

VIRTUAL PERSONNEL COMMISSION MEETING

December 09, 2020 at 4:30pm

MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:

As per Executive Order N-29-20 from Governor Newsom, the Santa Monica-Malibu Unified School District Personnel Commission meetings will move to a virtual/teleconferencing environment using Zoom. The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The intent is not to limit public participation, but rather to protect public health by following the Governor's Stay at Home executive order and LA County's Safer at Home order.



JOIN ZOOM MEETING

<http://bit.ly/SMMUSDPCMEETING>

Meeting ID: 898 6103 9433

Password: SMMUSD



PROVIDE PUBLIC COMMENT

You may submit a request to make a public comment by e-mail to: jhatch@smmusd.org

- **Requests must be submitted no later than 5:00 p.m. on Tuesday, December 08, 2020**
- **Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item**
- **During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

December 9, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 9, 2020**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on December 9, 2020

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
Phillip Tate						

- G.06 Approval of Minutes for Regular Meeting on November 10, 2020

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
Phillip Tate						

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

December 9, 2020

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 9, 2020**, at **4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, December 8, 2020. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on December 9, 2020

G.06 Approval of Minutes for Regular Meeting on November 10, 2020

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>
Paraeducator-1	6
Paraeducator-3	3
Senior Network Engineer	2

C.02 Advanced Step Placement:
Brandon Clarke in the classification of Paraeducator-1 at Range A-22 Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:
Senior Buyer within the Business and Fiscal Services job family

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
 - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - November 19, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - None
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2020 - 2021
- I.06 Board of Education Meeting Schedule
 - 2020 – 2021

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Tucker Eligibility	Commissioner Training/ Briefing	February 10, 2021

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

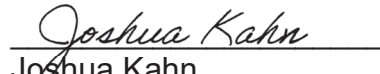
X. CLOSED SESSION:

- 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)

November 10, 2020

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, November 10, 2020**, at **4:32 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Monday, November 9, 2020. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:32 p.m.

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

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

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: November 10, 2020
It was moved and seconded to approve the agenda as submitted. The motion passed.

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.

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

G.06 Motion to Approve Minutes: October 14, 2020

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	✓		✓			
Phillip Tate		✓	✓			

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 updated the Personnel Commission on the Personnel Commission Office operation as staff performs their duties remotely as well as in-person in the Personnel Commission Office based on a set schedule in order to adhere to all District's health safety procedures.
 - Director Kahn informed the Personnel Commission about conducting the first in-person physical ability performance test for Custodian. Overall, the administration was a success as it yielded a large eligibility list to fill vacancies. Personnel Commission staff and raters were satisfied with the process as all safety protocols were adhered to. Director Kahn expressed his gratitude to Ms. Julie Younan, Human Resources Technician, and Operations staff for all their efforts and hard work making the exam successful.
 - Director Kahn stated that the Personnel Commission began administering remote written tests using a web-based platform. It was piloted with the Administrative Assistant recruitment. Remote testing offers candidates a great deal of flexibility, taking the test at their convenience. The current results demonstrate that it is comparable to administering the test in person.
 - Director Kahn informed the Personnel Commission about the District conducting final selection interviews for Director of Purchasing. Candidates were also certified out to fill the Senior Network Engineer vacancy.
 - Director Kahn reported on the progress of the Bilingual Community Liaison classification study. He met with the District administrators, the incumbents, and an SEIU representative to share his findings. The finalized report will come before the Personnel Commission in addition to any relevant action items. Commissioner Robinson inquired about the timelines for the final report. Director Kahn stated that it will depend on the stakeholders reviewing the outcome and the results of that study.

