

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda
December 5, 2023

PERSONNEL COMMISSION
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
15959 East Gale Avenue
City of Industry, California 91745

AGENDA
REGULAR MEETING
December 5, 2023
4:30 P.M. Board Room & Virtual

Meeting called to order by _____ at _____ p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Sandra Hernandez	_____
Felipe Arellano	_____
Israel Cobos, Personnel Director	_____
Jennifer Chen, Personnel Analyst	_____
Michelle Quiroz, Personnel Assistant	_____

Meeting Procedures

Personnel Commissioners, Personnel Commission staff and the public will be able to participate in the Personnel Commission meeting in person and virtually. Participants in this meeting will be able to join virtually by using the link and information below.

To join the meeting virtually with video and audio, follow this link:

<https://hlpusd-k12-ca.zoom.us/j/94982667381?pwd=MHA2VlIrbGMrZXhHT010VUdiOTdtUT09>

To join the meeting virtually by telephone with audio only, call this number: +1 (669) 900-6833

For both methods, use:

Meeting ID: **949 8266 7381**

Passcode: **692374**

Procedures for Participation: Should you wish to participate in public comments during the “Communications” portion of the agenda, you may speak when authorized by the Personnel Commission Chair after submitting a comment card if attending the meeting in person. For those participating in the meeting virtually or by phone, you may speak when authorized by the Personnel Commission Chair after submitting your request or comments electronically by completing the online form: <https://forms.gle/4jPU8wwwdfbnMeWY8>. In the event of a service disruption that prevents broadcasting of the meeting or a disruption that prevents public comment, the meeting will be stopped and continued at a time to be determined and based on the ability to successfully broadcast and allow public comment for the meeting.

Accessibility: Reasonable accommodations for individuals with disabilities will be handled on a case-by-case basis and in accordance with the Americans with Disabilities Act. Please call (626) 933-3920 to request an accommodation at least 48 hours in advance of the meeting.

I. GENERAL FUNCTIONS

	<u>REFERENCE</u>	<u>ACTION</u>
1. Acknowledge the appointment of Mr. Andrew Tse to the Personnel Commission as the District Appointee for a term from December 1, 2023 to November 30, 2026.		No Action Required
2. Oath of Office	1.	No Action Required
3. Resolution of the Personnel Commissioners Code of Professional Conduct.	2.	No Action Required
4. Election of Officers of the Personnel Commission for the term of December 1, 2023 to November 30, 2024.		
Election of the Chair		Moved by _____ Seconded _____ Vote _____
Election of the Vice Chair		Moved by _____ Seconded _____ Vote _____
5. Approve the agenda as submitted or amended.		Moved by _____ Seconded _____ Vote _____
6. Approve minutes of the regular meeting of <u>November 7, 2023</u> .	3.	Moved by _____ Seconded _____ Vote _____
7. Director’s Report	4.	No Action Required
8. Communications		
<i>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.</i>		
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	5.	No Action Required
2. Receive <u>Provisional Assignment/Working Out of Class</u> Report	6.	No Action Required
3. Ratify the 3-month extension of the following Eligibility list(s) per PC Rule 6.1.5: Custodian II – List #0808/0423 Previous expiration date: 12/22/2023 New expiration date: 3/22/2023	Sep. Doc. A.	Moved by _____ Seconded _____ Vote _____

4. Approve ratification of the following Eligibility list(s):
 - Child Development Technician, List #0206/1023
 - Custodian I, List #0806/1023
 - Instructional Aide I – Special Education, List #0260/0323
 - Instructional Aide II – Special Education, List #0262/0323
 - Instructional Aide II – Special Education Bilingual, List #0263/0323
 - Instructional Aide II – Special Education (Female) – List #02665/0323
 - Instructional Aide II – Special Education (Male) – List #0264/0323
 - Purchasing Technician, List #0126/0923
 - Secretary II, List #0336/0923
 - Warehouse Supervisor, List #1206/0823

Sep. Doc.	Moved by	_____
B.	Seconded	_____
	Vote	_____

5. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11:
 - Billing Clerk, List #0110/0823
 - Eligible(s) #33067808
 - Cafeteria Worker I, List #0506/0823
 - Eligible(s) #47582938, #55037499, #54997262, #51483864
 - Child Development Technician, List #0206/1122
 - Eligible(s) #39022546
 - Instructional Aide I – Special Education, List #0260/0323
 - Eligible(s) #28889291, #54963223, #15446255
 - Instructional Aide II – Special Education, List #0262/0323
 - Eligible(s) #53080226, #54963223, #46820397
 - Language Assessment Technician, List #0250/0823
 - Eligible(s) #55173796

Sep. Doc.	Moved by	_____
C.	Seconded	_____
	Vote	_____

III. CLASSIFICATION AND SALARY

- | | <u>REFERENCE</u> | <u>ACTION</u> |
|---|------------------|--|
| 1. Approve new class description of <u>Network and Cybersecurity Manager</u> to comply with Education Code 45256. | 7. | Moved by _____
Seconded _____
Vote _____ |

IV. RULES AND REGULATIONS

- | | <u>REFERENCE</u> | <u>ACTION</u> |
|---------|------------------|---------------|
| 1. None | | |

V. CHARGES AND HEARINGS

- | | <u>REFERENCE</u> | <u>ACTION</u> |
|---------|------------------|---------------|
| 1. None | | |

VI. OTHER

- | | <u>REFERENCE</u> | <u>ACTION</u> |
|----------------------------|------------------|--------------------|
| 1. Unfinished Business | | No Action Required |
| 2. Commissioner’s Comments | | No Action Required |

3. Adjourn to Closed Session

No Action Required

Government Code 54957:

Public Employee Discipline, Dismissal, Release

Adjourned to Closed Session _____ p.m.

Reconvened to regular meeting _____ p.m.

NEXT REGULAR MEETING

Date: **Tuesday, February 6, 2023**

Time: 4:30 p.m.

Location: Board Room & Virtual

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 91745.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Personnel Commission at (626) 933-3920 at least 48 hours in advance of the meeting.
(Government Code 54954.2 (a) 1.)

Reference Item:

1



Personnel Commission

OATH OF OFFICE FOR PERSONNEL COMMISSIONER

I, Andrew Tse, do solemnly affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Andrew Tse

Subscribed and sworn to before me

This 7th day of December 2023

Israel Cobos, Personnel Director and Secretary

Reference Item:

2

COMMISSIONERS' CODE OF PROFESSIONAL CONDUCT

Whereas, the Personnel Commission shall base all actions and decisions on merit, fairness and efficiency regardless of outside influence, and

Whereas, Commissioners shall publicly champion and vocally encourage others to embrace the principles of merit in all decisions and actions related to Human Resources Management, and

Whereas, Commissioners shall act and vote independently and objectively regardless of their source of appointment, and

Whereas, although Commissioners should routinely meet with the Board of Education, and employee representatives to discuss general Human Resources concerns, Commissioners shall direct individuals who privately contact them about specific Commission issues to the Personnel Director, and then the full Commission, and

Whereas, the Commission is to provide counsel and direction to their Director at the policy level rather than become involved in the day-to-day operations of the staff, and

Whereas, Commissioners understand and recognize that the power and decision-making authority over the Personnel Commission and its staff or over actions that impact the Classified Service lies only with the full Commission and not with an individual opinion or one Commissioner, and

Whereas, Commission members are expected to attend and participate in all Commission meetings and become fully informed of the issues being considered at those meetings, and

Whereas, Commission members who receive expressions of concern regarding issues that impact the Classified Service should share that information with the entire Commission, and

Whereas, Commission members should avail themselves of opportunities to inform and educate themselves about current Human Resources practices and employment law by individual study and/or through participation in programs providing related information, and

Whereas, the Commission shall encourage regular and impartial performance evaluations of all Classified employees, and

Whereas, the Commission shall encourage training programs for all Classified employees, and

Whereas, the Commission shall ensure a continuous review of positions in the Classified Service and recognize that classification descriptions are based on assigned duties not attributes of individual incumbents, and

Whereas, Commissioners shall not publicly engage in personal attacks on Commission staff or attempt to discipline any employee other than the Director of their staff, and

Whereas, Commission members shall recognize that the Chair of the Commission is the official voice of the Personnel Commission and that members have the responsibility when meeting privately with others to differentiate their views from those of the Commission as a whole, and

Whereas, Commissioners shall respect the confidentiality of all privileged information, including that discussed in closed session, and

Whereas, Commissioners shall comply with the accepted Rules of Order and the Brown Act in the conduct of their meetings, and shall enforce the accepted Rules of Order for attendees at their meetings, and

Whereas, Commissioners shall support and ensure that all candidates for classified employment are provided with equal employment opportunity and that selection procedures are based on merit and fitness, and

Whereas, the Commission shall recognize the value of diversity in the workplace and encourage recruitment outreach to members of underrepresented groups, and

Whereas, the Commission shall adjudicate disciplinary and examination appeals on the basis of relevant substantial evidence and not on personal, prejudicial, or extraneous information, feelings, or beliefs, and

Whereas, the Commission shall abide by related provisions of the California State Education Code and federal, state and local legislation and regulations;

Therefore, be it resolved that I, **COMMISSIONERS NAME**, Personnel Commissioner, agree to and support this Code of Conduct.

Signature

December 7, 2023

Date

Reference Item:

3

PERSONNEL COMMISSION
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF

November 7, 2023

PRELIMINARY SECTION

CALL TO ORDER

The meeting of the Personnel Commission of the Hacienda La Puente Unified School District was called to order by Mr. Henry Gonzales, Chair, at 4:32 p.m., in the Board Room, 15959 East Gale Avenue, City of Industry, California, and via teleconference/video conference.

