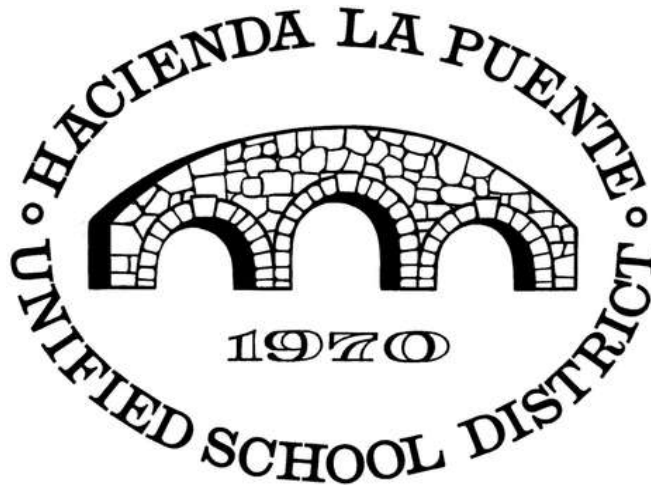


**PERSONNEL COMMISSION  
HACIENDA LA PUENTE  
UNIFIED SCHOOL DISTRICT**



**Personnel Commission Meeting Agenda  
August 8, 2017**

PERSONNEL COMMISSION  
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
15959 East Gale Avenue  
City of Industry, California 91746

**AGENDA**  
REGULAR MEETING  
**August 8, 2017**  
4:30 P.M. in the Board Room

Meeting called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Anita Ford, Chair	_____
Anita Perez, Vice Chair	_____
Jeanne Gooch, Member	_____
Patricia Heineke, Interim Personnel Director	_____
Khrynston Samreth, Personnel Analyst	_____
Carol Kelly, Personnel Assistant	_____

**I. GENERAL FUNCTIONS**

	<u>REFERENCE</u>	<u>ACTION</u>
1. Approve the agenda as submitted or amended.		Moved by _____ Seconded _____ Vote _____
2. Approve minutes of the regular meeting of <u>July 11, 2017</u> .	1	Moved by _____ 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**

	<u>REFERENCE</u>	<u>ACTION</u>
1. Receive <u>Test Plan</u> information.	3	No Action Required

- |   |                 |  |
|---|-----------------|--|
| 2. Approve ratification of the following Eligibility list(s): | Sep. Doc.<br>A. | Moved by _____<br>Seconded _____<br>Vote _____ |
|---|-----------------|--|

Facilities Manager, #0621/0317  
 Food Service Delivery Driver, 0509/0317  
 Maintenance Worker, #0624/0317  
 Rehabilitation Program Assistant, #0248/0417

- |  |                 |  |
|--|-----------------|--|
| 3. Ratify the removal of the following eligible(s) in accordance with Personnel Commission Rules 4.1.1 and 6.1.11: | Sep. Doc.<br>B. | Moved by _____<br>Seconded _____<br>Vote _____ |
|--|-----------------|--|

Administrative Assistant, #0302/0417  
 Eligible(s) #2644500  
 Custodian I, #0806/0516  
 Eligible(s) #20770154  
 Warehouse Delivery Worker, #1204/0217  
 Eligible(s) #4182797

- |  |                 |                    |
|--|-----------------|--------------------|
| 4. Notification of the removal of the following Eligible(s) in accordance with the Personnel Commission Rule 6.1.11 and 4.2.1: | Sep. Doc.<br>C. | No Action Required |
|--|-----------------|--------------------|

Cafeteria Worker I, #0506/1016 Merged  
 Eligible(s) #25276053, #31022380

**III. CLASSIFICATION AND SALARY**

1. None.

**IV. RULES AND REGULATIONS**

1. None.

**V. CHARGES AND HEARINGS**

1. None.

**VI. OTHER**

- |  | <u>REFERENCE</u> | <u>ACTION</u>      |
|--|------------------|--------------------|
| 1. Unfinished Business.  |                  | No Action Required |
| 2. Adjourn to Closed Session<br>Government Code 54957:<br>Public Employee Performance Evaluation.<br>Title: Personnel Director |                  | No Action Required |

Adjourned to Closed Session \_\_\_\_\_ p.m.  
 Reconvened to regular meeting \_\_\_\_\_ p.m.

