protocols and norms~~
- ~~Relevant provisions of Education Code and other applicable laws~~
- ~~Principles and practices of quality customer service~~
- **Needs of students with disabilities and their families**
- **Principles of administering direct services**
- **Principles and practices of recordkeeping and maintaining documentation**

- **Word processing, spreadsheet, and database software**
- **Principles and practices of basic accounting**
- **Principles and practices of data collection and entry**
- **Principles, practices, and techniques of information gathering**

**ABILITY TO:**

- Investigate and request information regarding Special Education, contracts, and legal processes from internal and external sources
- Communicate effectively, orally and in writing with a variety of internal and external contacts
- Compile, tabulate, and analyze data
- Schedule, organize, and complete work in accordance with deadlines
- Use independent judgment and initiative to carry out department and District needs
- Work cooperatively with others
- Work independently
- Demonstrate flexibility and respond to changing requirements and job assignments

**CORE COMPETENCIES:**

- **Critical Thinking – Analytically and logically evaluating information, propositions, and claims**
- **Fact Finding – Obtaining facts and data pertaining to an issue or question**
- **Using Technology – Working with electronic hardware and software applications**
- **Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Teamwork – Collaborating with others to achieve shared goals**
- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Informing – Proactively obtaining and sharing information**
- **Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures**

**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 interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing accounting activities, and requesting and providing information. The employee also interfaces with a range of different managers, supervisors, staff, students, and public and private representatives.

**PHYSICAL ABILITIES:**

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information, and lifts and carries reports and records that typically weigh less than 20 pounds.

**DUTIES APPROVED**

**BOARD OF EDUCATION:**

08/30/2017

**CLASSIFICATION APPROVED**

**PERSONNEL COMMISSION:**

Created: 09/01/2017

**CLASSIFICATION ESTABLISHED:**

**September 01, 2017**

**REVISED:**

**Proposed Revisions: October 13, 2021**



## **SPECIAL EDUCATION SPECIALIST**

### **BASIC FUNCTION**

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Under general supervision, creates reports and monitors contracts within Special Education Department while also serving as a liaison between the department, staff, parents, and outside agencies.

### **MINIMUM QUALIFICATIONS**

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#### *EDUCATION:*

A high school diploma or recognized equivalent.

#### *EXPERIENCE:*

Three (3) years of administrative experience that includes collecting data, managing records, and preparing reports.

#### *ADDITIONAL REQUIREMENTS/INFORMATION:*

Experience working with data related to Special Education is highly desirable.

### **REPRESENTATIVE DUTIES**

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- Perform a variety of complex clerical and secretarial duties in support of Special Education operations; assist the Director in resolving a variety of problems associated with a diverse Special Education program; ensure timely communications between the department, parents, students and employees; collect, and organize data and information on behalf of the Director; generate, prepare, and revise a variety of documents, reports, and other material for the approval of the Director.
- Schedule and coordinate a variety of meetings, workshops, hearings, conferences, and trainings; prepare and send notices of meetings; compile information and generate reports, memos, agendas and minutes, maintain Special Education Department Master Calendars.
- Develop and maintain a working knowledge of terminology related to the Special Education Department; maintain an understanding of the programs and functions of the department, and their relation to the District as a whole.
- Coordinate communications and provide technical information in person and on the telephone concerning procedures and guidelines related to special education programs; respond to inquiries as requested; provide information related to department activities to parents, employees, students, and outside agencies under guidance of the Director.
- Enters, updates, audits, and maintains various data, logs, records, and reports using databases including, but not limited to, California Longitudinal Pupil Achievement Data System (CALPADS) and Special Education Information System (SEIS).
- Provide work direction to clerical office staff; ensure efficient flow of information and office productivity; and oversee various department processes and special projects, serving as central point of contact between clerical office staff, Special Education Coordinators, Director, and other internal and external entities.
- Coordinate and facilitate communications and serve as liaison with the Transportation Department to ensure appropriate transportation for special education students; coordinate logistics with taxi agencies including licensing and clearance, pick-up and drop-off locations, routes and schedules,