MEMBERS PRESENT

Mr. Henry Gonzales, Chair
Ms. Sandra Hernandez, Vice Chair
Mr. Felipe Arellano, Member

STAFF MEMBERS PRESENT

Mr. Israel Cobos, Personnel Director
Ms. Jennifer Chen, Personnel Analyst
Ms. Michelle Quiroz, Personnel Assistant

OTHERS PRESENT

See Visitor's Register

I. GENERAL FUNCTIONS

APPROVED AGENDA AS SUBMITTED

83. Vote 2-0 Ms. Hernandez -Yes Mr. Arellano -Yes

Ms. Sandra Hernandez, Vice Chair, moved to approve the agenda as submitted.

APPROVED MINUTES AS SUBMITTED

84. Vote 2-0 Ms. Hernandez -Yes Mr. Arellano -Yes

Ms. Hernandez moved to approve the minutes of the regular meeting of October 3, 2023.

DIRECTOR'S REPORT

85. Mr. Israel Cobos, Personnel Director, welcomed everyone to the meeting and provided updates on completed, current, and upcoming recruitments.

86. Mr. Cobos also shared the following updates:

- Personnel Commission staff attended the WRIPAC Job Analysis Training on October 9, 10, 19 & 20 (Four half day sessions).
- The Personnel Commission partnered with Human Resources and Child Development to host a CDT one day recruitment event on October 10.
- Personnel Commission and Human Resources staff attended the Mt. SAC Career Fair on October 26.
- Personnel Commission staff attended the virtual Director's Roundtable meeting on October 27.
- The Personnel Commission hosted a CalPERS retirement learning session on November 1 with 50+ in attendance. This was the first in person CalPERS learning session since the pandemic began.
- Personnel Commission staff attended the Personnel Testing Council of Southern California's Annual Conference on November 2.

- Personnel Commission staff partnered with Human Resources and Instructional Support for a one-day recruitment event on November 6 for Instructional Aide I and II, Special Education positions. Another one day hiring event for CDT will take place on November 15.
- The Personnel Commission will host the next New Employee Orientation on December 12.
- Mr. Hal Longan, Director of Risk Management, sent out an invitation to a Social Security 101 workshop taking place on November 8 at the District Office.
- Mr. Cobos expressed thanks on behalf of the department to Mr. Gonzales for his years of service to the Commission and the District. He emphasized Mr. Gonzales' steadfast advocacy for classified employees, as well as his dedication and sacrifice, having never missed a commission meeting.

COMMUNICATIONS

87. Mr. Robert Barba, SEIU representative, shared his appreciation for Mr. Gonzales and his accomplishments, and thanked the Personnel Commission for their work with Human Resources to fill vacancies.

88. Mr. Joseph Zepeda, Director, Human Resources, thanked Mr. Gonzales for his work and dedication to the District and shared that he has enjoyed working with him.

Mr. Zepeda commented on the recent recruiting events, sharing that Human Resources attended the Dia de los Muertos event the previous weekend, recruiting and sharing information with the community. He also thanked the Personnel Commission, Police & Safety, and the hiring departments for their collaboration in hosting the one day hiring events. He shared that due to these events, the Child Development Technician role is getting close to being fully staffed.

89. Dr. John Lovato, Assistant Superintendent, Human Resources, recognized Mr. Gonzales' five years of dedicated service to the District as Commissioner, with a certificate from the Superintendent and the Board of Education to be presented later in the meeting. Dr. Lovato thanked Mr. Gonzales for his work for the District in upholding the merit system, and shared that he would be missed.

Dr. Lovato thanked Mr. Cobos for working with him during this transition and helping to fit his ideas into the District and creating a positive impact on employees. He noted the increase in filling vacancies since he joined the District.

90. Ms. Margaret Caldera, CSEA President, commented on the interviews held by the District for the Board Appointed Commissioner. She shared her concerns regarding individual questions and responses.

II. SELECTION PROCESS

RECEIVED TEST PLAN

91. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

92. Received Provisional Assignment and Working Out of Class report. No Action Required.

RATIFIED ELIGIBILITY LISTS

93. Vote 2-0 Ms. Hernandez -Yes Mr. Arellano -Yes

Ms. Hernandez moved to approve the ratification of the following Eligibility list(s):

Billing Clerk, List #0110/0823

Cafeteria Worker I, List #0506/0823

Child Development Technician, List #0206/1122

Instructional Aide I – Special Education, List #0260/0323

Instructional Aide I – Special Education Bilingual, List #0261/0323

Instructional Aide II – Special Education, List #0262/0323

Instructional Aide II – Special Education (Female), List #0265/0323

Language Assessment Technician, List #0250/0823

Rehabilitation Program Assistant, List #0248/0823

Transportation Training Supervisor, List #1310/0823

RATIFIED REMOVAL OF ELIGIBLES

94. Vote 2-0 Ms. Hernandez -Yes Mr. Arellano -Yes

Ms. Hernandez moved to approve the ratification of the removal of the following eligible(s) in accordance with the Personnel Commission Rule 6.1.11, amended to exclude eligible #53109706 on the Instructional Aide - Classroom eligibility list:

Cafeteria Manager I, List #0500/0523

Eligible(s) #20292594, #39663172

Cafeteria Worker II, List #0508/0623

Eligible(s) #20660084

Campus Security Office, List #0102/0123

Eligible(s) #19929670, #12485345

Financial Analyst, List #0121/0623

Eligible(s) #10569884, #22921568, #15527055

Instructional Aide – Classroom, List #0211/0223

Eligible(s) #50848874, #52991372, #52982093, #53112065, #35415141, #50635205, #52693675, #53050592, #50345522, #53093895, #36785665, #53153426, #53005801

Instructional Aide I – Special Education Bilingual, List #0261/0323

Eligible(s) #54051794, 53231974, 49212049, #38986471, #37596325

Instructional Aide II – Special Education, List #0262/0323

Eligible(s) #26814092, 52839410, 47297487, #20065509, #25641475, #29491792

Office Assistant, List #0344/1222

Eligible(s) #8711197, #17223900, #48405797, #18089488

Senior Budget Technician, List #0130/0523

Eligible(s) #42155921

Site Supervision Aide, List #0270/0623

Eligible(s) #50161049

NOTIFIED OF REMOVAL OF THE FOLLOWING ELIGIBLE(S) IN ACCORDANCE WITH PERSONNEL COMMISSION RULE 4.2.1

95. No Action Required.

Campus Security Officer, List #1102/0123

Eligible(s) #34460698

Instructional Aide II – Special Education, List #0262/0323

Eligible(s) #41559724

III. CLASSIFICATION AND SALARY

97. None.

IV. RULES AND REGULATIONS

98. None.

V. CHARGES AND HEARINGS

99. None.

VI. OTHER

100. None.

COMMISSIONERS' COMMENTS

101. Mr. Felipe Arellano, Member, thanked everyone for attending. He thanked Mr. Gonzales for his five years of service and support to the District. He also thanked the Personnel Commission and Human Resources for hosting the hiring events, noting that the pandemic had affected staffing and expressed hope that the vacancies would be filled in the next year or two.

Mr. Arellano wished Mr. Gonzales the best and shared that he enjoyed working and learning at his side.

102. Ms. Hernandez praised the ongoing recruitment efforts by Human Resources and the Personnel Commission, thanking Mr. Barba for sharing how the efforts are noticed from an employee's perspective. Ms. Hernandez began to present a plaque to Henry on behalf of the Personnel Commission acknowledging him for his service to classified employees. (Continued later)

103. Mr. Gonzales shared that he has enjoyed working with everyone as a Commissioner, and that while they may not have always agreed, they were always able to come to a consensus and move forward, and he's been impressed with the progress. He thanked the staff for their support and professionalism and for making success possible. He thanked the Board and administrators for the opportunity to serve the District.

Ms. Hernandez, Mr. Arellano, and Mr. Cobos presented Mr. Gonzales with a commemorative plaque in recognition of his service to the Personnel Commission.

Dr. Lovato presented Mr. Gonzales with a certificate of appreciation from the Board and Superintendent in recognition of his service to the District.

CLOSED SESSION

104. Adjourned to closed session
Government Code 54957:
Public Employee Discipline, Dismissal, Release
Adjourned to closed session: 5:04 p.m.
Reconvened to regular meeting: 5:59 p.m.

Mr. Gonzales announced that there were no actions taken in closed session.

NEXT REGULAR MEETING

105. The next regular meeting is scheduled for
Tuesday, December 5, 2023 at 4:30 p.m.
Meeting adjourned at 5:59 p.m.

Submitted by

Israel Cobos
Personnel Director

Approved

Date

By

Chair

Per Personnel Commission Rule 2.2.8, The Personnel Director or his designee shall record in the minutes the time and place of each Commission meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners.

Reference Item:

4

Director's Report: December 5, 2023

Completed Recruitments with Date List Established

- Child Development Technician (Open and Promotional) – 11/16
- Custodian I (Open and Promotional) – 11/28
- Instructional Aide I – Special Education (Open and Promotional) – 11/17
- Instructional Aide II – Special Education (Open and Promotional) – 11/17
- Instructional Aide II – Special Education Female (Open and Promotional) – 11/17
- Instructional Aide II – Special Education Male (Open and Promotional) – 11/17
- Instructional Aide II – Special Education Bilingual (Open and Promotional) – 11/16
- Purchasing Technician (Open and Promotional) – 11/17
- Secretary II (Promotional Only) – 11/27
- Warehouse Supervisor (Promotional Only) – 11/3

Current Recruitments with Last Day to Apply

- Accounting Technician (Open and Promotional) – 11/9
- Attendance Clerk (Promotional Only) – 12/20
- Bus Driver (Open and Promotional) – Continuous
- Campus Security Officer (Open and Promotional) – 11/28
- Child Development Technician (Open and Promotional) – 1/11/24
- Instructional Aide I – Special Education (Open and Promotional) – 12/1
- Instructional Aide II – Special Education (Open and Promotional) – 12/1
- Media Center Aide (Open and Promotional) – 11/8
- Office Assistant (Open and Promotional) – 10/31
- Plant Supervisor (Promotional Only) – 11/28
- Registrar (Promotional Only) – 10/27
- Senior Purchasing Technician (Open and Promotional with Promotional Taking Precedence)- 10/5