3. Commissioner's Comments.

No Action Required

**NEXT REGULAR MEETING**

Date: **September 5, 2017**

Time: 4:30 p.m.

Location: Board Room

ADJOURNMENT: \_\_\_\_\_ p.m.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 15959 E. Gale Avenue, City of Industry, CA 91716.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Director at 626-933-3920 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.)

**Reference Item:**

**1**

PERSONNEL COMMISSION  
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF  
**July 11, 2017**

**PRELIMINARY SECTION**

CALL TO ORDER

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

MEMBERS PRESENT

Ms. Anita Ford, Chair  
Ms. Anita Perez, Vice Chair  
Ms. Jeanne Gooch, Member

STAFF MEMBERS PRESENT

Mr. Khrynston Samreth, Personnel Analyst  
Ms. Jennifer Chen, Associate Personnel Analyst  
Ms. Carol Kelly, Personnel Assistant

OTHERS PRESENT

See Visitor's Register

**I. GENERAL FUNCTIONS**

AGENDA APPROVED AS AMENDED

1. Vote 2-0      Ms. Perez-Yes      Ms. Gooch-Yes

Ms. Perez, Vice Chair, moved to approve the agenda as amended to remove the closed session, and to move discussion of reference item #8, Warehouse Delivery Worker to the end of the agenda.

MINUTES APPROVED AS SUBMITTED

2. Vote 2-0      Ms. Perez-Yes      Ms. Ford-Yes

Ms. Perez moved to approve the minutes of the regular meeting of June 6, 2017.

3. Vote 2-0      Ms. Gooch-Yes      Ms. Perez-Yes

Ms. Gooch, Member, moved to approve the minutes of the special meeting of June 14, 2017.

DIRECTOR'S REPORT

4. In the absence of a Director, Ms. Ford, Chair, referenced item #3, the Director's Report as listed in the agenda.

COMMUNICATION

5. Ms. Sonia Wheeler, CSEA Grievance Chair, thanked the Personnel Commission for the review of Warehouse Delivery Worker class description.

Ms. Wheeler inquired to ask if there would be a vacancy for Associate Personnel Analyst if the Commission approved the reclassification, reference item #9, listed on the agenda.

Ms. Ford responded to say that the recommendation was to reclassify the position upward to the position of Personnel Analyst, so it would not create a vacancy.

**II. SELECTION PROCESS**

RECEIVED TEST PLAN

- 6. Received Test Plan. No action was required.
- 7. Received Provisional Assignment and Working Out of Class report. No action was required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

RATIFIED ELIGIBILITY LISTS

- 8. Vote 2-0 Ms. Perez-Yes Ms. Gooch-Yes

Ms. Perez moved to approve ratification of the following eligibility lists:

Administrative Assistant, #0302/0417  
Director of Fiscal Services, #1720/0417 Merged  
Senior Office Assistant, #0346/0317

RATIFIED REMOVALS OF ELIGIBLES

- 9. Vote 2-0 Ms. Gooch-Yes Ms. Perez-Yes

Ms. Gooch moved to approve ratification of the following eligible(s) for removals in accordance with Personnel Commission Rules 4.1.1 and 6.1.11.

Administrative Assistant, #0302/0417  
Eligible(s) #10569884  
Budget Supervisor, #0118/1216  
Eligible(s) #31136487  
Cafeteria Worker I, #0506/1016 Merged  
Eligible(s) #1848839  
Custodian I, #0806/0516  
Eligible(s) #25172958

NOTIFICATION OF REMOVALS OF ELIGIBLES

- 10. No Action was required.

The following eligible(s) were removed in accordance with Personnel Commission Rules 6.1.11 and 4.2.1.

Custodian I, #0806/0516  
Eligible(s) #16540588

**III. CLASSIFICATION AND SALARY**

APPROVED REVISED CLASS DESCRIPTIONS

- 11. Vote 2-0 Ms. Perez-Yes Ms. Gooch-Yes

Ms. Perez moved to approve the revised class description of Instructional Aide – Refrigeration/Air Conditioning/Electrical Appliance Repair to the new class title of Instructional Aide – Major Appliance Repair, to comply with Education Code 45109.

- 12. Vote 2-0 Ms. Perez-Yes Ms. Gooch-Yes

Ms. Perez moved to approve the revised class description of Payroll Technician, to comply with Education Code 45109.

13. Vote 2-0 Ms. Perez-Yes Ms. Gooch-Yes

Ms. Perez moved to approve the revised class description and salary allocation of Warehouse Delivery Worker, to comply with Education Code 45109.

APPROVED RECLASSIFICATION

14. Vote 2-0 Ms. Perez-Yes Ms. Gooch-Yes

Ms. Perez moved to approve the following reclassification to comply with Education Code 45110.

Reclassify Associate Personnel Analyst Incumbent to the position of Personnel Analyst, and place at Range M-7 on the Management salary schedule, effective July 12, 2017.

**IV. RULES AND REGULATIONS**

15. None.

**V. CHARGES AND HEARINGS**

16. None.

**VI. OTHER**

17. None.

18. The closed session was removed from the agenda.

19. Ms. Gooch requested to move the Personnel Commission meeting scheduled for August 1, 2017 to August 8, 2017.

20. Ms. Perez thanked the audience members for their attendance.

21. The next regular meeting was scheduled for:

**Tuesday, August 8, 2017, at 4:30 p.m.**

Meeting adjourned at: 4:47 p.m.

UNFINISHED BUSINESS

CLOSED SESSION

COMMISSIONER'S COMMENTS

NEXT REGULAR MEETING

Submitted by \_\_\_\_\_  
Patricia Heineke, Interim Personnel Director

Approved 08/08/17  
Date

by \_\_\_\_\_  
Chair



**Reference Item:**

**2**

## Director's Report: August 8, 2017

<b>Current Recruitments</b>		
<b><u>Classification</u></b>	<b><u>Last Day to File</u></b>	<b><u>Status / Comments</u></b>
Bus Driver (Open & Promo. – merged list)	continuous	List established 7/24
Cafeteria Worker I (Open & Promo. – merged list)	continuous	SI Scheduled for 8/9
Campus Security Officer (Open & Promo.)	August 9	TBD
Computer Field Services Supervisorv. (Open & Promo.)	May 15	SI Scheduled for 8/4
Director of Fiscal Services (O & P – merged list)	August 16	TBD
Food Service Supervisor (Open & Promo.)	July 12	SI Scheduled for 8/24
Human Resources Assistant (Open & Promo.)	August 14	Filing period limited to 7 days; posted for 15
Instr. Aide – Major Appliance Repair (O & P)	August 14	TBD
Media Center clerk (Promo. only)	June 20	SI scheduled for 8/16
Office Assistant (Open & Promo.)	July 10	Written exam 7/31 & 8/1
Payroll Technician (Open & Promo.)	August 7 <sup>th</sup>	Written exam 8/22 & 8/23
School Office Manager II (Promo. Only)	Continuous	TBD
Stock Delivery Worker (Open & Promo.)	July 12	SI scheduled for 8/18
Technology Services Tec. (Open & Promo.)	May 10	SI scheduled for 8/3
<b>Upcoming Recruitments</b>		
<b><u>Classification</u></b>	<b><u>Last Day to File</u></b>	<b><u>Requisition Received</u></b>
Accounting Technician (Open & Promo.)	TBD	May 24
Asst. Dir. Of Network Computer Services ( O & P)	TBD	March 8
Cafeteria Worker II (Promo. Only)	TBD	July 5
Child Development Technician (Open & Promo.)	TBD	Calendared
Custodian I (Open & Promo.)	TBD	Calendared
Custodian II (Open & Promo.)	TBD	Calendared
Groundswoker I (Open & Promo.)	TBD	July 5 (no current vacancy)
Groundswoker II (Promo.)	TBD	July 5 (no current vacancy)
Healthcare Assistant (Open & Promo.)	TBD	April 19
Instructional Aide – Classroom (Open & Promo.)	TBD	April 19
Lead Custodian (Promo. Only)	TBD	May 10
Media Center Aide (Open & Promo.)	TBD	July 5
Plant Supervisor (Promo. Only)	TBD	July 5
Police & Safety Communications Specialist (O & P)	TBD	June 21 (revising class dscr.)
Speech Language Pathology Asst. (Open & Promo.)	TBD	April 19

Note: Exam dates subject to change

### **Additional Recruitment – Personnel Director**

- Information Gathering phase - Now through August 18
- Bulletin Preparation and Distribution by August 24
- Applications accepted August 24 through October 13
- Test Preparation Phase - August 21<sup>st</sup> through August 29
- Exam administered by October 24<sup>th</sup>
- Selection Interview November 6 or alternate date as determined by Personnel Commission

All dates tentative and dependent upon various factors.

### **Upcoming Training Opportunity for Staff and Commissioners**

October 20 – PCASC Luncheon meeting with presentation

**Reference Item:**

**3**

PERSONNEL COMMISSION  
TEST PLAN

	Req to test received	Posted	Closed	Days Posted	Field of Competition	Written Test/T & E	S.I./Perf Test	List Established	Bus. Days From Closing	Assistant	Recruiter	Analyst	Status
Bus Driver <sup>1</sup>	10/28	10/28	Continuous	O&P	Continuous	07/24				CK	KS	Active	
Cafeteria Worker I <sup>1</sup>	10/26	10/26	Continuous	O&P	07/07	08/09				JB	JC	Active	
Campus Security Officer	06/21	07/18	08/08	15	O&P	8/25	TBD			JB	JC	Active	
Child Development Technician	n/a	08/02	08/23	15	O&P	na	TBD			JR	JC	Active	
Computer Field Services Supervisor	03/08	04/24	05/15	15	O&P	6/5	07/12			JB	JC	Active	
Director of Fiscal Services	07/26	07/26	08/16	15	O&P	na	TBD			CK	KS	Active	
Facilities Manager (New Bond)	03/08	04/17	05/12	19	P	na	06/12	07/17	39	JR	KS	Elist	
Food Service Delivery Driver	03/22	05/22	06/28	15	P	na	07/19	07/28	18	JR	KS	Elist	
Food Service Supervisor	05/24	06/14	07/12	16	O&P	na	8/8, 8/24			JB	KS	Active	
Human Resources Assistant	05/24	07/24	08/14	15	O&P	TBD	TBD			JB	KS	Active	
I.A. Major Appliance Repair	05/17	07/24	08/14	15	O&P	TBD	TBD			JR	KS	Active	
Lead Custodian	05/10	08/01	08/22	15	P	na	TBD			JR	KS	Active	
Maintenance Worker (New Bond)	03/08	04/17	05/12	19	P	5/26	07/13	07/25	44	JR	JC	Elist	
Media Center Clerk	09/09	05/25	06/20	15	P	na	07/11	08/16		JB	KS	Active	
Office Assistant	n/a	06/14	07/10	15	O&P	7/31 8/1	TBD			JB	JC	Active	
Payroll Technician	03/22	07/13	08/07	15	O&P	8/22 8/23	TBD			JR	JC	Active	
Rehabilitation Program Assistant	11/21	04/19	05/10	15	O&P	6/6	06/28	07/10	37	JR	JC	Elist	
School Office Manager II	n/a	07/13	Continuous	P	na	TBD				CK	KS	Active	
Stock Delivery Worker	01/26	06/14	07/12	16	O&P	7/27	8/18			JR	KS	Active	
Technology Service Technician	11/23	04/19	05/10	15	O&P	6/5	7/12/17 & 8/3/17			JB	JC	Active	

<sup>1</sup>Merged