- emergency contact information, and ensuring appropriate seating and safety; communicate and update parents with transportation logistics; arrange for Paraeducators to travel with students under guidance of the Director; review invoices and verify charges from taxi agencies.
- Initiate and complete contracts and service agreements for Nonpublic school students in special education programs in accordance with SELPA negotiated rates and other industry standard guidelines, District insurance, health, and safety terms, legal compliance, department and district standards and budgetary restrictions; communicate with the Director and review agreements with nonpublic and private schools and agencies, and independent contractors, for revision to terms; gain input and approval from Director of Special Education and/or SELPA Director on finalized rates and terms.
  - Verify and process invoices for Nonpublic school students, Nonpublic Agencies, Independent Contractors, and Parent Reimbursements in collaboration with the Accountant; verify student absences, rate charges, calculations; track attendance and expenses to ensure contract cost is not exceeded.
  - Support the Director in various legal matters and litigation; collect relevant student information in preparation for legal proceedings by accessing information systems, databases, and department logs and files; collects information from Special Education Data Technician, teachers, members of the IEP team, and Student Services Department; schedule and make logistical arrangements to formal courtroom specifications.
  - Compose settlement agreement and contract summaries for presentation to the Board of Education; maintain electronic files and case log related to legal outcomes, within databases, spreadsheets and electronic Board documents.
  - Submit contracts and service agreements for settlement agreements to Board of Education for approval; clarify payment guidelines and process invoices; ensure all fees and reimbursements are paid in a timely manner under guidance of the Director.
  - Perform other related duties as assigned.

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

## **SUPERVISION**

---

General supervision is provided by the Director of Special Education. Responsibilities include providing lead direction to technical and clerical staff. No supervision of other staff is exercised.

## **JOB REQUIREMENTS**

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### **KNOWLEDGE:**

- Needs of students with disabilities and their families
- Principles of administering direct services
- Principles and practices of recordkeeping and maintaining documentation
- Word processing, spreadsheet, and database software
- Principles and practices of basic accounting
- Principles and practices of data collection and entry
- Principles, practices, and techniques of information gathering

### **CORE COMPETENCIES:**

- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Using Technology – Working with electronic hardware and software applications

- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Self-Management – Showing personal organization, self-discipline, and dependability
- Customer Focus – Attending to the needs and expectation of customers
- Teamwork – Collaborating with others to achieve shared goals
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Informing – Proactively obtaining and sharing information
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures

## **WORKING CONDITIONS**

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### ***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 interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing accounting activities, and requesting and providing information. The employee also interfaces with a range of different managers, supervisors, staff, students, and public and private representatives.

### ***PHYSICAL ABILITIES:***

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information, and lifts and carries reports and records that typically weigh less than 20 pounds.

### **CLASSIFICATION ESTABLISHED:**

***September 01, 2017***

### **REVISED:**

***Proposed Revisions: October 13, 2021***

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**IV. Commissioner Training/Briefing:**

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**V. Discussion Items:**

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**VI. Information Items:**

## Open Requisitions (10/1/2021)

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
21-062	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	21.25
21-084	SENIOR BUYER	FACILITY IMPROVEMENT PROJECTS	Vac	100
21-088	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
21-096	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-100	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	75
21-102	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	New	43.75
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
21-108	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	0.5
21-110	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	0.75
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	0.625
21-118	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	0.375
21-121	AUDIENCE SERVICES COORDINATOR	FACILITY USE DEPARTMENT	Vac	50
22-004	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	75
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-032	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-044	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-045	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
22-046	CUSTODIAN	FACILITY USE DEPARTMENT	Vac	37.5
22-047	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	75
22-048	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
22-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-063	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	75
22-065	PRODUCTION KITCHEN COORDINATOR	FOOD & NUTRITION SERVICES	New	100
22-070	CUSTODIAN	OPERATIONS	Vac	62.5
22-075	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-078	HEALTH OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	New	43.75
22-085	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25

## Report – Open Requisitions

22-086	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	New	100
22-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-091	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
22-093	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	95
22-096	SENIOR OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	100
22-098	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.09
22-099	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
22-102	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-103	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	100
22-104	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5
22-106	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
22-107	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-110	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75
22-111	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-116	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-118	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
22-119	PLANT SUPERVISOR	OPERATIONS	Vac	100
22-120	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75
22-121	FACILITIES TECHNICIAN	MAINTENANCE	Vac	100
22-123	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	78.13
22-124	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-126	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
22-127	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	Vac	100
22-128	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100

## Filled Requisitions (10/01/2021)

Req Number	Req Title	Department	Date of Accepted Job Offer
21-057	COMMUNICATIONS SPECIALIST	BUSINESS SERVICES	9/24/2021
21-058	SENIOR ADMINISTRATIVE ASSISTANT	BUSINESS SERVICES	9/23/2021
21-113	PARAEDUCATOR-3	PROJECT-BASED LEARNING (PBL)	9/14/2021
21-114	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	10/5/2021
21-123	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	10/5/2021
22-001	EVENT OPERATIONS SUPERVISOR	FACILITY USE DEPARTMENT	9/14/2021
22-049	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	9/15/2021
22-053	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	9/15/2021
22-067	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDUCATIONAL SERVICES	10/5/2021
22-071	CUSTODIAN	OPERATIONS	10/7/2021
22-072	CUSTODIAN	OPERATIONS	10/7/2021
22-076	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	9/15/2021
22-087	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	9/15/2021
22-088	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	9/3/2021
22-092	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	9/8/2021
22-094	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	9/15/2021
22-097	PARAEDUCATOR-2	WILL ROGERS LEARNING ACADEMY	9/13/2021
22-101	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	9/17/2021
22-108	PARAEDUCATOR-3	PROJECT-BASED LEARNING (PBL)	9/22/2021
22-109	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/5/2021
22-112	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	9/24/2021
22-114	PARAEDUCATOR-1	SPECIAL EDUCATION	9/15/2021
22-122	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/5/2021



**Classified Personnel – Merit  
9/22/21**

<b><u>NEW HIRES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Avalos, Marlen Muir ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 27 Step: F	8/18/21
Caceres-Navarrette, Teresa Franklin ES	Instructional Assistant - Classroom 3.5 Hrs/SY/Range: 20 Step: B	8/18/21
Chiang, David Fiscal Services	Assistant Director, Fiscal Services 8 Hrs/12 Mo/Range: M-62 Step: A	9/20/21
Diaz, Vicente Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	9/1/21
Fonseca, Zachary Special Ed-Malibu ES	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	8/18/21
Gayler, Kim Franklin ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: B	8/18/21
Hamilton, Jerrel Special Ed-Malibu HS	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	9/1/21
Infuso, Glen Maintenance & Operations	Director, Maintenance and Operations 8 Hrs/12 Mo/Range: M-65 Step: A	9/9/21
Martin, Yvette Special Ed-McKinley ES	Occupational Therapist 8 Hrs/SY/Range: 63 Step: A	8/18/21
Mayer, Alison Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	9/1/21
Monroe, Lisa Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	8/23/21
Ramirez, Armida McKinley ES	Campus Monitor 2.86 Hrs/SY/Range: 13 Step: F	8/18/21
Toyama, Austin FIP/Maintenance & Operations	Sustainability Manager 8 Hrs/12 Mo/Range: 52 Step: A	8/9/21
<b><u>RE-EMPLOYMENT</u></b>		<b><u>EFFECTIVE DATE</u></b>
Amaya, Janene CDS-Adams Preschool	Children's Center Assistant-2 8 Hrs/SY/Range: 20 Step: F	8/18/21
Aquino, Gilda CDS-Grant ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21
Arriaga, Jennifer CDS-ITC-Santa Monica HS	Children's Center Assistant-2 8 Hrs/SY/Range: 20 Step: F	8/18/21
Cruz, Carmen CDS-Washington West	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21
Diaz, Delfina CDS-Muir ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21

Gonzalez, Cecilia CDS-Adams Preschool	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21
Johnson, Mayra CDS-ITC-Santa Monica HS	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21
Padilla, Elizabeth CDS-Grant ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21
Padilla Barrera, Elva CDS-Roosevelt ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21
Razon-McMillan, Monica CDS-Adams Preschool	Children's Center Assistant-2 7 Hrs/SY/Range: 20 Step: F	8/18/21
Rocha, Patricia CDS-Franklin ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21
Rodriguez, Cecilia CDS-Edison LA	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21
Seklawi, Sara CDS-McKinley ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21
Womack, Raven CDS-Muir ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	8/18/21

**PROMOTION**

Gutierrez, Corina Special Ed-McKinley Preschool	Paraeducator-1 4 Hrs/SY/Range: 22 Step: F From: Children's Center Assistant-2: 3.5 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 8/18/21
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**PROVISIONAL ASSIGNMENT**

Barnes, Brian Educational Services	Physical Activities Specialist 6 Hrs/Day	<b><u>EFFECTIVE DATE</u></b> 8/19/21-6/9/22
Satterfield, Jesse Educational Services	Physical Activities Specialist 6 Hrs/Day	9/1/21-6/9/22

**SUMMER ASSIGNMENTS**

Alvarez, Alicia Edison LA	Administrative Assistant Not to exceed: 20 Hrs	<b><u>EFFECTIVE DATE</u></b> 6/22/21-8/4/21
Arzola, Maria Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/23/21
De La Rosa, Johanna Educational Services	Bilingual Community Liaison Not to exceed: 40 Hrs	6/14/21-6/30/21
Gutierrez, Yoly Edison LA	Bilingual Community Liaison Not to exceed: 40 Hrs	6/15/21-8/11/21

**TEMP/ADDITIONAL ASSIGNMENTS**

Adams, Toni Operations	Custodian [overtime; Operations project]	<b><u>EFFECTIVE DATE</u></b> 7/1/21-6/30/22
Adeyemi, Olayiwola Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22

Aguilar, Mark Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Alex, Milton Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Arangoa, Isabel Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Benitez, Jesus Facility Improvement Projects	Facilities Technician [overtime; FIP projects support]	7/1/21-6/30/22
Bonilla, Leroy Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Boyd, Katherine Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Bravo, Richard Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Brown, Shawn Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Buchanan, Timothy Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Burton, Jerome Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Cage, Joann Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Cage, Ramondo Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Castro, Alexander Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Cobbs, Rufus Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Davis, Anthony Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
DeLeon, Adrian Special Ed-McKinley ES	Paraeducator-3 [additional hours; bus supervision]	6/8/21
Durham, Micheal Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Etchison, Chauncey Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Fuller, Charesse Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Gomez, Jack Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Gonzalez, Arthur Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22

Gonzalez, Jose Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Gray Ford, Nedra Human Resources	Human Resources Specialist [overtime; PCs & hiring]	7/1/21-9/30/21
Heiderman, Daniel Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Isaac, Arthur Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Jackson, Donte Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Johnson, Peter Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Lew, Shawn Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Macon, Phillip Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Miller, Maurice Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Morris, Sean Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Mortensen, Peter Facility Use	Sports Facility Attendant [overtime; Facility Use projects]	7/1/21-6/30/22
Myles, Donald Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Nixon, Robert Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Omari, Saleem Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Palmer, Justin Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Peoples, Jeffrey Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Perez, Graciela Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Royal, Kenneth, Sr. Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Saad, Metias Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Sanders, Justin Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Staib, Katherine Facility Improvement Projects	Administrative Assistant [overtime; FIP projects support]	7/1/21-6/30/22

Tate, Wiley Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Torres, Jose Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Vazquez-Gomez, Miguel Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Viesca, Joseph Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Walker, LaShaun Educational Services	Education Data Specialist [overtime; credential reporting support]	7/1/21-6/30/22
Walker, Louis, Jr. Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Ward, Victor Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Watkins, Ernest Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
West, Malcolm Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Wilson, Stanley Adams MS	Campus Security Officer [overtime; promotion security]	6/10/21-6/11/21
Wooden, Chris Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
Ybarra, Jose, Jr. Operations	Custodian [overtime; Operations project]	7/1/21-6/30/22
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Adams, Melissa Special Education	Paraeducator-1	8/24/21-6/9/22
Badillo, Abraham Educational Services	Physical Activities Specialist	8/19/21-6/9/22
Basha, Arsanios Facility Use	Sports Facility Attendant	7/1/21-6/30/22
Diaz, Vicente Special Education	Paraeducator-3	8/19/21-6/9/22
Fuller, Herbert Educational Services	Physical Activities Specialist	8/19/21-6/9/22
Khan, Monica Human Resources	Instructional Assistant - Classroom	8/16/21-6/30/22
Kong, Phalla Human Resources	Instructional Assistant - Classroom	8/16/21-6/30/22
Martinez, Aida Human Resources	Instructional Assistant - Classroom	8/16/21-6/30/22

Shorts, Gerard Educational Services	Physical Activities Specialist	8/19/21-6/9/22
Suezo, Aida Operations	Senior Office Specialist	4/1/21-6/30/21
Takaki, Jason Educational Services	Physical Activities Specialist	9/1/21-6/9/22
Taylor, Eric Educational Services	Physical Activities Specialist	8/19/21-6/9/22
Vasquez, Jackeline Human Resources	Instructional Assistant - Classroom	8/16/21-6/30/22
Walker, Rahsard Educational Services	Instructional Assistant – Physical Education	8/19/21-6/9/22
Webb, Kevin Maintenance	Swimming Instruction/Lifeguard	7/1/21-6/30/22
Webb, Kevin Facility Use	Swimming Instruction/Lifeguard	8/1/21-6/30/22

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Davis, Luke, Jr. Malibu HS	Campus Security Officer	9/1/21
Kyle, Yvonne Educational Services	Senior Administrative Assistant	9/1/21
Osaki, Brenda Santa Monica HS	Senior Office Specialist	10/1/21

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Aranda, Antonio McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY From: 2.5 Hrs/SY/Special Ed-McKinley ES	8/18/21
Godinez, Lorena CDS-ITC-Santa Monica HS	Children’s Center Assistant-2 8 Hrs/SY From: 3.5 Hrs/SY/CDS-ITC-Santa Monica HS	8/18/21
Rodriguez, Frances CDS-Washington West	Children’s Center Assistant-3 8 Hrs/SY From: 3.5 Hrs/SY/CDS-Washington West	8/18/21

**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Dixon, Crystal Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/19/21
Fair, James Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Adams MS	8/18/21
Hampton, Kizzie Special Ed-Obama Center PPBL	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/18/21

Mack, Taylor Special Ed-Muir ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Roosevelt ES	8/18/21
Portillo, Cristina CDS-Edison ES	Children's Center Assistant-3 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Washington West	8/18/21
Robinson, Atyia Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/18/21
Singleton, Eric Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers ES	8/18/21
Webster, Ryan Special Ed-Malibu ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Webster ES	8/18/21
Wood, Jeff Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers ES	8/18/21

**VOLUNTARY TRANSFER/REDUCTION IN HOURS**

**EFFECTIVE DATE**

Morales, Louis Edison LA	Physical Activities Specialist 4.48 Hrs/SY From: 6 Hrs/SY/Edison LA	8/18/21
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**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Lacson, Andrew Fiscal Services	Payroll Specialist SPSL	8/2/21-8/13/21
Thobe, James Franklin ES	Instructional Assistant - Classroom Medical/FMLA/CFRA	8/18/21-10/15/21

**LEAVE OF ABSENCE (UNPAID)**

**EFFECTIVE DATE**

Beers-Altman, Eli Special Ed-McKinley ES	Paraeducator-1 Personal	8/18/21-9/17/21
Rodriguez, Maria Operations-Grant ES	Custodian Personal	8/9/21-8/18/21

**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Magee, Bianca Santa Monica HS	Office Specialist From: Instructional Assistant – Physical Education	8/17/21-8/31/21
Morales, Stephany Special Education	Special Education Data Technician From: Paraeducator-3	8/23/21-11/23/21
Villegas, Yvonne Special Education	Paraeducator-3 From: Paraeducator-1	4/19/21-6/11/21

**RESIGNATION**

**EFFECTIVE DATE**

Adams, Melissa Special Ed-Webster ES	Paraeducator-1	8/17/21
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Barrientos, Luis Special Ed-Lincoln MS	Paraeducator-1	8/16/21
Brewer, Ariana Special Ed-Malibu HS	Paraeducator-3	8/18/21
Bugher, Jessica Special Ed-Muir ES	Paraeducator-1	8/12/21
Danganan, Maye Roosevelt ES	Physical Activities Specialist	8/16/21
Dixon, Gregory Special Ed-Obama Center PPBL	Paraeducator-3	8/31/21
Hatcher, Crystal Special Ed-Rogers ES	Paraeducator-2	8/16/21
Klein, Barbara McKinley ES	Instructional Assistant - Classroom	8/18/21
Knott, Krystle Special Ed-Santa Monica HS	Paraeducator-1	8/31/21
Marland, Tatiana Roosevelt ES	Instructional Assistant - Classroom	8/23/21
Reveles, Favio Operations	Plant Supervisor	9/3/21
Russian, April Special Ed-Santa Monica HS	Paraeducator-3	8/18/21
Villa, Paola FNS-Malibu HS	Cafeteria Worker I	8/24/21
Zatolokin, Alexander Malibu HS	Instructional Assistant - Music	8/17/21
<b><u>RETIREMENT</u></b>		<b><u>EFFECTIVE DATE</u></b>
Symons, Alyson Special Ed-Lincoln MS	Paraeducator-2	9/1/21



**Classified Personnel – Merit  
10/7/21**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Alba Hernandez, Julio Education Technology Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 40 Step: A	9/15/21
Elitzur, Justine Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: B	8/19/21
Lopez-Figueroa, Carlos Grounds	Gardener 8 Hrs/12 Mo/Range: 28 Step: A	9/22/21
Martinez, Sandra Student Services-McKinley ES	Health Office Specialist 6 Hrs/SY/Range: 27 Step: A	9/21/21
Miller, Brenda Student Services-Webster ES	Health Office Specialist 6 Hrs/SY/Range: 27 Step: A	8/16/21
Suezo, Aida Operations	Senior Office Specialist 8 Hrs/12 Mo/Range: 27 Step: A	8/24/21
Witherspoon, Colbie McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: B	9/9/21

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Avalos, Marlen Muir ES	Senior Office Specialist	8/12/21-8/17/21
Brackett, Kimberly Facility Use	Custodian	7/1/21-7/31/22
Drewry, Ristin Facility Use	Custodian	7/1/21-7/31/22
Gomez, Monica CDS-Business Office	Children's Center Assistant-2	8/18/21-6/30/22
Villansenor, Cindy Facility Use	Custodian	7/1/21-7/31/22

**CHANGE IN ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Gomez, Cynthia Special Ed-Rogers ES	Paraeducator-1 5.5 Hrs/SY From: 4.5 Hrs/SY/Special Ed-Rogers ES	8/18/21

**VOLUNTARY TRANSFER**

		<b><u>EFFECTIVE DATE</u></b>
Fargnoli, Cathy Adams MS	Senior Office Specialist 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Edison LA	9/5/21

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Azzariti, Annie McKinley ES	Instructional Assistant - Classroom Medical/FMLA/CFRA	8/18/21-9/30/21

Berumen, Theodore Purchasing	Senior Buyer Medical	9/1/21-9/30/21
Fuentes, Mario Grounds	Gardener CFRA	8/30/21-9/30/21
Kaur, Kulwinder FNS-Santa Monica HS	Cafeteria Worker I Medical/FMLA/CFRA	9/8/21-10/17/21
Marshall, Shaquita Special Ed-Grant ES	Paraeducator-3 Medical	8/18/21-10/19/21
Mitchell, Alvin Operations-Santa Monica HS	Lead Custodian Medical/FMLA/CFRA	8/16/21-9/17/21
Nolen, Henry FNS-Franklin ES	Cafeteria Worker II Medical/FMLA/CFRA	9/9/21-9/24/21
Preciado, Edwin Special Ed-Adams MS	Paraeducator-3 CFRA	8/18/21-9/10/21
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator-3 Medical/FMLA/CFRA	8/18/21-9/17/21
Reilly, Sami Roosevelt ES	Senior Office Specialist Medical/FMLA/CFRA	9/1/21-12/31/21
Soria, Michelle Special Ed-Muir ES	Paraeducator-1 Medical/FMLA/CFRA	8/26/21-9/3/21
Waterford Bailey, Elzemar Rogers ES	Instructional Assistant - Classroom CFRA	8/30/21-10/29/21
Wedhas, Karu Grant ES	Instructional Assistant - Classroom CFRA	8/30/21-10/29/21 1/31/22-2/18/22
<b><u>RESIGNATION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Bacich, Nicholas Grant ES	Campus Monitor Instructional Assistant - Classroom	8/6/21
Cox, Helen Webster ES	Instructional Assistant - Classroom	8/31/21
Graves, Ikeisha Transportation	Bus Driver	9/20/21
Marmolejo, Michael Special Ed-Malibu ES	Paraeducator-1	8/16/21
Shanley, Scott Muir ES	Campus Monitor	8/31/21
Torres, Monica Rogers ES	Instructional Assistant - Classroom	9/3/21
Villa, Paola FNS-Malibu HS	Cafeteria Worker I	8/24/21

**Classified Personnel – Non-Merit  
9/22/21**

**AVID TUTOR**

Huq, Ahin	Educational Services	9/2/21
Huq, Ahin	Santa Monica HS	9/2/21-5/31/22
Recendez, Janice	Educational Services	8/28/21
Recendez, Janice	Santa Monica HS	8/16/21-5/31/22
Rocha, Sebastian	Educational Services	8/30/21
Rocha, Sebastian	Santa Monica HS	8/30/21-5/31/22
Rosas, Diana	Educational Services	8/28/21
Rosas, Diana	Santa Monica HS	8/16/21-5/31/22

**COACHING ASSISTANT**

Webb, Kevin	Malibu MS/HS	7/1/21-6/30/22
Wickens, Spencer	Malibu MS/HS	8/1/21-6/30/22

**TECHNICAL SPECIALIST – LEVEL I**

Alfaro, Michelle	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	8/19/21-6/10/22
Bramble, Katharine	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	8/19/21-6/10/22
De Mattos, Georgie	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	8/19/21-6/10/22
Do, Josephine	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	8/19/21-6/10/22
Ostertag, Hannah	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	8/19/21-6/10/22
Peterson, Hannah	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	8/19/21-6/10/22

**TECHNICAL SPECIALIST – LEVEL II**

Campos, Mercy	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/19/21-6/9/22
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French, Alyssa	Educational Services [Voice Instructor] - Funding: ESSA TITLE IN, PART A	5/15/21-6/30/21 8/18/21-6/1/22
Harper, Mary	Educational Services [Voice Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22
Leon Mazorra, Maria	Educational Services [Voice Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22
Marin, Angelica	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/19/21-6/9/22
McCrary, Collin	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22
Shaheen, Rebecca	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/19/21-6/9/22
Skogman, Monica	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/19/21-6/9/22
Zollinger, Carson	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/19/21-6/9/22

**Classified Personnel – Non-Merit  
10/07/21**

**AVID TUTOR**

Rivera Sevilla, Luisa

Educational Services

8/28/21

**COACHING ASSISTANT**

Ramos, Daniel

Santa Monica HS

8/20/21-6/30/22

**TECHNICAL SPECIALIST – LEVEL I**

De La Cruz, Anai

Student Services

[MSW Intern]

- Funding: ESSA TITLE IN, PART A

8/19/21-6/10/22

**TECHNICAL SPECIALIST – LEVEL II**

Sleugh, Byron

Educational Services

[Elementary Brass Instructor]

- Funding: SMEF – Dream Winds

9/10/21-5/22/22

**TECHNICAL SPECIALIST – LEVEL III**

Wyant, Allison

Santa Monica HS

[Marching Band Instructor-SMAPA Band]

- Funding: Santa Monica Arts Parents Association

8/2/21-6/10/22

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2021 – 2022**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2021</b>			
July 14, 2021	4:30 p.m.	Zoom	
August 11, 2021	4:30 p.m.	Zoom	
September 8, 2021	4:30 p.m.	Zoom	
October 13, 2021	4:30 p.m.	Zoom	
November 10, 2021	4:30 p.m.	Zoom	
December 8, 2021	4:30 p.m.	Zoom	
<b>2022</b>			
January 12, 2022	4:30 p.m.	Board Room – District Office	
February 9, 2022	4:30 p.m.	Board Room – District Office	
March 9, 2022	4:30 p.m.	Board Room – District Office	
April 20, 2022	4:30 p.m.	Board Room – District Office	Budget – First Reading <b>Moved to 4/20/22 due to Spring Break</b>
May 11, 2022	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 8, 2022	4:30 p.m.	Board Room – District Office	



# School Board Meeting Dates

Meetings take place on Thursdays in the District Board Room: 1651 16th Street, Santa Monica, CA 90404 or

Malibu City Council Chambers: 23825 Stuart Ranch Road, Malibu, CA 90265

Closed Session begins at 4:30 p.m.

Public Meetings begin at 5:30 p.m.

(Meeting dates and locations are subject to change.)

## School Board Meetings: 2021-2022

Thurs., July 15, 2021	District Office	Hybrid
Thurs., August 12, 2021	District Office	A
Tues., August 26, 2021	District Office	Special Meeting
Thurs., September 2, 2021	District Office	A
Wed., September 22, 2021	District Office	B
Thurs., October 7, 2021	Malibu	A
Thurs., October 21, 2021	District Office	B
Thurs., November 4, 2021	Malibu	A
Thurs., November 18, 2021	District Office	B
Thurs., December 9, 2021	District Office	Special Meeting
Thurs., December 16, 2021	District Office	Hybrid
Thurs., January 13, 2022	District Office	Hybrid
Tues., January 18, 2022	District Office	Special Meeting
Thurs., February 3, 2022	Malibu	A
Thurs., February 17, 2022	District Office	B
Thurs., March 3, 2022	District Office	A
Thurs., March 17, 2022	Malibu	B
Tues., March 22, 2022	District Office	Special Meeting
Thurs., April 21, 2022	District Office	Hybrid
Thurs., May 5, 2022	Malibu	A
Thurs., May 19, 2022	District Office	B
Thurs., June 2, 2022	District Office	A
Thurs., June 23, 2022	District Office	Special Meeting
Thurs., June 30, 2022	District Office	B

## **Meeting Format Structures:**

### **Meeting "A"**

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

### **Meeting "B"**

11. Closed Session
12. Consent Calendar
13. Study Session
14. Discussion Items
15. Major Items (as needed)
16. General Public Comments

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

17. Closed Session
18. Commendations/Recognitions
19. Study Session
20. Communications
21. Executive Staff Reports
22. Consent Calendar
23. General Public Comments (max. 30 minutes)
24. Discussion Items
25. Major Items
26. Continuation of General Public Comments (if needed)



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## VII. Personnel Commission Business:

### B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

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

Wednesday, November 10, 2021, at 4:30 pm, *via Zoom*

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

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**X. Closed Session:**

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**XI. Adjournment:**