Upcoming Recruitments

- Secretary I
- Instructional Aide Classroom Bilingual
- Accounting Supervisor
- Senior Office Assistant
- Technology Service Technician

Training/Other

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event in mid-November for Instructional Aide I and II, Special Education positions. The next recruitment event for Instructional Support positions will be on December 19-20. The next CDT recruitment event will take place on January 26. The last CDT recruitment event was also in mid-November.
- The Personnel Commission will host the next New Employee Orientation on December 12.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

11/30/2023

Classification	Date Established	Eligibility List Expiration Date
Administrative Assistant	9/15/2023	9/15/2024
Athletic PE Technician (Female)	6/5/2023	6/5/2024
Athletic PE Technician (Male)	6/5/2023	6/5/2024
Associate Personnel Analyst	12/8/2022	12/8/2023
Billing Clerk	10/26/2023	10/26/2024
Bus Driver	7/6/2023	7/6/2024
Cafeteria Manager I	8/10/2023	8/10/2024
Cafeteria Worker I^	10/13/2023	4/13/2024
Cafeteria Worker II	8/29/2023	8/29/2024
Campus Security Officer	4/4/2023	4/4/2024
Child Development Technician^*	11/16/2023	5/16/2024
Computer Field Service Supervisor	8/3/2023	8/3/2024
Custodian I^*	11/28/2023	5/28/2024
Custodian II^*	6/22/2023	3/22/2023
Data and Systems Supervisor	9/5/2023	9/5/2024
Executive Director of Facilities	2/16/2023	2/16/2024
Financial Analyst	9/5/2023	9/5/2024
Grounds Worker II	5/12/2023	5/12/2024
Human Resources Assistant	7/7/2023	7/7/2024
Instructional Aide Classroom	4/28/2023	4/28/2024
Instructional Aide Classroom - Bilingual	4/28/2023	4/28/2024
Instructional Aide I - Special Education^*	11/17/2023	5/17/2024
Instructional Aide I - Special Education Bilingual^	10/17/2023	4/17/2024
Instructional Aide II- Special Education^*	11/17/2023	5/17/2024
Instructional Aide II - Special Education (Female)^*	11/17/2023	5/17/2024
Instructional Aide II - Special Education (Male)^*	11/17/2023	5/17/2024
Instructional Aide II - Special Education Bilingual^*	11/16/2023	5/16/2024
Language Assessment Technician	10/19/2023	10/19/2024
Maintenance Worker	4/11/2023	4/11/2024
Nutrition Services Supervisor	1/10/2023	1/10/2024
Office Assistant	3/17/2023	3/17/2024
Payroll Supervisor	1/24/2023	1/24/2024
Payroll Technician	6/12/2023	6/12/2024
Personnel Technician	3/31/2023	3/31/2024
Plumber	3/30/2023	3/30/2024
Purchasing Technician*	11/17/2023	11/17/2024
Rehabilitation Program Assistant	10/11/2023	10/11/2024
Senior Budget Technician	8/8/2023	8/8/2024
Secretary II*	11/27/2023	11/27/2024
Site Supervision Aide^	8/7/2023	2/7/2024
Transportation Training Supervisor	10/12/2023	10/12/2024
Warehouse Supervisor*	11/3/2023	11/3/2024

* = Pending Commission Ratification

^ = Six (6) month eligibility list

Reference Item:

5

Reference Item:

6

**PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
December 2023**

Education Code Sections

45110. Classified employees shall not be required to perform duties which are not fixed and prescribed for the position by the governing board in accordance with Section 45109, unless the duties reasonably relate to those fixed for the position by the board, for any period of time which exceeds five working days within a 15-calendar-day period except as authorized herein. An employee may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five working days provided that his salary is adjusted upward for the entire period he is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside his normal assigned duties.

45287. When no eligibility list exists for a position in the classified service, an employee may receive provisional appointments which may accumulate to a total of 90 working days. A 90-calendar-day interval shall then elapse during which the person will be ineligible to serve in any full-time provisional capacity. No person shall be employed in provisional capacities under a given governing board for a total of more than 126 working days in any one fiscal year, except that when no one is available on an appropriate eligibility list for a part-time position, as defined in Section 45256, successive 90 working days provisional appointments may be made to the part-time position for a total of more than 126 working days in any one fiscal year.

45288. The personnel commission may authorize the extension of a provisional employee's assignment for a period not to exceed 36 working days provided the following requirements are met:

- (a) An examination for the class was completed during the first 90 working days of his provisional assignment.
- (b) Evidence satisfactory to the personnel commission is presented indicating:
 - (1) That an adequate recruitment effort has been and is being made.
 - (2) That extension of the provisional assignment is necessary to carry on vital functions of the district.
 - (3) That the position cannot be satisfactorily filled by use of other employment lists or procedures.

Provisional

Last	First	Current Classification	Provisional Assignment	Location:	Start Date:	End Date:
Marquez	Eugene	Maintenance Worker	Painter	Facilities	10/27/23	3/1/24
Gutierrez	Alfred	Maintenance Worker	Carpenter	Facilities	8/14/23	12/8/23
Sims	Victor	Maintenance Worker	Carpenter	Facilities	8/14/23	12/8/23
Villa	Audon	Grounds Worker II	Plant Supervisor	Facilities	8/25/23	12/8/23
Hernandez	David	Lead Custodian	Facilities Supervisor	Facilities	11/3/23	2/2/24

Working Out of Classification

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
Alarcon	Sonia	Cafeteria Manager I	Cafeteria Manager II	Cedarlane Academy	8/7/23	5/24/24
Altamirano	Karina	Cafeteria Worker II	Cafeteria Manager I	Wing Lane ES	8/7/23	5/24/24
Arredondo	Violet	Cafeteria Worker I	Cafeteria Worker II	Los Altos HS	8/7/23	5/24/24
Avalos	Lorraine	Cafeteria Worker I	Cafeteria Worker II	Baldwin Academy	8/7/23	5/24/24
Belanger	Donna	Cafeteria Worker I	Cafeteria Worker II	California ES	8/7/23	5/24/24
Cerda	Sasha	Cafeteria Worker I	Cafeteria Worker II	Fairgrove Academy	8/7/23	5/24/24
Flamenco	Elba	Cafeteria Worker I	Cafeteria Worker II	Workman HS	8/7/23	5/24/24
Limas	Valerie	Cafeteria Worker I	Cafeteria Worker II	Sparks MS	8/7/23	5/24/24

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
December 2023

Working Out of Classification (Cont.)

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
MacFarland	Cruz	Cafeteria Worker I	Cafeteria Worker II	La Puente HS	8/7/23	5/24/24
Silva	Linda	Cafeteria Worker I	Cafeteria Worker II	Kwis ES	8/7/23	5/24/24
Trafford	Danielle	Cafeteria Worker I	Cafeteria Worker II	Grandview Academy	8/7/23	5/24/24
Briones	Amanda	Cafeteria Worker II	Cafeteria Manager I	Wedgeworth ES	9/7/23	5/24/24
Avellaneda	Thomas	Office Assistant	Billing Clerk	Willow Center	10/1/23	2/1/24
Ramirez	Angie	Cafeteria Worker I	Cafeteria Worker II	Workman ES	10/16/23	12/22/23
Cardenas	Brittanee	Cafeteria Worker I	Cafeteria Worker II	Grandview Academy	10/27/23	12/22/23
Hernandez-Hernandez	Higinio	Warehouse Delivery Worker	Warehouse Supervisor	D.O. Purchasing	11/1/23	2/29/24
Leyva	Rosalia	Cafeteria Worker II	Cafeteria Manager I	Grazide ES	11/1/23	12/22/23
Topete	Antonio	Warehouse Delivery Worker	Warehouse Supervisor	D.O. Purchasing	11/1/23	2/29/24

Reference Item:

7

NEW CLASSIFICATION

NETWORK AND CYBERSECURITY MANAGER

Effective Date: December 5, 2023

I. Recommendation

The Personnel Director recommends that the Personnel Commission approve and adopt the following proposed new classification:

A. Classification

1. Establish the classification of Network and Cybersecurity Manager.
2. Place the classification of Network and Cybersecurity Manager on Range M-22 (\$10,332.92/month – \$12,496.50/month) on the Classified Management Salary Schedule.
3. Adopt the new classification specification for Network and Cybersecurity Manager.
4. Approve the field of competition for Network and Cybersecurity Manager to be open and promotional.

II. Background

The office of the Personnel Commission received a request from the Network & Computer Services Department, to establish a classification that will replace the Network Communication Services Manager classification. The Network and Cybersecurity Manager position will change the focus of the previous position by providing a dedicated technical resource to oversee a comprehensive district-wide network and cybersecurity program that addresses the 21st century needs of the district. There has never been a dedicated resource and specialist in the area of network and cybersecurity in the district in the past although the need for such a position is as critical as it has ever been.

The introduction of this new role will address a significant void within the NCS department, with a dedicated focus on network administration and cybersecurity. Its primary purpose lies in proficiently implementing and managing the district's vital network infrastructure. This involves ensuring optimal configuration and performance of network components, including routers, switches, and firewalls. Beyond these operational aspects, the position holds the responsibility of not only overseeing the network's implementation, management, and security but also of crafting and executing comprehensive security strategies and policies to shield the district's digital assets. The Network and Cybersecurity Manager will champion cybersecurity awareness and best practices. In the face of potential data breaches, they will lead the incident response plan and maintain effective communication.

Once the new position is created, the Network Communication Services Manager position will be abolished. The net result will be neutral in that one management level position will replace another management level position. Both positions are at the same salary range so the impact to the budget is also neutral. The last incumbent in the Network Communication Services Manager position was in September 2022. There have been no incumbents in the former position since it was last vacated more than a year ago.

The Network Communication Services Manager position will not be abolished until the Network and Cybersecurity Manager position has been successfully established.

III. Classification Analysis

Staff received input from the Associate Superintendent, Business Services, Director of Network & Computer Services, and the Assistant Superintendent, Human Resources. During this process, the Personnel Commission surveyed other school districts with the same or similar classification to determine a best-in-class description for the technological needs of the District including the minimum qualifications and appropriate salary range for the new position. The proposed class description is the result of this collaboration and survey.

A class description outlining the duties and responsibilities for the proposed classification is attached to this report.

IV. Salary Analysis

The compensation study included analysis of external salary alignment, as well as comparisons of duties and minimum qualifications for related classifications. The Personnel Commission’s recommendation for the salary range at M-22 (\$10,332.92 minimum monthly salary/\$12,496.50 maximum monthly salary) is the result of surveying other school districts with the same or similar position. Through this research and analysis, the Personnel Commission has recommended the appropriate minimum qualifications and salary range for the newly created “Network and Cybersecurity Manager” position.

External Alignment

Salary information was collected from similar classifications in other school districts. This information is provided in the table below, along with the proposed Network and Cybersecurity Manager noted in **bold**:

District	Classification	Min. Monthly
San Bernardino City USD	Information Technology Security Manager	\$11,370.67
Los Angeles USD	Cyber Security Engineer III	\$10,837.30
Hacienda La Puente USD	Network and Cybersecurity Manager	\$10,332.92
Poway USD	Program Manager, Information Technology	\$10,218.00
Lynwood USD	Network and Cybersecurity Manager	\$10,068.00
Long Beach USD	Cyber Security Manager	\$9,567.39
Los Angeles COE	Information Systems Security Architect	\$9,468.00

Basis of Recommendation

Based on external market analysis, staff recommends placing the Network and Cybersecurity Manager salary at range M-22 (\$10,332.92 - \$12,496.50/month) on the Classified Management Salary Schedule.

V. Field of Competition

The field of competition should be open and promotional. The reason being that this is a new classification and there is no pre-existing recruitment data for which field of competition analysis can be conducted. With recruitment data, staff will be able to gauge the level of interest of internal and external applicants and determine if there is a history of adequate internal supply of candidates.

NETWORK AND CYBERSECURITY MANAGER

DEFINITION

Under the general direction of the Director of Network and Computer Services, directs, plans, develops and maintains a comprehensive district-wide network and cybersecurity program to protect the district's electronic data and network infrastructure from external and internal security breaches, data loss, and privacy violations and to ensure that cybersecurity measures taken are in compliance with statutory and regulatory requirements regarding information access, security and privacy. Manages and provides voice and data network design, performs network analysis and planning, determines equipment requirements, establishes and implements procedures, and supervises and evaluates the performance of assigned staff.

ESSENTIAL DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Administers on-premises and cloud-hosted systems and servers related to the district's Local Area Network (LAN) and Wide Area Network (WAN) services (e.g., DNS, DHCP, 802.1x authentication, Windows Active Directory, IP address assignment, voice-over IP, firewall configuration, (VPN) to ensure the availability of services to authorized users.
- Manages and provides video, voice, and data network design, maintenance, and operations to support the district (e.g., migration to new systems, scheduling installations, product research, etc.) to ensure the efficiency of video, voice, and data access and sharing over LANs and WANs.
- Performs network analysis, design, and planning activities to determine equipment requirements, recommends network hardware and software, formalizes installation/implementation procedures, and performs system updates/maintenance.
- Troubleshoots malfunctions of network hardware and/or software applications within the district's LANs and WANs, telephones, and security systems to resolve operational issues and restore services.
- Directs and maintains configuration management of electronic security systems, applications, and data encryption to provide total data security including policy assessment and compliance tools, network security appliances, and host-based systems.
- Oversees the day-to-day technical operations of assigned areas (e.g., cloud, routing, data security, internet connectivity, virtual servers, etc.) to provide a consistent level of customer service to clients.
- Establishes information and infrastructure security controls, including identification of unnecessary services/applications, redundant accounts, risky applications, etc. to support system hardening and policy and procedure alignment. Work with appropriate units across the organization to implement the controls.
- Conducts threat and vulnerability assessments for the district, oversees remedial action, and recommends actions as needed.
- Communicates with stakeholders regarding system status, service updates, planned outages, unplanned disruptions, and service delivery issues. Works with District staff to recommend repairs and replacement of equipment.
- Coordinates service orders and problem reporting with IT Infrastructure and security vendors to provide appropriate levels of connectivity for district operations.
- Prepares and presents IT Infrastructure and security equipment proposals, including instructional capabilities, platform operating systems, and topology to meet district requirements.
- Trains, supervises, delegates and evaluates the performance of assigned staff to enhance team productivity and ensure that project and operational objectives are achieved.
- Develops, implements, and oversees the development and delivery of training programs on information security for IT staff and end users.
- Establishes and oversees an institutional knowledgebase of current and emerging electronic information security technologies, security issues, and information privacy legislation and regulations and incorporates changes to policies, standards, and procedures.

- Develops, implements, and monitors an ongoing risk assessment program and information security management system targeting electronic information, infrastructure security, and security breach prevention, detection, and remediation.
- Develops, implements, and maintains security monitoring practices and standards for user access, operating systems, applications, electronic information systems, network security devices, etc. in accordance with defined policies, standards, and procedures of the district and industry best practices, developing corrective action plans in response to related issues.
- Establishes and monitors security reports/logs, creating audit reports to identify needed response to exceptions, abnormalities, unusual or suspicious activities in the district's infrastructure and computing environments.
- Develops, implements, and leads an incident response team and the investigation of electronic security breaches. Interfaces with outside law enforcement agencies on electronic security breaches as needed.
- Leads the development, maintenance, and dissemination of electronic information security, policies, standards, procedures, and practices. Implements and monitors user access policies, procedures, and standards.
- Monitors health and usage of critical district network infrastructures and research trends, products, equipment, testing, etc. to recommend procedures and/or purchases.
- Coordinates and oversees departmental change management, business continuity, and disaster recovery policies and procedures to ensure stability of required systems to support the districts goals.
- Participates in the development of budgets for assigned areas, reviewing and analyzing infrastructure and security billings to ensure appropriate levels of service, accuracy of billing, and e-rate support.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience:

A bachelor's degree from an accredited college or university with a major in information technology, computer science, network administration or a closely related field and four years of experience in computer and network maintenance, network/cybersecurity, repair, and support; including two years of supervisory experience in a network and technology environment.

OR

Graduation from high school or evidence of equivalent educational proficiency and (8) eight years of experience in computer and network maintenance, network/cybersecurity, repair, and support; including two years of supervisory experience in a network and technology environment.

Experience in installation of technology-based facility improvements, modernization or new construction is desirable. Experience in a school district is desirable.

Special:

- Possession of a valid California Class C Driver License.
- Evidence of adequate insurance for a motor vehicle, which meets or exceeds the California legal liability insurance requirement and continue to maintain insurability.
- Use of an automobile.

EMPLOYMENT STANDARDS

Knowledge of:

- Network security, IT infrastructure, Information and Cybersecurity issues, requirements, and trends.
- Federal Rules of Civil Procedure (FRCP), e-Discovery, Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), children's Internet Protection Act (CIPA), Payment Card Industry Data Security Standard (PCI DSS), Sarbanes-Oxley and other information security related laws and regulations.
- Configuration, installation, implementation, repair and maintenance of computers, printers, all related hardware, network communication and information security equipment and software.
- Supervisory, leadership and personnel management principles and practices.

- Concepts and techniques of project management, risk management, contract management and negotiation.
- Physical security alarm and security monitoring equipment, software, tools, and techniques.
- Information security software and tools.
- Industry network standards of premise wiring for twisted-pair, coaxial and fiber-optic deployment.
- Authentication, authorization, and encryption technologies.
- Auditing standards and techniques.
- Technology environments, programming, networking, technology support, and desktop support.
- Data processing, hardware platforms, enterprise software applications.
- Information Technology Service Management (ITSM).
- Data Center Operations Management Security Standards.
- Application Development Life Cycle Database Standards.
- Network analysis, design and planning practices and procedures.
- Network operating systems, topologies, platforms and protocols including TCP/IP, ISDN and IP video conferencing and associated technologies.
- Strategic and operational technology planning, execution, and policy development.
- Budget management concepts and procedures.
- Collaboration software such as email, videoconferencing, and web browser clients for both MacOS and Windows.

Ability to:

- Communicate effectively both orally and in writing with others at various levels of understanding.
- Establish and maintain effective working relationships with a wide variety of users.
- Organize and present clear and comprehensive information and oral and written reports.
- Lead, develop, supervise, train, and evaluate assigned personnel.
- Delegate work to others and display trust and grant authority within set boundaries.
- Analyze, evaluate, and problem-solve at an exceptional level.
- Understand and follow oral and written directions.
- Maintain confidentiality of information.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Maintain current knowledge of technological advances in the field.
- Drive a District vehicle safely and efficiently.
- Operate diagnostic equipment.
- Operate computer and network diagnostic equipment.

PHYSICAL DEMANDS

Employees in this classification use a computer, phones, both hands simultaneously, use fingers repetitively, use twisting or pressure repetitively involving wrists or hands to operate computers and related equipment, rapid mental/muscular coordination, speak clearly, hear normal voice conversation, see small details, maintain balance, reach overhead, have color vision and distinguish wire colors, drive a vehicle, stand, walk, sit, carry, stoop/bend, lift and carry up to 50 lbs.

WORK ENVIRONMENT

Employees in this classification work directly with District staff, students and the public, primarily indoors with exposure to contagious illnesses, sometimes outside, in the absence of supervision, over 40 hours a week, with high work volume and tight deadlines, continuously changing priorities, continuous interruptions, dealing with temperature changes, in confined spaces, heights, and electrical hazards.

REASONABLE ACCOMMODATIONS

In accordance with the Americans with Disabilities Act (ADA), the Hacienda La Puente USD provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. Requests for reasonable

accommodations must be signed by your medical doctor or psychologist as appropriate, and must be on provider letterhead with the actual signature of the provider of services.

Salary Range: M-22