PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting Agenda
February 27, 2019
AGENDA
REGULAR MEETING
February 27, 2019
5:30 P.M. in the Board Room

Meeting called to order by ______________________ at ________ p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Jeanne Gooch, Chair
Henry Gonzales, Vice Chair
Israel Cobos, Personnel Director
Khrynstoon Samreth, Personnel Analyst
Michelle Quiroz, Personnel Assistant

I. GENERAL FUNCTIONS

REFERENCE ACTION

1. Approve the agenda as submitted or amended. Moved by ______
   Seconded ______
   Vote ______

2. Approve minutes of the regular meeting 1. Moved by ______
of February 5, 2019. Seconded ______
   Vote ______

3. Director’s Report 2. No Action Required

4. Communications
   a. CSEA
   b. SEIU
   c. Administration
   d. Audience members who filed a request to speak
### II. SELECTION PROCESS

<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Receive Test Plan information.</td>
<td>3. No Action Required</td>
</tr>
<tr>
<td>3. Approve ratification of the following Eligibility list(s) A. Police Officer List #1105/1118</td>
<td>Sep. Doc. Moved by _____ Seconded _____ Vote _____</td>
</tr>
<tr>
<td>4. Ratify removal of the following eligible(s) in accordance with the Personnel Commission Rules 6.1.10 and 6.1.11:</td>
<td>Sep. Doc. Moved by _____ Seconded _____ Vote _____</td>
</tr>
<tr>
<td>5. Notification of removal of the following eligible(s) in accordance with the Personnel Commission Rule 4.2.1:</td>
<td>Sep. Doc. Moved by _____ Seconded _____ Vote _____</td>
</tr>
<tr>
<td>6. Notification of removal of the following eligible(s) in accordance with the Personnel Commission Rule 8.2.1:</td>
<td>Sep. Doc. Moved by _____ Seconded _____ Vote _____</td>
</tr>
<tr>
<td>7. Receive the following lateral transfer candidate(s) Custodian II to Grounds Worker I</td>
<td>Sep. Doc. No Action Required</td>
</tr>
</tbody>
</table>
III. **CLASSIFICATION AND SALARY**

1. None

IV. **RULES AND REGULATIONS**


4. Moved by _______
   Seconded _______
   Vote _______

V. **CHARGES AND HEARINGS**

1. None.

VI. **OTHER**

**REFERENCE**

**ACTION**

1. Unfinished Business
   No Action Required

2. Commissioner’s Comments
   No Action Required

3. Adjourn to Closed Session
   Government Code 54957:
   Public Employee Performance Evaluation
   Title: Personnel Director
   
   Adjourned to Closed Session _____ p.m.
   Reconvened to regular meeting _____ p.m.

**NEXT REGULAR MEETING**

Date: **Tuesday, April 2, 2019**
Time: 4:30 p.m.
Location: Board Room, District Office

ADJOURNMENT: _____ p.m.
Reference Item:

1
CALL TO ORDER

The meeting of the Personnel Commission of the Hacienda La Puente Unified School District was called to order by Ms. Jeanne Gooch, Chair, at 4:30 p.m., in the Board Room, 15959 East Gale Avenue, City of Industry, California.

MEMBERS PRESENT

Ms. Jeanne Gooch, Chair
Mr. Henry Gonzales, Vice Chair

STAFF MEMBERS PRESENT

Mr. Israel Cobos, Personnel Director
Mr. Khrynston Samreth, Personnel Analyst
Ms. Michelle Quiroz, Personnel Assistant

OTHERS PRESENT

See Visitor’s Register

I. GENERAL FUNCTIONS

AGENDA APPROVED AS AMENDED

159. Vote 2-0  Ms. Gooch-Yes  Mr. Gonzales-Yes

Mr. Gonzales, Vice Chair, moved to approve the agenda as submitted.

APPROVED MINUTES AS SUBMITTED

160. Mr. Gonzales moved to approve the minutes of the regular meeting of December 4, 2018.

161. Mr. Gonzales moved to approve the minutes of the special meeting of January 16, 2019.

DIRECTOR’S REPORT

162. Mr. Cobos welcomed everyone to the meeting.

163. Mr. Cobos provided recruitment updates on completed eligibility lists, along with current and upcoming recruitments, highlighting the first recruitment for Site Supervision Aide, which had 2,113 hits, 183 applicants, and 50 people on the eligibility list.

164. Mr. Cobos reminded everyone to save the date for the upcoming Classified Employee Service Awards on April 10, 2019 at the Hacienda Heights Community Center, where we will be recognizing years of service for our classified employees.

165. Mr. Cobos reported that the department collaborated with the district and the unions to host a new hire orientation for classified employees in December. It was well attended and was the first in some time. Future new hire orientations will be hosted every 3-4 months or as needed, with next to take place in April or May.

166. Mr. Cobos shared that staff will be attending the CSPCA (California School Personnel Commissioners Association) Conference and WRIPAC (Western Region Intergovernmental Personnel
Assessment Council) trainings this month, as well as attending a career fair at Biola University.

167. Mr. Cobos stated that the department is working with CalPERS to schedule a training session in the next month or so. Details will be available soon and shared with everyone. A survey will be sent out soon to help assess and plan our future training needs.

168. Mr. Cobos shared that the Adult School is offering two free computer classes for all district employees, covering OneDrive and Computer Basics. For more information, or to register for classes, contact the Willow Campus at (626) 934-2801.

169. Mr. Cobos noted that the agenda includes an item regarding the proposed rule change for PC Rule 3.1.2. This change is being proposed in response to Assembly Bill 2160, which was signed into law by Governor Jerry Brown. Effective January 1, 2019, the bill makes part-time playground aides part of the classified service. This rule change is proposed to ensure that the Personnel Commission rules comply with the California Education Code and applicable laws.

COMMUNICATIONS

170. Ms. Garcia welcomed Henry Gonzales to the Commission, and hopes to be in attendance more often.

171. Ms. Caldera praised Mr. Cobos’ report and the fantastic response to the Site Supervision Aide recruitment and thinks the proposed rule change is good.

172. Ms. Caldera asked about the status of the new Personnel Commissioner.

173. Mr. Cobos replied that the candidate is still in process and that the department will let her know when that is completed.

174. Ms. Rojas thanked Mr. Cobos for his work on the Site Supervision Aide recruitment.

175. Ms. Rojas shared that Human Resources met with CSEA and SEIU regarding the Professional Development Day. There are training funds available that can help with other employee trainings as long as the unions agree. She also mentioned Human Resources positive experience with department training through Adult Education.

176. Ms. Rojas suggested that an updated hiring flow chart include timelines to help people understand the recruitment process and how long this process takes.

II. SELECTION PROCESS

177. Received Test Plan. No Action Required.

178. Received Provisional Assignment and Working Out of Class report. No Action Required.
RATIFIED ELIGIBILITY LISTS

179. Vote 2-0  Ms. Gooch-Yes  Mr. Gonzales-Yes

Approved ratification of the following Eligibility Lists:

Director of Purchasing and Warehouse, List #1728/1018
Site Supervision Aide, List #0270/1218

RATIFIED REMOVAL OF ELIGIBLES

180. Vote 2-0  Ms. Gooch-Yes  Mr. Gonzales-Yes

Approved ratification of the following Eligible(s) for removal in accordance with Personnel Commission Rules 6.1.10 and 6.1.11:

Bus Driver, #1302/0614
   Eligible(s) #20860410
Child Development Technician, #0206/0918
   Eligible(s) #37713357, #25875059, #38096476,
   #38142193, #37283553
Grounds Worker I, #0816/0218
   Eligible(s) #28778231
Grounds Worker II, #0818/0218
   Eligible(s) #34331435
Instructional Aide Classroom Bilingual, #0212/0618
   Eligible(s) #30199617, #15236572
Instructional Aide II – Special Education, #0262/0718
   Eligible(s) #37070594
Office Assistant, #0344/0718
   Eligible(s) #21511107, #37545818
School Office Manager I, #0340/0118
   Eligible(s) #11990502

NOTIFICATION OF REMOVAL OF ELIGIBLES

181. Vote 2-0  Ms. Gooch-Yes  Mr. Gonzales-Yes

Notification of the removal of the following eligible(s) in accordance with the Personnel commission Rule 4.2.1.:

Senior Office Assistant, #0346/0818
   Eligible(s) #24331908

III. CLASSIFICATION AND SALARY

182. None.

IV. RULES AND REGULATIONS

FIRST READING OF RULE REVISION

183. First Reading of Personnel Commission Rule 3.1.2.

V. CHARGES AND HEARINGS

184. None.

VI. OTHER

UNFINISHED BUSINESS

185. None.
**COMMISSIONERS’ COMMENTS**

186. Ms. Gooch shared her appreciation for the change in tone of the meetings over the last six months, noting how well everyone works together.

**CLOSED SESSION**

187. Adjourned to closed session 4:47 p.m.
Reconvened to regular session 5:44 p.m.

**NEXT REGULAR MEETING**

188. The next regular meeting is scheduled for

**WEDNESDAY, February 27, at 5:30 p.m.**

Meeting adjourned at 5:44 p.m.

Submitted by _______________________________
  Israel Cobos
  Personnel Director

Approved __________ by _______________________________
  Date
  Chair
Reference Item:

2
Completed Recruitments with Date List Established
- Police Officer (Open and Promotional) – 2/14

Current Recruitments with Last Day To File
- Accounting Technician (Open and Promotional) – 3/6
- Attendance Clerk (Open and Promotional with Promotional taking precedence) – 1/8
- Bus Driver (Open and Promotional) – Continuous
- Cafeteria Worker I (Open and Promotional) – Continuous
- Child Development Technician (Open and Promotional) – 2/5
- Family Services Specialist (Open and Promotional) – 2/21
- Human Resources Assistant (Open and Promotional) – 1/28
- Instructional Aide II – Special Education, Hearing Impaired (Open and Promotional) – 11/19
- Instructional Aide II – Special Education (Open and Promotional) – 1/14
- Secretary I (Open and Promotional with Promotional taking precedence) – 2/15
- Senior Budget Technician (Open and Promotional with Promotional taking precedence) – 2/28
- Senior Human Resources Assistant (Open and Promotional) – 12/20
- Technology Service Technician (Open and Promotional) – 3/8

Upcoming Recruitments
- Assistant Director of Network Computer Services
- Athletic P.E. Technician (Female)
- Facilities Manager
- Grounds Worker II
- HVAC Technician
- Lead Custodian
- Mechanic III
- Piano Accompanist
- Speech Language Pathology Assistant

Classification and Salary
- Instructional Support Study
  - Pending Site Visitations
Reference Item:

3
# PERSONNEL COMMISSION
## TEST PLAN

<table>
<thead>
<tr>
<th>岗 位</th>
<th>员工编号</th>
<th>申请日期</th>
<th>注册日期</th>
<th>关闭日期</th>
<th>天数</th>
<th>写作测试/评估</th>
<th>彩排测试</th>
<th>名单建立</th>
<th>业务天数</th>
<th>关闭日期</th>
<th>助理</th>
<th>招聘者</th>
<th>分析师</th>
<th>状态</th>
</tr>
</thead>
<tbody>
<tr>
<td>会计技术员</td>
<td></td>
<td>02/05</td>
<td>02/12</td>
<td>03/06</td>
<td>15</td>
<td>O&amp;P</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>JR</td>
<td>KS</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>出勤记录员</td>
<td>n/a</td>
<td>12/07</td>
<td>01/08</td>
<td>15</td>
<td>OPP</td>
<td>n/a</td>
<td>multiple dates</td>
<td>2/20</td>
<td>2/21</td>
<td>JR</td>
<td>JC</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>公共汽车司机</td>
<td>10/24</td>
<td>11/09</td>
<td>01/27</td>
<td>15</td>
<td>OPP</td>
<td>n/a</td>
<td>2/13/21</td>
<td>1/23</td>
<td>2/25</td>
<td>DF</td>
<td>KS</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>自助餐厅工作人员</td>
<td>10/26</td>
<td>10/26</td>
<td>01/27</td>
<td>15</td>
<td>OPP</td>
<td>TBD</td>
<td>n/a</td>
<td>TBD</td>
<td>DF</td>
<td>JC</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>儿童发展技术员</td>
<td>n/a</td>
<td>01/14</td>
<td>02/05</td>
<td>15</td>
<td>OPP</td>
<td>n/a</td>
<td>n/a</td>
<td>02/26</td>
<td>DF</td>
<td>JC</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>家庭服务专员</td>
<td>10/24</td>
<td>01/04</td>
<td>02/21</td>
<td>15</td>
<td>OPP</td>
<td>n/a</td>
<td>TBD</td>
<td>TBD</td>
<td>DF</td>
<td>JC</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>特殊教育助理</td>
<td>10/10</td>
<td>01/29</td>
<td>02/21</td>
<td>15</td>
<td>OPP</td>
<td>n/a</td>
<td>TBD</td>
<td>TBD</td>
<td>DF</td>
<td>JC</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>特殊教育助理 - 听力障碍</td>
<td>n/a</td>
<td>12/13</td>
<td>01/14</td>
<td>15</td>
<td>OPP</td>
<td>n/a</td>
<td>1/11 &amp; 3/1</td>
<td>TBD</td>
<td>DF</td>
<td>KS</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>秘书1</td>
<td>12/21</td>
<td>01/24</td>
<td>02/15</td>
<td>15</td>
<td>OPP</td>
<td>n/a</td>
<td>TBD</td>
<td>TBD</td>
<td>DF</td>
<td>JC</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>高级预算技术员</td>
<td>12/21</td>
<td>02/06</td>
<td>02/28</td>
<td>15</td>
<td>OPP</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>RC</td>
<td>KS</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>高级人力资源助理</td>
<td>11/16</td>
<td>11/29</td>
<td>12/20</td>
<td>15</td>
<td>OPP</td>
<td>n/a</td>
<td>2/22</td>
<td>2/22</td>
<td>DF</td>
<td>KS</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>技术支持工程师</td>
<td>01/25</td>
<td>02/14</td>
<td>03/08</td>
<td>15</td>
<td>OPP</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>JR</td>
<td>JC</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>警方</td>
<td>10/31</td>
<td>12/05</td>
<td>01/07</td>
<td>16</td>
<td>OPP</td>
<td>n/a</td>
<td>2/5</td>
<td>2/5</td>
<td>02/14</td>
<td>26</td>
<td>JR</td>
<td>Elist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*1Merged 2/19/2019*
Reference Item:

4
RULE REVIEW AND PROPOSED RULE CHANGE

3.1.2 EXEMPTION FROM THE CLASSIFIED SERVICE

SECOND READING
Report Date: February 5, 2019

I. Recommendation
The Personnel Director recommends that the Personnel Commission consider for first reading the proposed change to Personnel Commission Rule 3.1.2 EXEMPTION FROM THE CLASSIFIED SERVICE.

II. Background and Analysis
Assembly Bill 2160, signed into law by Governor Jerry Brown, went into effect on January 1, 2019, whereby part-time playground aides became part of the classified service. This change in California State law requires a person employed by a school district, in a part-time playground position, to be placed into the classified service as of the effective date of the law. In an effort to ensure that the Personnel Commission rules are in compliance with the California Education Code, federal, state and local laws, guidelines and court decisions, as well as collective bargaining agreements, the staff reviewed rule 3.1.2.

III. Recommendation
AMENDMENT:
Personnel Commission Rule 3.1.2 should be amended as follows:

3.1.2 EXEMPTION FROM THE CLASSIFIED SERVICE
A. Exempt from the classified service are positions which require certification qualifications, part-time playground positions, full-time day students employed part-time, part-time students employed part-time in any college work study program or in a work experience program conducted by a Community College, apprentices, community representatives (as provided by law), and professional experts employed on a temporary basis for a specific project by the Board or by the Commission when so designated by the Commission, shall be exempt from the classified service.

REFERENCE: Education Code 44065, 44066, 44068, 44069, 45103, 45106, 45108, 45204, 45205 45205.1, 45256, 45256.5, 45257, 45258, 45259, 51760, 51760.3, 51764

The following is the amended rule with the change:

3.1.2 EXEMPTION FROM THE CLASSIFIED SERVICE
A. Exempt from the classified service are positions which require certification qualifications, full-time day students employed part-time, part-time students employed part-time in any college work study program or in a work experience program conducted by a Community College, apprentices, community representatives (as provided by law), and professional experts employed on a temporary basis for a specific project by the Board or by the Commission when so designated by the Commission, shall be exempt from the classified service.

REFERENCE: Education Code 44065, 44066, 44068, 44069, 45103, 45106, 45108, 45204, 45205 45205.1, 45256, 45256.5, 45257, 45258, 45259, 51760, 51760.3, 51764