- **Commissioner Robinson asked about implementation of remote web-based testing after the pandemic. Director Kahn informed the Personnel Commission that large agencies, like the County of Los Angeles, use this practice and that the Personnel Commission will continue using remote testing after the pandemic.**

G.08 Personnel Commissioner Comments/Reports:

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

- **Commissioner Stewart announced that she will not seek re-appointment due to family obligations. She offered to serve on the Personnel Commission until a new Commissioner is selected.**
- **Commissioner Robinson expressed her gratitude for Commissioner Stewart's valuable service to the District.**

G.09 Communications:

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

- **SEIU Report**
 - **Mr. Mock, the Chief Steward, thanked Commissioner Stewart for her valuable contribution and service.**
 - **Mr. Mock spoke about the current elections expressing his regret that Proposition 15 did not pass. In the local elections, SEIU endorsed Jon Kean and Maria Leon-Vazquez who were re-elected to the Board of Education. Ms. Jennifer Smith, a newly elected board member, will join the Board of Education next year. Mr. Oscar de la Torre, a former board member, was elected to the Santa Monica City Council.**
 - **Mr. Mock thanked Director Kahn for his expertise and hard work conducting the Bilingual Community Liaison classification study.**
 - **Mr. Mock updated the Personnel Commission with initiatives of the Special Education, Maintenance and Operations, and Transportation labor management teams to address specific protocols in preparation for school re-opening.**
 - **Mr. Mock informed the Personnel Commission about SEIU and the District collaboratively developing a plan to re-instate the Child Development Services program.**
 - **Mr. Mock reported to the Personnel Commission about SEIU's collaboration with SMMCTA and the District in preparation for future school re-opening.**
 - **Mr. Mock expressed his gratitude to Ms. Susan Bronstein, the District Nurse Coordinator, for her expertise and essential contribution in development of safety protocols and procedures as a member of the Emergency Operations Center.**

Board of Education Report

- **Dr. Kelly updated the Personnel Commission on the District's activities and initiatives related to distance learning. The District is also actively preparing for future return of students to campuses.**
- **Dr. Kelly informed the Personnel Commission about principals facilitating conversations with their staff and parent community with regard to information about school re-opening in a hybrid model that was provided at the two Town Hall Meetings in late October by Dr. Drati. There is no real consensus about how the hybrid model should be implemented as parents and teachers are greatly concerned, given the current public health climate with the infection rates raising.**
- **Dr. Kelly reported on the negotiations with the SMMCTA and SEIU about the Los Angeles County allowance for specific on-campus instruction. The District reached agreements on in-person athletic conditioning and returning Special Education programs in a phased approach at selected campuses. The District will also implement on-site distance learning hubs for English learners as well as for children of District employees.**
- **Commissioner Robinson inquired about live stream technology vendors' sale strategies. Dr. Kelly stated that the District is currently using a couple of live streaming programs called Swivl and Owl based on the Zoom platform.**
- **Dr. Kelly informed the Personnel Commission about the District preparing to request a waiver to allow in-person instruction for TK through second grade. Even if the District receives the waiver, the plan is to wait at least for two (2) weeks after winter break to see the infection rates and assess the situation based on scientific data, focusing on student and staff safety.**

G.10 Public Comments:

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- **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>
Custodian	14
Elementary Library Coordinator	15
Health Office Specialist	3

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Health Office Specialist	2
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C.02 Advanced Step Placement:

Jeffery Hanford in the classification of Paraeducator-3 at Range A-28 Step B

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

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

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- I.02 Filled Personnel Requisitions Status Report
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- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - October 15, 2020
 - November 5, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 15, 2020
 - November 5, 2020
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2020 - 2021
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 - 2020 - 2021

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Tucker Eligibility	Commissioner Training/ Briefing	December 9, 2020

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, December 9, 2020, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:03 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 9, 2020

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Brandon Clarke

Hire Date: 09/22/2020

ASP Request Submitted: 11/17/2020

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

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

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Brandon Clarke at Range A-22, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
Phillip Tate						

12.2.4 SALARY ON EMPLOYMENT

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

16.4 ADVANCED STEP PLACEMENT

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 09, 2020

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Senior Buyer

BACKGROUND INFORMATION:

A recent revision of the Director, Purchasing class spec reduced the minimum qualifications for both education and experience. Due to a vacancy in the Senior Buyer classification, the current class spec was examined within the context of a series and how the minimum qualifications aligned within the series after the Director’s qualifications were changed.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed existing class spec within context of the purchasing job series
- Distributed proposed revisions to the Assistant, Superintendent, Business and Fiscal Services for review

ANALYSIS & FINDINGS:

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

- Adjust minimum qualification for education from Associate’s to completion of high school or equivalent
- Adjust minimum qualification for experience from five years to three years
- Clarify that providing lead direction to lower level staff is an expectation
- Use language for required Knowledge that is consistent with Buyer class spec
- Replace Abilities with Core Competencies

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Senior Buyer classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 541213
SALARY RANGE: A41

SENIOR BUYER

BASIC FUNCTION:

Under general direction **supervision**, of the Director of Purchasing, assist in contract review and evaluation; public works bidding; construction documents; equipment purchases. **purchases, researches, monitors, and negotiates the purchase of materials, supplies, equipment, and services for the District in addition to reviewing and evaluating contracts related to public works and construction.**

DISTINGUISHING CHARACTERISTICS:

- ~~Assistant Buyer is the entry level class in the Buyer series. Positions assigned to this class assist Buyers in the purchase of a variety of commodity items and in the preparation, finalization, and ordering on continuing price contracts.~~
- ~~Buyer is the intermediate level class in this series. Positions assigned to this class exercise independent judgment in solving problems of average difficulty and are responsible for the complete purchasing cycle involved in the acquisition of a wide variety of supplies, materials, or equipment for use by the District.~~
- ~~Senior Buyer is the senior level class in this series. Positions assigned to this class are responsible for researching and exercising initiative and judgment in solving more difficult problems in the area of facility-related purchases and construction and public works contracts.~~

MINIMUM QUALIFICATIONS

EDUCATION:

~~Associate Degree in Supply Chain Management, Accounting, Business, or Legal Studies.~~

A high school diploma or recognized equivalent.

EXPERIENCE:

~~Five (5) years of experience in purchasing, contracting or contract administration. Experience in public works bidding is desired.~~ **Two (2) years of experience managing contracts and preparing bid specifications for the purchase of materials, supplies and equipment.**

LICENSES AND OTHER REQUIREMENTS:

~~A valid California Class C driver's license and availability of private transportation or ability to provide transportation between job sites may be required.~~

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required. School district purchasing experience is highly desirable.

REPRESENTATIVE DUTIES:

- Handle formal bid processes for complex projects including a prequalification process, if appropriate; assist in preparing bid openings and bid results-
- Prepare and process bid specifications and contracts; receive bids and price quotes and evaluate according to established criteria; record bid events and verifies vendor compliance with bid requirements and restrictions-
- Handle bids for sale of surplus property, which entails preparing bid for advertisement, completing bid forms, and notifying the highest bidders as to the items they are awarded-
- Prepare and process construction and service contracts-
- Manage/monitor leases, contracts and licenses for renewal or expiration; renew as appropriate-
- Meet with vendors regarding new merchandise and sources of supply-
- Review requisitions, purchase orders and bids for conformance and compliance with established standards and regulations; obtain necessary information from District personnel to complete documentation-
- Compose correspondence and design and revise forms-
- Prepare and maintain a variety of logs, contracts, files and records relating to requisitions, inventory, vendors and other purchasing-related issues; prepare periodic and special reports as needed; enter and retrieve data using a computer terminal and assigned software-
- Award bids and quotations and prepare purchase orders-
- Coordinate the transfer of surplus or unused supplies and equipment between departments, as needed, and the sale of all supplies and equipment-
- ~~May provide technical guidance to lower level technical and clerical staff; may assist lower level personnel in the preparation of more difficult or complex specifications for bid requests.~~
- **Acts as a lead by guiding, training, assigning, scheduling, and monitoring the work of professional and technical staff**
- Performs related duties as assigned-

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

SUPERVISION:

General direction **supervision** is received from the Director, of Purchasing. ~~May provide functional and technical guidance to lower level technical and clerical staff.~~ **Responsibilities include providing lead direction to technical and clerical staff. No supervision of other staff is exercised.**

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

~~KNOWLEDGE OF:~~

- ~~Practices and methods of public agency purchasing, including competitive bidding procedures.~~
- **Principles and practices of competitive bidding**
- ~~Purchasing procedures, terminology and inventory control and warehousing methods and procedures.~~
- **Principles and practices of procurement and material management**
- ~~Applicable sections of State Education Code and other applicable laws.~~
- **Codes, regulations, and laws pertaining to purchasing and contract management**
- **Principles and practices of basic accounting**

- Technical aspects of researching, comparing and purchasing supplies, contracts, materials and equipment.
- Record-keeping and report preparation methods and techniques.
- **Principles and practices of recordkeeping and maintaining documentation**
- Personal computers and applicable word processing, spreadsheet, and purchasing software and fixed-asset inventory systems.
- **Word processing, spreadsheet, and presentation software**
- District organization, operations, policies and objectives.
- Research methods.
- Effective customer service techniques.
- Oral and written communication skills.

ABILITY TO:

- Read and interpret purchase requisitions and specifications.
- Prepare and process construction and service contracts.
- Prepare bid specifications.
- Explain and apply policies, practices and terminology used in purchasing supplies and materials for a school district.
- Operate a personal computer and applicable software, including fixed assets software systems.
- Assure proper and timely resolution of purchasing issues, conflicts and discrepancies.
- Maintain records and prepare reports.
- Accurately compile, tabulate and calculate data.
- Learn about environmentally preferable products that adhere to City of Santa Monica Sustainable Program.
- Work independently with little direction.
- Meet schedules and timelines.
- Provide technical guidance to clerical staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide effective customer service.

CORE COMPETENCIES:

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Using Technology – Working with electronic hardware and software applications**
- **Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations**
- **Fact Finding – Obtaining facts and data pertaining to an issue or question**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Teamwork – Collaborating with others to achieve shared goals**
- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Critical Thinking – Analytically and logically evaluating information, propositions, and claims**
- **Informing – Proactively obtaining and sharing information**

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Some work is performed off-site visiting vendors and District facilities.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Physical demands include standing, kneeling, crouching, bending, reaching, grasping, lifting, pushing and pulling boxes of files and/or equipment weighing up to twenty (20) lbs.

DISTINGUISHING CHARACTERISTICS

- **Assistant Buyer is the entry-level class in the Buyer series. Positions assigned to this class assist Buyers in the purchase of a variety of commodity items and in the preparation, finalization, and ordering on continuing-price contracts.**
- **Buyer is the intermediate level class in this series. Positions assigned to this class exercise independent judgment in solving problems of average difficulty and are responsible for the complete purchasing cycle involved in the acquisition of a wide variety of supplies, materials, or equipment for use by the District.**
- **Senior Buyer is the senior level class in this series. Positions assigned to this class are responsible for researching and exercising initiative and judgment in solving more difficult problems in the area of facility-related purchases and construction and public works contracts.**

~~DUTIES APPROVED~~

~~BOARD OF EDUCATION:~~

~~September 27, 2007~~

~~Revised, November 4, 2010~~

~~CLASSIFICATION APPROVED~~

~~PERSONNEL COMMISSION:~~

~~November 9, 2010~~

~~Revised: January 16, 2018~~

CLASSIFICATION ESTABLISHED:

September, 2007

REVISED:

November 09, 2010

January 16, 2018

PROPOSED: December 09, 2020



SENIOR BUYER

BASIC FUNCTION

Under general supervision, purchases, researches, monitors, and negotiates the purchase of materials, supplies, equipment, and services for the District in addition to reviewing and evaluating contracts related to public works and construction.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years of experience managing contracts and preparing bid specifications for the purchase of materials, supplies and equipment.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required. School district purchasing experience is highly desirable.

REPRESENTATIVE DUTIES

- Handle formal bid processes for complex projects including a prequalification process, if appropriate; assist in preparing bid openings and bid results
- Prepare and process bid specifications and contracts; receive bids and price quotes and evaluate according to established criteria; record bid events and verifies vendor compliance with bid requirements and restrictions
- Handle bids for sale of surplus property, which entails preparing bid for advertisement, completing bid forms, and notifying the highest bidders as to the items they are awarded
- Prepare and process construction and service contracts
- Manage/monitor leases, contracts and licenses for renewal or expiration; renew as appropriate.
- Meet with vendors regarding new merchandise and sources of supply
- Review requisitions, purchase orders and bids for conformance and compliance with established standards and regulations; obtain necessary information from District personnel to complete documentation
- Compose correspondence and design and revise forms
- Prepare and maintain a variety of logs, contracts, files and records relating to requisitions, inventory, vendors and other purchasing-related issues; prepare periodic and special reports as needed; enter and retrieve data using a computer terminal and assigned software
- Award bids and quotations and prepare purchase orders
- Coordinate the transfer of surplus or unused supplies and equipment between departments, as needed, and the sale of all supplies and equipment
- Acts as a lead by guiding, training, assigning, scheduling, and monitoring the work of professional and technical staff
- Performs related duties as assigned

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

SUPERVISION

General supervision is received from the Director, Purchasing. Responsibilities include providing lead direction to technical and clerical staff. No supervision of other staff is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles and practices of competitive bidding
- Principles and practices of procurement and material management
- Codes, regulations, and laws pertaining to purchasing and contract management
- Principles and practices of basic accounting
- Principles and practices of recordkeeping and maintaining documentation
- Word processing, spreadsheet, and presentation software

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job
- Using Technology – Working with electronic hardware and software applications
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Self-Management – Showing personal organization, self-discipline, and dependability
- Customer Focus – Attending to the needs and expectation of customers
- Teamwork – Collaborating with others to achieve shared goals
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Informing – Proactively obtaining and sharing information

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Some work is performed off-site visiting vendors and District facilities.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Physical demands include standing, kneeling, crouching, bending, reaching, grasping, lifting, pushing and pulling boxes of files and/or equipment weighing up to twenty (20) lbs.

DISTINGUISHING CHARACTERISTICS

- Assistant Buyer is the entry-level class in the Buyer series. Positions assigned to this class assist Buyers in the purchase of a variety of commodity items and in the preparation, finalization, and ordering on continuing-price contracts.
- Buyer is the intermediate level class in this series. Positions assigned to this class exercise independent judgment in solving problems of average difficulty and are responsible for the complete

purchasing cycle involved in the acquisition of a wide variety of supplies, materials, or equipment for use by the District.

- Senior Buyer is the senior level class in this series. Positions assigned to this class are responsible for researching and exercising initiative and judgment in solving more difficult problems in the area of facility-related purchases and construction and public works contracts.

CLASSIFICATION ESTABLISHED:

September, 2007

REVISED:

November 09, 2010

January 16, 2018

PROPOSED: December 09, 2020

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (12/03/2020)

Open Requisitions

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100
20-117	BUS DRIVER	TRANSPORTATION	New	87.5
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100
20-153	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15
20-162	ADMINISTRATIVE ASSISTANT	JOHN MUIR ELEMENTARY SCHOOL	Vac	100
20-163	ADMINISTRATIVE ASSISTANT	M & O (Maintenance & Operations)	Vac	100
20-166	RISK MANAGER	BUSINESS SERVICES	New	100
20-167	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-003	BUYER	PURCHASING/WAREHOUSE	Vac	100
21-004	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5

21-005	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-006	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
21-012	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
21-025	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-026	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	15.63
21-027	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
21-028	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	31.25
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-035	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	37.5
21-036	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	37.5
21-037	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5
21-038	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-040	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
21-041	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-042	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75
21-043	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75

Filled Requisitions (12/03/2020)

	Req Title	Department	Date of Accepted Job Offer
20-058	DIRECTOR, PURCHASING	PURCHASING/WAREHOUSE	12/1/2020
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	12/1/2020
20-158	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	11/19/2020
20-165	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	12/1/2020
21-016	ELEMENTARY LIBRARY COORDINATOR	MALIBU HIGH SCHOOL	11/9/2020
21-021	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	11/2/2020
21-030	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	11/2/2020
21-039	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	11/20/2020

**Classified Personnel – Merit
11/19/20**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Graves, Mckenzie Special Ed-Grant ES	Paraeducator-1 5 Hrs/SY/Range: 22 Step: A	10/26/20
Hanford, Jeffery Special Ed-Olympic HS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	10/27/20
Penn-Bailey, LaShawn Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	10/26/20

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Zalazar, Vanina Educational Services	Lead Translator/Interpreter [overtime; interpreting/ translations for board of education]	8/3/20-6/30/21

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Aspron-Ladsich, Alex Malibu MS/HS	Bilingual Community Liaison	9/21/20-9/23/20

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Coleman, Daniel Franklin ES	Physical Activities Specialist Medical/FMLA/CFRA	10/20/20-12/1/20
Macon, Phillip Operations-Muir ES/SMASH	Custodian Medical/FMLA/CFRA	10/28/20-1/3/21
Ramirez, Pablo Grounds	Gardener Medical/FMLA/CFRA	10/16/20-11/9/20
Rugamas, Sasha FNS-Malibu HS	Cafeteria Worker I FFCRA	10/19/20-12/31/20
Spitzer, Sarah Special Ed-Grant ES	Paraeducator-3 CFRA	10/29/20-1/21/21

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Sullivan, Brianna Grant ES	Instructional Assistant - Classroom Personal	10/7/20-10/30/20

SUSPENSION WITHOUT PAY

	<u>EFFECTIVE DATE</u>
CD5332530 McKinley ES	11/2/20;11/3/20;11/4/20

RESIGNATION

		<u>EFFECTIVE DATE</u>
Gonzalez, Adan Muir ES	Campus Monitor	10/2/20
Waterford Bailey, Elzamarco Rogers ES	Campus Monitor	10/13/20

RETIREMENT

Elie, Banita
Transportation

Bus Driver

EFFECTIVE DATE

11/2/20

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2020 – 2021**

Date	Time	Location	Notes
2020			
July 8, 2020	4:30 p.m.	Zoom	
August 11, 2020	4:30 p.m.	Zoom	
September 9, 2020	4:30 p.m.	Zoom	
October 14, 2020	4:30 p.m.	Zoom	
November 10, 2020	4:30 p.m.	Zoom	Moved to Tuesday due to Veteran's Day
December 9, 2020	4:30 p.m.	Zoom	
2021			
January 13, 2021	4:30 p.m.	Zoom	
February 10, 2021	4:30 p.m.	Board Room – District Office	
March 10, 2021	4:30 p.m.	Board Room – District Office	
April 14, 2021	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 12, 2021	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 9, 2021	4:30 p.m.	Board Room – District Office	



School Board Meetings: 2020-2021

Thurs., July 16, 2020 District Office Hybrid
Thurs., August 13, 2020 District Office A
Tues., August 25, 2020 District Office Special Meeting
Thurs., September 3, 2020 District Office A
Thurs., September 17, 2020 District Office B
Thurs., October 1, 2020 Malibu A
Thurs., October 15, 2020 District Office B
Thurs., November 5, 2020 Malibu A
Tues., November 17, 2020 District Office Special Meeting
Thurs., November 19, 2020 District Office B
Thurs., December 10, 2020 District Office Hybrid
Thurs., January 14, 2021 District Office Hybrid
Tues., January 21, 2021 District Office Special Meeting
Thurs., February 4, 2021 Malibu A
Thurs., February 18, 2021 District Office B
Thurs., March 4, 2021 District Office A
Weds., March 17, 2021 Malibu B
Weds., March 24, 2021 District Office Special Meeting
Thurs., April 22, 2021 District Office Hybrid
Thurs., May 6, 2021 Malibu A
Thurs., May 20, 2021 District Office B
Thurs., June 3, 2021 District Office A
Thurs., June 17, 2021 District Office Special Meeting
Thurs., June 24, 2021 District Office B

Meeting Format Structures:

Meeting "A"

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

Meeting "B"

1. Closed Session
2. Consent Calendar
3. Study Session

4. Discussion Items
5. Major Items (as needed)
6. General Public Comments

Hybrid of "A" and "B"

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Tucker Eligibility	Commissioner Training/Briefing	February 10, 2021

VIII. Next Regular Personnel Commission Meeting:

Wednesday, January 13, 2021, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: