



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

November 13, 2019

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 13, 2019**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on November 13, 2019

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

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

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

November 13, 2019

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 13, 2019**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on November 13, 2019

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

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

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

- SEIU Report
- Board of Education Report

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

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>
Children's Center Assistant-2	1
Children's Center Assistant-3	1
Lead Translator/Interpreter	3
Metal Worker	5
Painter	6
Paraeducator-1	11
Paraeducator-3	6
Physical Activities Specialist	5

C.02 Advanced Step Placement:
 Joel Agaton in the classification of Technology Support Assistant at Range A-38 Step D

C.03 Advanced Step Placement:
 Andrew Carbajal in the classification of Instructional Assistant-Bilingual at Range A-20 Step C

- C.04 Advanced Step Placement:
Jasmine De Los Santos in the classification of Paraeducator-2 at Range A-25 Step D
- C.05 Advanced Step Placement:
Virginia Mastroianni in the classification of Paraeducator-1 at Range A-20 Step E
- C.06 Advanced Step Placement:
Christopher Mock in the classification of Chief Steward at Range A-40 Step E
- C.07 Advanced Step Placement:
Brenda Osaki in the classification of Senior Office Specialist at Range A-25 Step C
- C.08 Advanced Step Placement:
Miguel Ramirez in the classification of Senior Office Specialist at Range A-25 Step C
- C.09 Advanced Step Placement:
LaShann Simms in the classification of Sports Facility Attendant at Range A-24 Step D
- C.10 Advanced Step Placement:
Amariah Taylor in the classification of Senior Office Specialist at Range A-25 Step D
- C.11 Advanced Step Placement:
Monica Williams in the classification of Senior Office Specialist at Range A-25 Step D

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Director of Purchasing within the Fiscal Services job family
- A.02 Personnel Commission Agenda Format Revision:
Advanced Step Placement Material

IV. **COMMISSIONER TRAINING/BRIEFING:**

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

CT.01 Working Out of Classification & Reclassification - Introduction

V. **DISCUSSION ITEMS:**

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

D.01 Working Out of Classification & Reclassification - Introduction

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. V.D.2 (for SMMUSD School Board Agenda)
 - October 17, 2019
- Classified Personnel - Merit Report No. VI.D.2 (for SMMUSD School Board Agenda)
 - November 7, 2019
- I.04 Classified Personnel - Non-Merit Report - No.V.D.3 (for SMMUSD School Board Agenda)
 - October 17, 2019
- Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)
 - November 7, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020
- I.07 Personnel Commissioner Recruitment

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Position & Classification Studies	Commissioner Training	1/8/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

October 10, 2019

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, October 10, 2019**, at **4:35 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:35 p.m.

G.02 Roll Call: Commissioners Robinson, Stewart, and Waterstone were present.

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

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

G.04 Report from Closed Session:

- None

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

G.05 Motion to Approve Agenda: October 10, 2019

It was moved and seconded to approve the agenda with an amendment – agenda item G.06. “Motion to Approve Minutes: August 14, 2019” was added to the agenda. The motion passed.

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

G.06 Motion to Approve Minutes: August 14, 2019

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

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

Motion to Approve Minutes: September 11, 2019

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn informed the Personnel Commission about his participation at a principals’ meeting to be introduced by Dr. Kelly and address specific issues certain principals are currently facing with classified recruitments.**
 - **Director Kahn welcomed Mr. Chris Mock, the new SEIU Chief Steward, and expressed his appreciation of working collaboratively with the Union. Director Kahn stated that regular meetings with Mr. Mock will be scheduled in near future in order to stay up-to-date and proactively address any concerns.**

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.

- On behalf of the Personnel Commission, Commissioner Waterstone welcomed Mr. Mock as the new Union Chief Steward.
- Commissioner Waterstone regrettably announced her intention not to seek re-appointment for the next term. She agreed to stay on the Personnel Commission until a new Commissioner is selected; for maximum of ninety (90) days.
- Director Kahn stated that there is a valid eligibility list; however, a new recruitment may be open in near future.

G.09 Communications:

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

- SEIU Report
 - **Chief Steward Mock** introduced himself and expressed his pleasure of working with Dr. Kelly and the Personnel Commission staff.
 - **Mr. Mock** reported on a ratification vote on health and welfare benefits. The District and SEIU came to a tentative agreement on September 19, 2019, and the ratification had to be completed by September 26, 2019 due to enrollment deadlines. The vote passed.
 - **Mr. Mock** informed the Personnel Commission about a continuous communication with Bilingual Community Liaisons to address their request for a classification and compensation study.
 - **Mr. Mock** notified the Personnel Commission about SEIU negotiations with the District scheduled for October 10 and October 18, 2019.
 - **Mr. Mock** informed the Personnel Commission about the efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments.
- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources**, updated the Personnel Commission on the District's current hiring.
 - **Dr. Kelly** informed the Personnel Commission about the Board of Education's intention to discuss the District's budgetary issues.
 - **Dr. Kelly** reported on the Personalized Project Based Learning pathway at the Barack and Michelle Obama Center for Inquiry and Exploration.
 - **Dr. Kelly** informed the Personnel Commission about potential power outages in Malibu that would result in closing the school campuses.
 - **Dr. Kelly** informed the Personnel Commission about the Board of Education meeting on October 3, 2019, where the Board approved a memorandum of understanding with the Los Angeles County Office of Education for increased mental health support services.
 - **Dr. Kelly** stated that the District and SEIU are using the interest based bargaining model in the current negotiations that has proved to be instrumental in restructuring the health and welfare benefits.

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>
Administrative Assistant	1
Children’s Center Assistant-1	2
Children’s Center Assistant-3	1
Instructional Assistant - Classroom	12
Paraeducator-1	6
Paraeducator-2	1
Paraeducator-3	6
Senior Office Specialist	13
Sports Facility Attendant	2
Technical Theater Coordinator	4
Technical Theater Technician	1
Technology Support Assistant	3

C.02 Advanced Step Placement:

Kiva Dawson in the classification of Paraeducator-1 at Range A-20 Step D

C.03 Advanced Step Placement:

Anthony Drayden in the classification of Paraeducator-1 at Range A-20 Step C

C.04 Advanced Step Placement:

Gregory Gomberg in the classification of Paraeducator-3 at Range A-26 Step B

C.05 Advanced Step Placement:

Vincent Hamon in the classification of Translator at Range A-32 Step D

C.06 Advanced Step Placement:

Lisa Harper in the classification of Paraeducator-2 at Range A-25 Step B

C.07 Advanced Step Placement:

Crystal Hatcher in the classification of Paraeducator-2 at Range A-25 Step C

C.08 Advanced Step Placement:

Mark Henderson in the classification of Physical Activities Specialist at Range A-26 Step B

- C.09 Advanced Step Placement:
Crystal Jackson in the classification of Paraeducator-3 at Range A-26 Step D
- C.10 Advanced Step Placement:
Tania Jolly in the classification of Administrative Assistant at Range A-31 Step D
- C.11 Advanced Step Placement:
Joshua Kahn in the classification of Director - Classified Personnel at Range M-64 Step B
- C.12 Advanced Step Placement:
Linda Montes in the classification of Paraeducator-3 at Range A-26 Step C
- C.13 Advanced Step Placement:
Arturo Morales in the classification of Campus Security Officer at Range A-25 Step B
- C.14 Advanced Step Placement:
Jose Rivas Jr. in the classification of Plumber at Range A-39 Step D
- C.15 Advanced Step Placement:
Michelle Rivera in the classification of Paraeducator-3 at Range A-26 Step B
- C.16 Advanced Step Placement:
April Russian in the classification of Paraeducator-3 at Range A-26 Step C
- C.17 Advanced Step Placement:
Kylie Walulak in the classification of Paraeducator-3 at Range A-26 Step C
- C.18 Advanced Step Placement:
Nachrissha Wiggs in the classification of Paraeducator-3 at Range A-26 Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.18. The motion passed.

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Assistant Director – Fiscal Services within the Fiscal Services job family

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

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

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions. The former incumbent in this position retired; hence, a new recruitment will be opened to fill this vacancy in the near future. Most revisions were made in order to clarify duty statements and to specify minimum requirements, including both competencies and distinguishing characteristics.
- Commissioner Robinson commended the Personnel Commission staff for the clarity and transparency of these competencies and distinguishing characteristics.

A.02 Classification Revision:

- a. Network Engineer within the Information Services job family
- b. Senior Network Engineer within the Information Services job family

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

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

REPORT AND DISCUSSION

- Director Kahn informed the Personnel Commission about revisions regarding a valid California Driver License in order to be compliant with the District’s Board Policy and California Vehicle Code.

IV. COMMISSIONER TRAINING/BRIEFING:

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

CT.01 Advanced Step Placement

REPORT AND DISCUSSION

- Director Kahn conducted an overview of Advanced Step Placement procedures for the Personnel Commissioners.
- Director Kahn defined Advanced Step Placement and described the qualifying criteria. If a new classified employee’s experience and/or

education greatly exceed the minimum qualifications, the employee may be eligible to receive a placement on a higher step.

- Director Kahn explained the Personnel Commission's role in reviewing, making recommendations, and approving the recommendations.
- Commissioner Waterstone inquired about the rationale for awarding Advanced Step Placement for education and its limitation regardless how advanced the degree is.
- Director Kahn stated that the established criteria were set by the District's Merit Rules Advisory Committee since salary steps are at the District's discretion.

V. DISCUSSION ITEMS:

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

D.01 Procedures Regarding Advanced Step Placement

REPORT AND DISCUSSION

- Commissioner Waterstone provided a brief history to Advanced Step Placement reporting in the past. She inquired about specific data and its relevancy for the present Personnel Commission.
- Director Kahn presented the current data that include the gross difference in pay in an approximate increase per hour, month, and year. He stated that this information is not required by the contract language.
- Commissioner Waterstone inquired about the necessity for supportive documentation provided only to the Personnel Commissioners.
- Director Kahn noted that the intent is to provide further evidence as how the conclusions were reached in terms of recommendations- just in case there was any concern by the Commissioners. It is an internal process; hence, there is no obligation for how the Personnel Commission staff provides the information.
- Commissioner Waterstone requested to place revision to the Advanced Step Placement materials on the next agenda.
- Commissioner Waterstone proposed to review the criteria in order to make them as objective as possible.
- Ms. Cindy Johnston, Human Resources Technician, provided a rationale for the specific criteria that were establishment by the Merit Rules Advisory Committee comprised of the classified employees, managers, SEIU chief steward, Human Resources, and Personnel Commission staff.
- Dr. Kelly explained the committee's underlining consideration for the amount of new employee training when developing the criteria for experience and education that exceed the minimum requirements.

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report

- I.03 Classified Personnel - Merit Report No. VI.D.2 (for SMMUSD School Board Agenda)
 - September 19, 2019
 Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
 - October 3, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)
 - September 19, 2019
 Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
 - October 3, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 13, 2019, at 4:30 p.m. - *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:35 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2018

AGENDA ITEM NO:II.C.02

SUBJECT: Advanced Step Placement – Joel Agaton

Hire Date: 11/05/2019

ASP Request Submitted: 11/06/2019

BACKGROUND INFORMATION:

Classification Title: Technology Support Assistant	Employee: Joel Agaton	Calculation of Advanced Step Recommendation
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> Must have a high school diploma or its recognized equivalent, supplemented by: <p>OPTION 1: Fifteen (15) units of college coursework in computer science or related subject area AND two (2) years of experience supporting a variety of personal computers and peripheral devices in a professional work setting.</p> <p>OR</p> <p>OPTION 2: Three (3) or more years of experience supporting a variety of personal computers and peripheral devices in a professional work setting</p>	<ul style="list-style-type: none"> Joel Agaton has a Bachelor's degree in Business Administration, Finance. Joel Agaton has over sixteen (16) years of experience working with computers and peripheral devices in a professional work setting. 	<p>1 level of education above the required level = 1 Step Advance</p> <p>4 (3-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
<p><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></p>		

DIRECTOR'S COMMENTS:

Mr. Agaton professional education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-38 at Step A is \$22.06/hour, while Step D is \$25.54/hour. The gross difference in pay is an approximate increase of \$3.48 per hour, \$603.59 per month, or \$7,243.10 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Joel Agaton at Range A-38, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Andrew Carbajal

Hire Date: 08/21/2019

ASP Request Submitted: 10/07/2019

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Mr. Carbajal's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step C is \$15.69/hour. The gross difference in pay is an approximate increase of \$0.74 per hour, \$56.44 per month, or \$564.38 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Jasmine De Los Santos

Hire Date: 08/21/2019

ASP Request Submitted: 09/03/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-2	Employee: Jasmine De Los Santos	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent and ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Jasmine De Los Santos meets education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> Jasmine has over six (6) years of experience working with individuals with special needs. 	3 (2-year period) more than the required amount of experience = 2 Step Advance (Max. allowed)
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Jasmine was the only rank available from the most recent recruitment. The Director has concluded that it would be very challenging to find alternative qualified applicants. 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max. allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) +1 (Difficulty) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Ms. De Los Santos' educational and professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step D is \$18.59/hour. The gross difference in pay is an approximate increase of \$2.52 per hour, \$327.75 per month, or \$2,860.50 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jasmine De Los Santos at Range A-25, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Virginia Mastroianni

Hire Date: 08/21/2019

ASP Request Submitted: 10/18/2019

BACKGROUND INFORMATION:

<p>Classification Title: Paraeducator-1</p>	<p>Employee: Virginia Mastroianni</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education and Experience:</u></p> <p>Must have a high school diploma or its recognized equivalent and ONE of the following:</p> <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> Virginia has a Bachelor's degree in History. Virginia has twenty-six (26) years of experience working with individuals with special needs. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p> <p>13 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
<p>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP E</p>		

DIRECTOR'S COMMENTS:

Ms. Mastroianni's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step E is \$17.30/hour. The gross difference in pay is an approximate increase of \$2.35 per hour, \$306.00 per month, or \$3,060.00 per year.

DIRECTOR'S RECOMMENDATION:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Chris Mock

Hire Date: 09/23/2019

ASP Request Submitted: 10/14/2019

BACKGROUND INFORMATION:

Classification Title: Chief Steward	Employee: Chris Mock	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent 	<ul style="list-style-type: none"> Chris Mock has a Bachelor's Degree in Theatre Performance 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Current permanent classified SMMUSD employee. Two (2) years of active and proactive steward participation (in good standing) in Union-related matters within the District, including participation in one (1) or more Union/District committee(s). 	<ul style="list-style-type: none"> Chris Mock has nine (9) years of experience as a union steward. 	3 (2-year periods) levels of experience above the required level = 2 Step Advance (Max. allowed)
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> A rank of three (3) could not be provided. The Director has concluded that it would be very challenging to find alternative qualified applicants 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance
Total Advanced Steps: 1 (Education) + 2 (Experience) + 1 (Difficulty) = 4 Advanced Step = STEP E		

DIRECTOR'S COMMENTS:

Mr. Mock's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-40 at Step A is \$23.17/hour, while Step E is \$28.17/hour. The net difference in pay is an approximate increase of \$5.00 per hour, \$867.04 per month, or \$10,404.53 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Chris Mock at Range A-40, 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
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2018

AGENDA ITEM NO:II.C.07

SUBJECT: Advanced Step Placement – Brenda Osaki

Hire Date: 10/07/2019

ASP Request Submitted: 10/21/2019

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Brenda Osaki	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Brenda Osaki meets education standards. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> Two (2) or more years of varied office support experience. 	<ul style="list-style-type: none"> Brenda Osaki has over ten (10) years of experience in varied office support. 	4 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR’S COMMENTS:

Ms. Osaki’s professional experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step C is \$17.71/hour. The gross difference in pay is an approximate increase of \$1.64 per hour, \$284.52 per month, or \$3,129.69 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Brenda Osaki at Range A-25, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2018

AGENDA ITEM NO:II.C.08

SUBJECT: Advanced Step Placement – Miguel Ramirez

Hire Date: 09/23/2019

ASP Request Submitted: 09/25/2019

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Miguel Ramirez	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Miguel Ramirez meets education standards. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> Two (2) or more years of varied office support experience. 	<ul style="list-style-type: none"> Miguel Ramirez has over nine (9) years of experience in varied office support. 	3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Ramirez' professional experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step C is \$17.71/hour. The gross difference in pay is an approximate increase of \$1.64 per hour, \$170.71 per month, or \$1,877.81 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Miguel Ramirez at Range A-25, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO: II.C.09

SUBJECT: Advanced Step Placement – LaShann Simms

Hire Date: 11/02/2019

ASP Request Submitted: 11/04/2019

BACKGROUND INFORMATION:

Classification Title: Sports Facility Attendant	Employee: LaShann Simms	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or evidence of recognized equivalent 	<ul style="list-style-type: none"> LaShann has a Bachelor's degree in Business Management. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) months paid, verifiable experience working with organized sports or in an organized setting which required coordinating small to large events; AND three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program. 	<ul style="list-style-type: none"> LaShann has three (3) years above the minimum qualification as a Recreation Director. 	1 (2-year period) more than the required amount of experience = 1 Step Advance
<u>Difficulty of Recruitment:</u> <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> LaShann was the only rank available from the most recent recruitment. The Director has concluded that it would be very challenging to find alternative qualified applicants. 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) +1 (Difficulty) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Simms' education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.68/hour, while Step D is \$18.16/hour. The gross difference in pay is an approximate increase of \$2.47 per hour, \$128.55 per month, or \$1,285.54 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for LaShann Simms at Range A-24, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2018

AGENDA ITEM NO:II.C.10

SUBJECT: Advanced Step Placement – Amariah Taylor

Hire Date: 08/15/2019

ASP Request Submitted: 09/10/2019

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Amariah Taylor	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Amariah Taylor has a Bachelor's Degree in History. 	2 level of education above the required level =1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Two (2) or more years of varied office support experience. 	<ul style="list-style-type: none"> Amariah Taylor has over seven (7) years of experience in varied office support. 	2 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Taylors' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step D is \$18.59/hour. The gross difference in pay is an approximate increase of \$2.52 per hour, \$437.00 per month, or \$4,370.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Amariah Taylor at Range A-25, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2018

AGENDA ITEM NO:II.C.11

SUBJECT: Advanced Step Placement – Monica Williams

Hire Date: 08/15/2019

ASP Request Submitted: 09/10/2019

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Monica Williams	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Monica Williams has an Associate's Degree in Business and Office Technology 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Two (2) or more years of varied office support experience. 	<ul style="list-style-type: none"> Monica Williams has over sixteen (16) years of experience in varied office support. 	7 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Williams' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step D is \$18.59/hour. The gross difference in pay is an approximate increase of \$2.52 per hour, \$437.00 per month, or \$4,370.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Monica Williams at Range A-25, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Director of Purchasing

BACKGROUND INFORMATION:

In anticipation of an upcoming recruitment for Director of Purchasing, Personnel Commission staff reviewed the classification specification to ensure the duties were up-to-date, minimum qualifications were appropriate, and core competencies were identified and included.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Assistant Superintendent, Fiscal and Business Services and the Interim Director of Purchasing to learn about the needs of the department.
- Proposed revisions were provided to above stakeholders to review and offer feedback.
- Further revisions made based upon additional feedback.

ANALYSIS & FINDINGS:

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

- Change in title from Director of Purchasing to Director, Purchasing for consistency in formatting with other titles.
- Professional experience minimum qualifications were lowered and clarified to specify necessary experience in managing contracts and preparing bid specifications.
- Supervisory experience minimum qualification was lowered.
- Duties are clarified and consolidated.
- Knowledge updated to include additional requirements.
- Core Competencies replace Abilities.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Director of Purchasing classification specification as provided.

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: Non-Represented
CLASS CODE: 510911
SALARY RANGE: M-59

DIRECTOR, OF PURCHASING

BASIC FUNCTION:

Under general **administrative** direction from the Assistant Superintendent of Business and Fiscal Services, **plans, organizes, establishes, monitors, and directs the activities and operations for District Purchasing, Print Shop, and Mail services the District's purchasing and contract management operations.**

MINIMUM QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

Five (5) years of directly related professional purchasing experience including two (2) years in a lead or supervisory role. K-12 public school district experience is preferred. **Three (3) years of experience managing contracts and preparing bid specifications for the purchase of materials, supplies and equipment, including one (1) year of supervisory experience. Supervisory experience may be, but need not be, acquired concurrently.**

EQUIVALENCY:

A graduate degree (e.g. master's, doctorate) in purchasing, business administration, or other field related to the job requirements of this classification may substitute for two (2) years of the required purchasing experience.

LICENSES AND OTHER REQUIREMENTS:

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid Class C driver's license and the availability of private transportation or access to transportation between job sites is required. **A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required. Purchasing and contract management experience within a public agency is highly desirable. Contract administration experience within construction is highly desirable.**

REPRESENTATIVE DUTIES:

- Provide leadership and direction and assume full management responsibility for Purchasing Department services and activities including the Print Shop and District Mail. **Directs and coordinates staff in the collection, processing, monitoring, tracking, and auditing of material related to purchasing, contracting, and reprographics**
- Train, motivate, counsel, and evaluate department personnel; work with staff members to develop and improve upon skills and abilities. **Establishes goals, objectives, and productivity standards for staff. Selects, trains, evaluates, and supervises staff**
- Approve purchase orders after reviewing for accuracy and adherence to District policies and procedures. **Reviews and audits a variety of material related to purchasing and contracting such as, but not limited to, historical data, records, reports, order forms, and templates, to ensure accuracy and compliance with legal and procedural requirements**
- Work with legal counsel to interpret, apply, and explain federal, state, and local laws, rules, regulations, policies, and procedures. **Researches, interprets, and informs District staff of applicable laws, regulations, policies, and procedures**
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to purchasing activities and personnel; maintain records on vendors, purchase orders, purchase history, and related records. **Coordinates and prepares projections, analyses, studies, and other reports related to purchasing and contract management**
- Monitor, coordinate, and manage contract services; develop RFP's, RFQ's, bids, and public work projects. **Develops bids, requests for information (RFI), and requests for proposals (RFP) to solicit prospective vendors**
- Review and analyze the annual preliminary budgets for the Purchasing Department, Print Shop, and District Mail services; control and authorize expenditures in accordance with established limitations. **Develops, monitors, and maintains the budget for Purchasing Department and assigned areas of responsibility**
- Review contracts for accuracy and content, including maintenance, service, and construction documents and leases for various departments prior to execution.
- Plan and compile bid specifications and requests for proposals for equipment and public works contracts; maintain positive working relationships and negotiations with vendors.
- Communicate and coordinate with District administrators, contractors, staff, and the community regarding purchasing matters; represent the department at District and outside meetings and activities; facilitate meetings as needed. **Participates in and represents the District at conferences, hearings, Board meetings, workshops, and committees**
- Provide technical expertise to senior management and the Board of Education; compile, organize, prepare, and present department reports, Board agenda items, and other documents as needed. **Provides support and guidance to District staff, senior management, and board members by identifying and investigating**

errors, answering questions, and providing guidance on matters related to purchasing and contracts

- Plans, coordinates, and conducts workshops, and trainings related to purchasing and contracting to District staff
- ~~Explain and ensure compliance with federal, state, and local regulation and Board Policies and Procedures.~~
- ~~Plan, schedule, and conduct the District's fixed asset control inventory by identifying surplus property and equipment at all District sites and facilities; dispose of obsolete equipment in accordance with District Board policy.~~ Develops, coordinates, and conducts District-wide inventory control procedures and processes
- ~~Assist as needed in the formulation and development of District policies, procedures and programs.~~ Develops, implements, evaluates, and audits District-wide purchasing and contract related procedures
- Develops and revises user guides, manuals, and related purchasing and contracting documents
- Composes and distributes information bulletins and other communications to District staff related to new and/or revised laws, regulations, and procedures
- Perform related duties as assigned.

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

SUPERVISION:

General supervision is received from the Assistant Superintendent of Business and Fiscal Services. Supervision is exercised over ~~purchasing, delivery, and printing services~~ technical and operations support personnel.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

~~KNOWLEDGE OF:~~

- ~~Planning, organization, and direction of the purchasing, print shop, and mail functions of a school District.~~ Principles and practices of budget development and administration, accounting, auditing, and forecasting within a public agency
- Principles, practices, and trends of purchasing and contract management within a public agency
- ~~Principles and practices of Public Contract Code (PCC) and District Board Policy.~~ Codes, regulations, and laws pertaining to purchasing and contract management within a public agency including, but not limited to, California Government Code, Education Code, and Public Contract Code
- ~~Cost and price analysis and negotiation techniques.~~ Principles, practices, and trends in conducting cost and price analysis
- ~~Sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials for public education entities.~~

- Product quality identification and standards. **Principles, practices, and trends in researching, analyzing, and evaluating commodities and services**
- **Principles and practices of vendors' performance evaluation**
- Budget oversight and revenue management techniques.
- Oral and written communication skills. **Principles and practices of instruction, training, and group facilitation**
- Principles and practices of leadership, administration, supervision, and training. **Principles and terminology of employment laws, codes, and regulations**
- **Principles and practices of employee supervision and evaluation**
- District Board Policy and applicable federal, state and local laws, codes, regulations, policies, and procedures.
- **Principles and practices of project management**
- **Principles and practices of negotiation**
- **Principles and practices of inventory distribution and control**
- **Principles and practices of competitive bidding within a public agency**

ABILITY TO:

- Provide administrative and professional leadership and direction.
- Establish and maintain effective working relationships with others.
- Facilitate bidding process and effectively apply negotiation tactics to obtain best price and quality.
- Assure compliance with District purchasing guidelines, policies, and procedures.
- Supervise, coach, and evaluate the performance of assigned staff.
- Communicate effectively orally and in writing.
- Operate modern computer hardware and business software
- Learn to operate District's purchasing software and other programs as needed.
- Analyze situations accurately and implement an effective course of action.
- Meet multiple deadlines; accurately project Department time lines.
- Work independently with little direction; plan and organize work of the Department.
- Interpret and prepare comprehensive narrative and statistical reports.
- Maintain reports, files, and other records in an organized and accessible fashion.

CORE COMPETENCIES:

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data**
- **Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity**
- **Customer Focus – Attending to the needs and expectations of customers**
- **Negotiating – Reaching mutually satisfying agreements and compromises**
- **Relationship Building – Establishing rapport and maintaining mutually productive relationships**
- **Business Process Analysis – Defining, assessing, and improving operational**

processes and workflow

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

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

REVISED:

December 03, 1996

September 12, 2017

December 12, 2018

Proposed November, 13 2019



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: Non-Represented
CLASS CODE: 510911
SALARY RANGE: M-59

DIRECTOR, PURCHASING

BASIC FUNCTION

Under administrative direction from the Assistant Superintendent of Business and Fiscal Services, plans, organizes, establishes, monitors, and directs the District's purchasing and contract management operations.

MINIMUM QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

Three (3) years of experience managing contracts and preparing bid specifications for the purchase of materials, supplies and equipment, including one (1) year of supervisory experience. Supervisory experience may be, but need not be, acquired concurrently.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required. Purchasing and contract management experience within a public agency is highly desirable. Contract administration experience within construction is highly desirable.

REPRESENTATIVE DUTIES

- Directs and coordinates staff in the collection, processing, monitoring, tracking, and auditing of material related to purchasing, contracting, and reprographics
- Establishes goals, objectives, and productivity standards for staff. Selects, trains, evaluates, and supervises staff
- Reviews and audits a variety of material related to purchasing and contracting such as, but not limited to, historical data, records, report, order forms, and templates, to ensure accuracy and compliance with legal and procedural requirements
- Researches, interprets, and informs District staff of applicable laws, regulations, policies, and procedures
- Coordinates and prepares projections, analyses, studies, and other reports related to purchasing and contract management

- Develops bids, requests for information (RFI), and requests for proposals (RFP) to solicit prospective vendors
- Develops, monitors, and maintains the budget for Purchasing Department and assigned areas of responsibility
- Participates in and represents the District at conferences, hearings, Board meetings, workshops, and committees
- Provides support and guidance to District staff, senior management, and board members by identifying and investigating errors, answering questions, and providing guidance on matters related to purchasing and contracts
- Plans, coordinates, and conducts workshops, and trainings related to purchasing and contracting to District staff
- Develops, coordinates, and conducts District-wide inventory control procedures and processes
- Develops, implements, evaluates, and audits District-wide purchasing and contract related procedures
- Develops and revises user guides, manuals, and related purchasing and contracting documents
- Composes and distributes information bulletins and other communications to District staff related to new and/or revised laws, regulations, and procedures
- Perform related duties as assigned.

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

SUPERVISION

General supervision is received from the Assistant Superintendent of Business and Fiscal Services. Supervision is exercised over technical and operations support personnel.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles and practices of budget development and administration, accounting, auditing, and forecasting within a public agency
- Principles, practices, and trends of purchasing and contract management within a public agency

- Codes, regulations, and laws pertaining to purchasing and contract management within a public agency including, but not limited to, California Government Code, Education Code, and Public Contract Code
- Principles, practices, and trends in conducting cost and price analysis
- Principles, practices, and trends in researching, analyzing, and evaluating commodities and services
- Principles and practices of vendors' performance evaluation
- Principles and practices of instruction, training, and group facilitation
- Principles and terminology of employment laws, codes, and regulation
- Principles and practices of employee supervision and evaluation
- Principles and practices of project management
- Principles and practices of negotiation
- Principles and practices of inventory distribution and control
- Principles and practices of competitive bidding within a public agency

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Customer Focus – Attending to the needs and expectations of customers
- Negotiating – Reaching mutually satisfying agreements and compromises
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of paperwork, emails and other materials.

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting while operating a computer for long periods of time.
- Bending at the waist, kneeling, or crouching to file materials.

REVISED:

December 03, 1996

September 12, 2017

December 12, 2018

Proposed November, 13 2019



PERSONNEL COMMISSION
Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO: III.A.02

Personnel Commission Agenda Format Revision:
 Advanced Step Placement Material

BACKGROUND INFORMATION:

In accordance with Merit Rule §12.2.4 (B) *Salary on Employment*, Advanced Step Placement (ASP) is subject to the approval of the Personnel Commission and is presented to the Commission as an agenda item with details regarding the request such as the classification’s minimum qualifications, the employee’s education and experience, the calculation used to determine step advancement, and the fiscal impact on an hourly, monthly, and yearly level. Additionally, Commissioners are provided with the employee’s application used to determine calculations for ASP.

At the October 10, 2019 Personnel Commission meeting, Commissioners provided direction to staff to consider ways in which the ASP agenda material can be revised to remove superfluous information.

DIRECTOR’S COMMENTS:

There is no requirement that the fiscal impact of the ASP be calculated by the Personnel Commission and the data is not currently being utilized. These calculations can be time consuming for staff and are not taken into consideration when approving the ASP.

Applications are used by staff to identify an employee’s previous education and experience. This information is then compared against the classification’s minimum qualifications and ASP criteria. Once calculations are made by staff using this information, it must be reviewed by the Director, Classified Personnel before appearing on the agenda.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve removing information regarding gross difference in pay as a result of step advancement from future agendas and employee’s applications from future Commissioner agenda packets.

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

IV. Commissioner Training/Briefing:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO: IV.CT.01

Informational Session: Working Out of Class & Reclassification - Introduction

BACKGROUND INFORMATION:

The Director-Classified Personnel provides brief informational sessions on topics relevant to the operation of the Office of the Personnel Commission.

SUMMARY:

This informational session will provide an introduction to working out of class assignments, reclassification criteria, and the steps taken to conduct a position study.

V. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO:V.D.01

Discussion: Working Out of Classification & Reclassification

BACKGROUND INFORMATION:

The Director-Classified Personnel provides brief informational sessions on topics relevant to the operation of the Office of the Personnel Commission. This serves as an opportunity to discuss the contents of the session.

VI. Information Items:

Open Requisitions (11/08/2019)

Req Number	Req Title	Department	Position Type	FTE	Req Status
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	Open
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-022	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	Open
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-204	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5	Open
19-205	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	50	Open
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
19-213	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45	Open
20--078	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU HIGH SCHOOL	Vac	48.75	Open
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-015	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	0.19	Open
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	Open
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-039	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	43.75	Open
20-040	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open
20-055	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100	Open
20-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-066	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	75	Open
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100	Open
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25	Open
20-075	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	New	0.29	Open
20-076	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	Open

20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25	Open
20-081	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open
20-091	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-092	INSTRUCTIONAL ASSISTANT-CLASSROOM	SANTA MONICA HIGH SCHOOL	Vac	40	Open
20-094	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-097	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	62.5	Open

Filled Requisitions (11/8/2019)

Req Number	Req Title	Department	Req Status	Date of Accepted Job Offer
19-108	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	Filled	10/7/2019 12:00:00 AM
19-169	SENIOR OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	Filled	10/7/2019 12:00:00 AM
19-175	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	11/8/2019 12:00:00 AM
19-183	Metal Worker	M & O (Maintenance & Operations)	Filled	11/4/2019 12:00:00 AM
19-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Filled	10/8/2019 12:00:00 AM
19-214	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Filled	10/14/2019 12:00:00 AM
20-001	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Filled	10/14/2019 12:00:00 AM
20-002	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Filled	10/15/2019 12:00:00 AM
20-007	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	Filled	10/7/2019 12:00:00 AM
20-009	TECHNICAL THEATER COORDINATOR	BUSINESS SERVICES	Filled	10/11/2019 12:00:00 AM
20-014	ADMINISTRATIVE ASSISTANT	SPECIAL EDUCATION	Filled	10/21/2019 12:00:00 AM
20-028	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	10/30/2019 12:00:00 AM
20-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Filled	10/11/2019 12:00:00 AM
20-070	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Filled	11/8/2019 12:00:00 AM
20-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Filled	10/31/2019 12:00:00 AM

**Classified Personnel – Merit
10/17/19**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Gonzalez, Adan Muir ES	Campus Monitor 1.5 Hrs/SY/Range: 11 Step: F	10/2/19
Villa, Paola McKinley ES	Campus Monitor 1.33 Hrs/SY/Range: 11 Step: F	10/1/19

PROMOTION

		<u>EFFECTIVE DATE</u>
Strahn, Yvonne Educational Services	Administrative Assistant 8 Hrs/12 Mo/Range: 31 Step: D From: Senior Office Specialist: 8 Hrs/11 Mo	8/15/19

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Ajnassian, Carrie Special Ed-Lincoln MS	Paraeducator-1 Not to exceed: 1.5 Hrs	8/12/19
Biber, Jessica Special Education	Occupational Therapist Not to exceed: 6 Hrs	8/16/19
Bonnel, Melissa Special Education	Occupational Therapist Not to exceed: 6 Hrs	8/16/19
Frei, Jeanne Special Education	Occupational Therapist Not to exceed: 6 Hrs	8/16/19
Friedman, Talia Special Education	Occupational Therapist Not to exceed: 6 Hrs	8/16/19
Gomez, Jose Food and Nutrition Services	Production Kitchen Coordinator Not to exceed: 8 Hrs	8/20/19
Lee, Dawn Educational Services	Paraeducator-1 Not to exceed: 13 Hrs	8/12/19-8/13/19
Maender, Alaina Special Education	Occupational Therapist Not to exceed: 6 Hrs	8/16/19
Martino, Jesica Special Education	Occupational Therapist Not to exceed: 6 Hrs	8/16/19
Ockner, Sari Special Education	Occupational Therapist Not to exceed: 6 Hrs	8/16/19
Reynolds, Luz Educational Services	Instructional Assistant-Classroom Not to exceed: 13 Hrs	8/12/19-8/13/19
Smith, Angelique Special Education	Occupational Therapist Not to exceed: 6 Hrs	8/16/19
Striff, Jill Special Education	Occupational Therapist Not to exceed: 6 Hrs	8/16/19

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Barthol, Lora Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	3/29/19
De La Rosa, Johanna Student Services	Bilingual Community Liaison [overtime; interpretation/translation services]	7/1/19-6/10/20
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 [additional hours; movie night supervision]	9/13/19
Garcia, Claudia FNS-Lincoln MS	Site Food Services Coordinator [additional hours; cafeteria support]	8/20/19-6/12/20
Gutierrez, Nancy Special Education	Bilingual Community Liaison [overtime; interpretation for Joy Club meeting]	9/7/19
Olmos, Maria Child Development Services	Senior Office Specialist [overtime; Seaside Preschool enrollment]	7/1/19-6/30/20
Rams, Florencia Special Education	Bilingual Community Liaison [overtime; translation services]	8/27/19
Robinson, Ayana Special Ed-Grant ES	Paraeducator-1 [additional hours; professional development]	3/29/19
Symons, Alyson Special Ed-Lincoln MS	Paraeducator-2 [additional hours; movie night supervision]	9/13/19
Taylor, Inelle Malibu MS/HS	Campus Security Officer [overtime; school events]	7/1/19-6/30/20
Uliantzeff, Elena Special Education	Bilingual Community Liaison [overtime; interpretation for Parent Education meeting]	9/7/19
Vargas, Cynthia Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	3/29/19

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Andersen, Lisa Human Resources	Senior Administrative Assistant	10/1/19
Jiwani, Rahim Special Ed-Franklin ES	Paraeducator-3	10/1/19

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Badillo, Abraham Edison ES	Physical Activities Specialist 6 Hrs/SY From: 5 Hrs/SY/Edison ES	8/22/19
Brown, Sage Malibu ES	Campus Monitor 2 Hrs/SY From: 2 Hrs/SY/Pt. Dume ES	8/22/19
Calvert, Cheryl Malibu ES	Campus Monitor 1 Hrs/SY From: 1 Hrs/SY/Pt. Dume ES	8/21/19

Carriere, Leigh Malibu ES	Campus Monitor 1.7 Hrs/SY From: 1.7 Hrs/SY/Pt. Dume ES	8/21/19
Davidson, Diane Malibu ES	Campus Monitor 1 Hrs/SY From: 1 Hrs/SY/Pt. Dume ES	8/21/19
Morales, Louis Edison ES	Physical Activities Specialist 6 Hrs/SY From: 5 Hrs/SY/Edison ES	8/22/19

INVOLUNTARY TRANSFER

Clark, Marena Special Ed-Franklin ES	Paraeducator-1 6 Hrs/SY From: 5 Hrs/SY/Special Ed-Malibu HS	<u>EFFECTIVE DATE</u> 8/21/19
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LEAVE OF ABSENCE (PAID)

Alvarez, Alicia Edison ES	Administrative Assistant Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 9/4/19-10/16/19
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LEAVE OF ABSENCE (UNPAID)

Lopez, Saby FNS-Santa Monica HS	Cafeteria Worker I Personal FMLA	<u>EFFECTIVE DATE</u> 8/21/19-9/3/19 9/10/19-11/18/19
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WORKING OUT OF CLASS

Buchanan, Timothy Operations	Utility Worker From: Custodian	<u>EFFECTIVE DATE</u> 8/29/19-1/15/20
Carrillo-Castillo, Ruben Operations	Utility Worker From: Custodian	6/20/19-8/23/19

RESCIND DISQUALIFICATION FROM PROBATION

SG7822505 Special Education	Paraeducator-3	<u>EFFECTIVE DATE</u> 10/4/19
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SUSPENSION WITHOUT PAY

AH7114807 Food and Nutrition Services		<u>EFFECTIVE DATE</u> 9/25/19; 9/26/19; 9/27/19
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RESIGNATION

Aguilar, Jacqueline Franklin ES	Physical Activities Specialist	<u>EFFECTIVE DATE</u> 9/25/19
Berron, Cristina Edison ES	Elementary Library Coordinator	9/6/19
Cerritos, Salvador Information Services-Santa Monica HS	Technology Support Assistant	8/23/19

Denysenko, Jennifer Special Ed-McKinley ES	Physical Therapist	9/27/19
Drake, LaChelle Special Ed-Grant ES	Paraeducator-1	9/17/19
Grise, Jacob Special Ed-Pt. Dume ES	Paraeducator-1	6/12/19
Jackson, Tyler Roosevelt ES	Instructional Assistant-Classroom	9/13/19
Lopez, Luis Special Ed-Santa Monica HS	Paraeducator-1	10/9/19
McQueen, Janie Special Ed-Santa Monica HS	Paraeducator-3	8/30/19
Mozafari Beiraghi, Shahrza Special Ed-Malibu HS	Paraeducator-1	8/27/19
O'Neal, Sheridan Special Ed-Roosevelt ES	Paraeducator-3	9/27/19
Shank, Kristin Roosevelt ES	Campus Monitor	9/27/19
Sun, Rainbow Facility Improvement Projects	Accounting Technician	10/3/19
Thomas, Marjorie CDS-Roosevelt ES	Children's Center Assistant-2	9/6/19

**Classified Personnel – Merit
11/7/19**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Bianco, Stephanie Special Ed-Muir ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	10/1/19
Davis, Lisa Rogers ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: C	10/21/19
Jackson, Tiffany McKinley ES	Campus Monitor 2 Hrs/SY/Range: 11 Step: F	10/10/19
Martinez, Daniel Maintenance	Painter 8 Hrs/12 Mo/Range: 37 Step: A	10/1/19
Polk, Carlesha Special Ed-SMASH	Paraeducator-3 6 Hrs/SY/Range: 26 Step: F	9/3/19
Rugamas, Sasha Adult Education	Campus Security Officer 3.2 Hrs/10 Mo/Range: 25 Step: A	10/21/19
Turner, Gearl Transportation	Bus Driver 7 Hrs/10 Mo/Range: 30 Step: A	10/14/19

PROMOTION

		<u>EFFECTIVE DATE</u>
Mock, Chris Human Resources	Chief Steward 8 Hrs/12 Mo/Range: 40 Step: B From: Paraeducator-3: 6 Hrs/SY	9/23/19
Singleton, Eric Special Ed-Rogers ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A From: Paraeducator-1: 6 Hrs/SY	10/17/19

PROVISIONAL

		<u>EFFECTIVE DATE</u>
Martinez, Daniel Maintenance	Painter 8 Hrs/12 Mo/Range: 37 Step: A	8/1/19-9/30/19
Tran, Kevin Lincoln MS	Instructional Assistant - Music 6 Hrs/SY/Range: 20 Step: B	8/28/19

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
De Los Santos Arrazola, Jasmine Child Development Services	Children's Center Assistant-1 Not to exceed: 376 Hrs	6/13/19-8/19/19

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Baxter, Isaac Special Ed-Lincoln MS	Swimming Instructor/Lifeguard [additional hours; 6 th grade swim unit support]	9/23/19-10/4/19
Baxter, Isaac Special Ed-Lincoln MS	Swimming Instructor/Lifeguard [overtime; 6 th grade swim unit support]	9/23/19-10/4/19
Benitez, Jesus Facility Improvement Projects	Facilities Technician [overtime; FIP special projects]	9/2/19-6/30/20

Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 [additional hours; student support at school events]	8/22/19-6/10/20
Martinez, Daniel Maintenance	Painter [overtime; District projects]	8/1/19-9/30/19
Mata, Estella Food and Nutrition Services	Administrative Assistant [overtime; clerical support]	7/1/19-6/30/20
Miranda, Cristy Facility Use	Administrative Assistant [overtime; clerical support]	7/15/19-6/30/20
Muhammed Jinadu, Fatimoh Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/19-6/30/20
Murray, April Special Ed-Lincoln MS	Swimming Instructor/Lifeguard [additional hours; 6 th grade swim unit support]	10/7/19-10/11/19
Murray, April Special Ed-Lincoln MS	Swimming Instructor/Lifeguard [overtime; 6 th grade swim unit support]	10/7/19-10/11/19
Simmons, Alyson Special Ed-Lincoln MS	Paraeducator-2 [additional hours; student support at school events]	8/22/19-6/10/20
Yacob, Harina Special Ed-Lincoln MS	Paraeducator-2 [additional hours; after school library assistance]	8/22/19-6/10/20

SUBSTITUTES

De Los Santos Arrazola, Jasmine Child Development Services	Children's Center Assistant-1	<u>EFFECTIVE DATE</u> 8/21/19-6/30/20
Lopez, Luis Special Education	Paraeducator-1	10/10/19-6/10/20
Romero, Clara Edison ES	Administrative Assistant	8/21/19-10/30/19
Thomas, Marjorie Child Development Services	Children's Center Assistant-2	9/24/19-6/30/20

PROFESSIONAL GROWTH

Bechtloff, Julie Fiscal Services	Accounting Technician	<u>EFFECTIVE DATE</u> 11/1/19
Jala, Ariel Operations-Malibu HS	Custodian	11/1/19
Padilla Lopez, Carolina Muir ES	Instructional Assistant - Classroom	10/1/19

CHANGE IN ASSIGNMENT

O'Connor, Denise Webster ES	Instructional Assistant - Classroom 3 Hrs/SY From: 1.5 Hrs/SY/Webster ES	<u>EFFECTIVE DATE</u> 9/9/19
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INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Bernet, Kenhalo Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	8/21/19
Bravo, Richard Operations-Edison ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Adams MS	8/23/19
Cobbs, Rufus Operations-Adams MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Grant ES	8/22/19

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Berumen, Theodore Purchasing	Senior Buyer Medical/FMLA/CFRA	9/6/19-9/27/19
Blackmon, Enisha Special Ed-SMASH	Paraeducator-3 Medical/FMLA/CFRA	9/16/19-2/15/20
Brown, Lincoln CDS-Muir ES	Children's Center Assistant-2 CFRA	10/17/19-11/27/19
Carrillo, Rigoberto Maintenance	HVAC Mechanic CFRA/FMLA/Medical	9/30/19-10/13/19
Etchison, Chauncey Operations-Adams MS	Custodian CFRA/FMLA/Medical	9/4/19-11/1/2019
Gonzalez, Jessica CDS-Rogers ES	Children's Center Assistant-2 CFRA/FMLA/Medical	8/21/19-10/20/19
Gonzalez, Jessica CDS-Rogers ES	Children's Center Assistant-2 FMLA/Maternity Medical	10/17/19-12/12/19
Hampton, Kizzie Special Ed-Muir ES	Paraeducator-1 Medical/FMLA/CFRA	10/2/19-10/30/19
Hansberry, Felicia Special Ed-Malibu ES	Paraeducator-1 Medical/FMLA/CFRA	9/23/19-11/4/19
Hernandez, Patricia Lincoln MS	Senior Office Specialist Intermittent FMLA	8/15/19-6/15/20
Norton, Tayah McKinley ES	Instructional Assistant - Classroom FMLA/Maternity Medical	10/18/19-11/29/19
Overton, Christopher Special Ed-Franklin ES	Paraeducator-1 CFRA	8/21/19-9/30/19
Parker, Steven Maintenance	Skilled Maintenance Worker Medical/FMLA/CFRA	8/26/19-10/25/19
Rosas, Rosemarie FNS-Adams MS	Cafeteria Worker I Medical/FMLA/CFRA	8/21/19-10/21/19

LEAVE OF ABSENCE (UNPAID)

Batmunh, Otgonbayar Maintenance	Electrician Personal	<u>EFFECTIVE DATE</u> 10/15/19-11/1/19
De Los Santos Arrazola, Jasmine Special Ed-Adams MS	Paraeducator-2 Personal	10/8/19-10/22/19

WORKING OUT OF CLASS

Bakhyt, Peter Food and Nutrition Services	Cafeteria Cook/Baker From: Cafeteria Worker/Transporter	<u>EFFECTIVE DATE</u> 9/9/19-12/20/19
Coffey, Bud Facility Use	Theater Operations Supervisor From: Audience Services Coordinator	10/1/19-1/1/20

DISQUALIFICATION FROM PROBATION

DZ4449381 Special Education	Paraeducator-3	<u>EFFECTIVE DATE</u> 10/31/19
HY0590740	Instructional Assistant - Bilingual	10/31/19

ABOLISHMENT

Operations	Custodian	<u>EFFECTIVE DATE</u> 8/22/19
Operations	Custodian	8/22/19
Franklin ES	Instructional Assistant - Classroom	8/21/19

RESIGNATION

Alvizo, Mireya Edison ES	Instructional Assistant - Bilingual	<u>EFFECTIVE DATE</u> 10/25/19
Brookes-Redondo, Karen Webster ES	Instructional Assistant-Classroom Campus Monitor	10/25/19
Collins, Barry Special Ed-Santa Monica HS	Paraeducator-3	10/25/19
Fink, Connor Special Ed-Webster ES	Paraeducator-1	10/29/19
Mehrez, Ilene Purchasing	Senior Buyer	10/17/19

**Classified Personnel – Non-Merit
10/17/19**

COACHING ASSISTANT

LeStrange, Justin	Santa Monica HS	8/22/19-6/10/20
Richards, Spencer	Santa Monica HS	9/16/19-6/10/20
Zweig, Maria	Malibu MS/HS	7/1/19-6/30/20

TECHNICAL SPECIALIST – LEVEL II

Oyenoki, Aimee	Educational Services [Elementary Science Adoption Review and Leadership] - Funding: LCAP-LCFF Supplemental Grant	9/6/19-9/30/19
Parise, Chris	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/3/19-6/10/20
Senchuk, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/3/19-6/10/20
Senchuk, Peter	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/3/19-6/10/20
Turner, Meghan	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/3/19-6/10/20

**Classified Personnel – Non-Merit
11/7/19**

AVID TUTOR

Gotler, David	Adams MS	9/2/19-6/10/20
Kong, Lisa	Santa Monica HS	10/17/19-6/10/20
Martin, Michael	Adams MS	9/2/19-6/10/20
Meza, Brenda	Adams MS	9/2/19-6/10/20
Rivera-Sevilla, Luisa	Adams MS	9/2/19-6/10/20
Sanchez, Omar	Adams MS	9/2/19-6/10/20
Vargas-Sierra, Gabriela	Adams MS	9/2/19-6/10/20
Zaragoza, Anna	Adams MS	9/2/19-6/10/20

TECHNICAL SPECIALIST – LEVEL I

Burke, Lucia	Food and Nutrition Services [School Garden Coordinator Assistant] - Funding: Child Nutrition	8/21/19-6/10/20
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TECHNICAL SPECIALIST – LEVEL II

Call, Emily	Adams MS [Strings Instructor] - Funding: Gifts – Instrumental Music	9/3/19-6/10/20
Glaser, Christie	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Harper, Mary	Muir ES/SMASH [Voice Instructor] - Funding: SMEF Funded	8/22/19-6/10/20
Harper, Mary	Educational Services [Voice Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Pace, Kristy	SMASH [Drama Instructor] - Funding: SMEF Funded	8/22/19-6/10/20
Rettig, Elizabeth	Adams MS [Music Instructor] - Funding: Gifts – Instrumental Music	9/2/19-6/10/20

TECHNICAL SPECIALIST – LEVEL III

Dress, Stephen	Educational Services [Strings Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Ferguson, Niall	Lincoln MS [Cello Instructor] - Funding: Gifts – Instrumental Music	8/22/19-6/10/20
Little, Erin	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Mullen, Russ	SMASH [Jazz Band Instructor] - Funding: Reimbursed by PTA	8/22/19-6/10/20
Noh, Anjelina	Lincoln MS [Strings Instructor] - Funding: Gifts – Instrumental Music	8/22/19-6/10/20
Olinger, Barbara	SMASH [Staff Facilitator for Staff Inquiry] - Funding: LCAP-LCFF Supplemental Grant	9/6/19-5/29/20
Parise, Chris	Lincoln MS [Percussion Instructor] - Funding: Gifts – Instrumental Music	8/22/19-6/10/20
Parise, Chris	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Senchuk, Peter	Lincoln MS [Brass Instructor] - Funding: Gifts – Instrumental Music	8/22/19-6/10/20
Senchuk, Peter	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Turner, Meghan	Lincoln MS [Trumpet Instructor] - Funding: Gifts – Instrumental Music	8/22/19-6/10/20
Turner, Meghan	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20

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

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



Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2019

AGENDA ITEM NO:VI.I.07

Personnel Commissioner Recruitment

BACKGROUND INFORMATION:

Pursuant to Merit Rule §2.1.2. (A)(1), the Commission will advertise the opportunity to serve as a Personnel Commissioner through an announcement on the Personnel Commission's agenda.

SUMMARY:

Beginning on Monday, November 18, 2019, the Office of the Personnel Commission will begin accepting applications for Personnel Commissioner. The application period will close on Friday, January 3, 2020, at 5pm. In order to be considered, candidates must submit a complete application by the deadline and meet the following minimum requirements:

1. Known adherent to the principles of the merit system
2. Legal resident and registered voter within the geographic boundaries of the School District
3. Not an active employee in SMMUSD, including membership on the Board of Education

Those interested may visit www.smmusd.org/jobs to learn more about the opportunity and submit an application.

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Position & Classification Studies	Commissioner Training	1/8/20

VIII. Next Regular Personnel Commission Meeting:

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

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: