

PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266

Notice of Public Meeting
February 2, 2016
8:30 a.m.
1st floor conference room
District Office

AGENDA

- I. CALL TO ORDER**
 - A. Approval of Minutes
 - 1. January 20, 2016

- II. WRITTEN AND ORAL COMMUNICATION**
 - A. Commissioners
 - B. Administration
 - C. Employees
 - D. Citizens

- III. ACTION ITEMS**
 - A. Approval of Eligibility List:
 - 1. School Operations Team Leader

- IV. MEETING SCHEDULE**
 - A. Next regularly scheduled meeting Tuesday, March 1 , 2016, 8:30am at District Office, first floor conference room.

- V. ADJOURNMENT**

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Carolyn Seaton, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

January 20, 2016

Attendees:

<u>Commissioners:</u>	Vida Holguin and Charley Southey
<u>Absent:</u>	Cynthia Strand
<u>District Staff:</u>	Carolyn Seaton, Executive Director, Human Resources, Dawnalyn Murakawa-Leopard, Assistant Superintendent, Administrative Services, Eric Sangalang, Director of Information Technology, and Monica Ford, HR Technician.
<u>CSEA Representatives:</u>	None Present
<u>Employees:</u>	Rod Jorgensen

I. CALL TO ORDER

The meeting was called to order at 9:25am.

A. Approval of Minutes-January 5, 2016

1. Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration: None

C. Employees: None

D. Citizens: None

III. ACTION ITEMS

B. Approval of New Position and New/Revised Job Description:

1. New Position (from Systems Analyst to Systems Administrator) and New/Revised Job Description (from Systems Analyst to Systems Administrator)

New Position:

Ms. Holguin motioned to approve new position, seconded by Mr. Southey and unanimously approved by the Commissioners.

New/Revised Job Description:

Ms. Holguin motioned to approve new/revised Job Description with the following changes, seconded by Mr. Southey and unanimously approved by the Commissioners. After some discussion, the Commissioners along with District Administrators add/amend the job description in two areas. Under Certificates, Licenses, Registrations the required qualifications are “Must possess a valid California class C driver’s license *and have a satisfactory driving record.*”

Under Physical Demands they remove the requirement for employee to “*taste*” in a proficient manner.

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, February 2, 2016, 8:30am.

V. ADJOURNMENT

The meeting was adjourned at 9:40am.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
School Operations Team Leader
Written Exam 12/21/15 & 1/7/16 and 1/28/16**

No.	First	Last	Phone #	Written	Written @ 60	Oral	Oral @ 40	Prom/Vet	Overall	Status
Promotional										
1	Philip	Rodriguez								
2	Brayan	Ramirez								
3	Ruben	Fernandez								
4	Dante	Anton								

Scoring:

Written: 60%

Oral: 40%

Date of Certification:

Expiration Date:
