

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda
February 6, 2024

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

AGENDA
REGULAR MEETING
February 6, 2024
4:30 P.M. Board Room & Virtual

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

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Sandra Hernandez, Chair	_____
Felipe Arellano, Vice Chair	_____
Andrew Tse, Member	_____
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=MHA2VlIrbGMrZXhHT01OVUdiOTdtUT09>

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/4jPU8wwdfbnMeWY8>. 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. Approve the agenda as submitted or amended.		Moved by _____ Seconded _____ Vote _____
2. Approve minutes of the regular meeting of <u>December 5, 2023</u> .	1.	Moved by _____ Seconded _____ Vote _____
3. Director’s Report	2.	No Action Required
4. 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	3.	No Action Required
2. Receive <u>Provisional Assignment/Working Out of Class</u> Report	4.	No Action Required
3. Approve ratification of the following Eligibility list(s): Accounting Technician, List #0116/1023 Bus Driver, List #1302/0822 Campus Security Officer, #1102/1023 Instructional Aide I – Special Education, #0260/1123 Instructional Aide II – Special Education, List #0262/1123 Instructional Aide II – Special Education (Female), List #0265/1123 Instructional Aide II – Special Education (Male), List #0264/1123 Media Center Aide, List #0704/1023 Office Assistant, List #0344/1023 Plant Supervisor, List #0812/1123 Registrar, List #0330/1023 Senior Purchasing Technician, List #0134/0923	Sep. Doc. A.	Moved by _____ Seconded _____ Vote _____
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11: Accounting Technician, List #0116/1023 Eligible(s) #4897850 Bus Driver, List #1302/0822 Eligible(s) #7773571 Cafeteria Worker I, List #0506/0823 Eligible(s) #44983310, #54939451, #54946305, #36763176, #37983636	Sep. Doc. B.	Moved by _____ Seconded _____ Vote _____

Child Development Technician, List #0206/1023

Eligible(s) #, 31941000, #55628427

Instructional Aide Classroom, List #0211/0223

Eligible(s) #40455986, #53086018

Instructional Aide Classroom – Bilingual, List #0212/0223

Eligible(s) #53109706, #2166181, #50345522

Instructional Aide I Special Education, List #0260/1123

Eligible(s) #46394381, #44475391, #48925163, #54597157, #55954222

Instructional Aide II Special Education, List #0262/0323

Eligible(s) #25054168

Instructional Aide II Special Education - Bilingual, List #0263/0323

Eligible(s) #35461190, #26814092

Media Center Aide, List #0704/1023

Eligible(s) #43011481

Office Assistant, List #0344/1023

Eligible(s) #55293208

Rehabilitation Program Assistant, List #0248/0823

Eligible(s) #53080226, #34846765, #25761415, #17170956

Site Supervision Aide, List #0270/0623

Eligible(s) #54124561

III. CLASSIFICATION AND SALARY

REFERENCE

ACTION

1. None

IV. RULES AND REGULATIONS

REFERENCE

ACTION

1. None

V. CHARGES AND HEARINGS

REFERENCE

ACTION

1. None

VI. OTHER

REFERENCE

ACTION

1. Presentation: Recruitment Process Timeline

5.

No Action Required

2. Unfinished Business

No Action Required

3. Commissioner’s Comments

No Action Required

4. 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, March 5, 2024**

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

December 5, 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 Ms. Sandra Hernandez, Chair, at 4:30 p.m., in the Board Room, 15959 East Gale Avenue, City of Industry, California, and via teleconference / video conference.

MEMBERS PRESENT

Ms. Sandra Hernandez, Chair
Mr. Felipe Arellano, Vice Chair
Mr. Andrew Tse, 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

ACKNOWLEDGEMENT OF COMMISSIONER APPOINTMENT

106. Ms. Sandra Hernandez, Chair, and Mr. Felipe Arellano, Vice Chair, acknowledged the appointment of Mr. Andrew Tse to the Personnel Commission as the Board Appointee for a term from December 1, 2023 to November 30, 2026.

OATH OF OFFICE

107. Mr. Tse took the oath of office.

RESOLUTION OF THE PERSONNEL COMMISSIONERS CODE OF PROFESSIONAL CONDUCT

108. Mr. Israel Cobos, Personnel Director, read aloud the *Personnel Commissioners Code of Professional Conduct*. The Personnel Commissioners, Ms. Hernandez, Mr. Arellano, and Mr. Tse accepted and signed the Resolution of the Personnel Commissioners Code of Professional Conduct.

ELECTION OF OFFICERS

109. Vote 2-0 Mr. Arellano -Yes Mr. Tse -Yes
Approved the election of Ms. Hernandez as Chair of the Personnel Commission for the term of December 1, 2023 to November 30, 2024.

110. Vote 2-0 Ms. Hernandez -Yes Mr. Tse -Yes
Approved the election of Mr. Arellano as Vice Chair of the Personnel Commission for the term of December 1, 2023 to November 30, 2024.

APPROVED AGENDA AS AMENDED

111. Vote 2-0 Mr. Arellano -Yes Mr. Tse -Yes
Mr. Arellano moved to approve the agenda as amended to remove closed session.

APPROVED MINUTES AS SUBMITTED

112. Vote 2-0 Mr. Arellano -Yes Mr. Tse -Yes
Mr. Arellano moved to approve the minutes of the regular meeting of November 7, 2023.

DIRECTOR'S REPORT

113. Mr. Israel Cobos, Personnel Director, congratulated the Commissioners on their newly elected positions and welcomed everyone to the meeting. He provided updates on completed, current, and upcoming recruitments.
114. Mr. Cobos also shared the following updates:
- Personnel Commission staff completed 42 recruitments since July 1, 2023, and have twelve open recruitments.
 - 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.
 - The next Personnel Commission meeting will include a presentation on the recruitment process timeline.

Mr. Tse asked what the typical turnout is for recruitment events and where they are held. Mr. Cobos explained the process, which takes place at the District Office, and how the attendance varies by classification.

COMMUNICATIONS

115. Dr. John Lovato, Assistant Superintendent of Human Resources, welcomed Mr. Tse to the District and expressed interest in working closely with him. He wished all the Commissioners a happy holiday on behalf of Human Resources and the District.

Dr. Lovato thanked Mr. Cobos and his team for working so well with Human Resources and accomplishing so much together.

II. SELECTION PROCESS

RECEIVED TEST PLAN

116. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED THE 3-MONTH EXTENSION OF THE FOLLOWING ELIGIBILITY LIST(S) PER PC RULE 6.1.5

118. Vote 2-0 Mr. Arellano -Yes Mr. Tse -Yes
Mr. Tse moved to approve 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: 3/22/2024

RATIFIED ELIGIBILITY LISTS

119. Vote 2-0 Mr. Arellano -Yes Mr. Tse -Yes
Mr. Arellano moved to approve the 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 #0265/0323

Instructional Aide II – Special Education (Male) – List #0264/0323
Purchasing Technician, List #0126/0923
Secretary II, List #0336/0923
Warehouse Supervisor, List #1206/0823

RATIFIED REMOVAL OF ELIGIBLES

120. Vote 2-0 Mr. Arellano -Yes Mr. Tse -Yes

Mr. Arellano moved to approve the ratification of the removal of the following eligible(s) in accordance with the 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

III. CLASSIFICATION AND SALARY

APPROVED NEW CLASS DESCRIPTION OF NETWORK AND CYBERSECURITY MANAGER TO COMPLY WITH EDUCATION CODE 45256.

121. Vote 2-0 Mr. Arellano -Yes Mr. Tse -Yes

Mr. Arellano moved to approve the new class description of Network and Cybersecurity Manager to comply with Education Code 45256.

Mr. Cobos provided an overview and background on the new class description.

IV. RULES AND REGULATIONS

122. None.

V. CHARGES AND HEARINGS

123. None.

VI. OTHER

124. None.

COMMISSIONERS' COMMENTS

125. Mr. Tse expressed his pleasure at joining the Commission and is looking forward to working with his colleagues; he is glad to be of service.

126. Mr. Arellano thanked everyone for attending the meeting and wished all District staff a happy holiday.

127. Ms. Hernandez welcomed Mr. Tse and looks forward to working with him. She wished everyone a happy, healthy and safe holiday season. She thanked the staff for all their remarkable work.

NEXT REGULAR MEETING

128. The next regular meeting is scheduled for

Tuesday, February 6, 2023 at 4:30 p.m.

Meeting adjourned at 4:59 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:

2

Director's Report: February 6, 2024

Completed Recruitments with Date List Established

- Accounting Technician (Open and Promotional) – 1/19/24
- Bus Driver (Open and Promotional) – 1/18/24
- Campus Security Officer (Open and Promotional) – 1/9/24
- Instructional Aide I – Special Education (Open and Promotional) – 12/22/23
- Instructional Aide II – Special Education (Open and Promotional) – 12/22/23
- Instructional Aide II – Special Education Female (Open and Promotional) – 12/22/23
- Instructional Aide II – Special Education Male (Open and Promotional) – 12/22/23
- Media Center Aide (Open and Promotional) – 1/12/24
- Office Assistant (Open and Promotional) – 1/23/24
- Plant Supervisor (Promotional Only) – 12/22/23
- Registrar (Promotional Only) – 12/7/23
- Sr. Purchasing Technician (Open and Promotional w/Promotional Taking Precedence) – 11/30/23

Current Recruitments with Last Day to Apply

- Accounting Supervisor (Open and Promotional with Promotional Taking Precedence) – 1/9/24
- Attendance Clerk (Promotional Only) – 12/20/23
- Budget Supervisor (Open and Promotional) – 2/8/24
- Bus Driver (Open and Promotional) – Continuous
- Child Development Technician (Open and Promotional) – 3/14/24
- Employment Developer (Open and Promotional) – 2/26/24
- Instructional Aide Classroom Bilingual (Open and Promotional) – 1/11/24
- Instructional Aide I – Special Education (Open and Promotional) – 1/24/24
- Instructional Aide II – Special Education (Open and Promotional) – 1/24/24
- Network and Cybersecurity Manager (Open and Promotional) – 2/2/24
- Occupational Therapist (Open and Promotional) – 2/21/24
- Senior Office Assistant (Open and Promotional with Promotional Taking Precedence) – 2/9/24

Upcoming Recruitments

- Technology Service Technician
- Instructional Aide Classroom
- Speech Language Pathology Assistant
- Carpenter
- Instructional Materials Attendant

Training/Other

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event in late-December for Instructional Aide I and II, Special Education positions. The results were very positive. The next recruitment event for Instructional Aides will be on February 8-9. We will have additional recruitment events from March – June for a total of 5 events between January – June.
- The Commission also continues to partner with Human Resources and Child Development on recruitment events as well. One took place in January and the next CDT recruitment event will take place in March.
- The Personnel Commission hosted a new Employee Orientation on December 12 with about 20 new employees in attendance. The next New Employee Orientation is scheduled for February 21.
- Personnel Commission staff attended the 2024 Winter WRIPAC virtual meeting on January 25. One of the training presentations was on Cyclical Compensation Studies.
- Personnel Commission staff attended the PCASC Legal Update on January 31.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

1/31/2024

Classification	Date Established	Eligibility List Expiration Date
Accounting Technician*	1/19/2024	1/19/2025
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
Billing Clerk	10/26/2023	10/26/2024
Bus Driver*	1/18/2024	1/18/2025
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*	1/9/2024	1/9/2025
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	3/22/2024
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^*	12/22/2023	6/22/2024
Instructional Aide I - Special Education Bilingual^	10/17/2023	4/17/2024
Instructional Aide II- Special Education^*	12/22/2023	6/22/2024
Instructional Aide II - Special Education (Female)^*	12/22/2023	6/22/2024
Instructional Aide II - Special Education (Male)^*	12/22/2023	6/22/2024
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
Media Center Aide*	1/12/2024	1/12/2025
Office Assistant*	1/23/2024	1/23/2025
Payroll Technician	6/12/2023	6/12/2024
Personnel Technician	3/31/2023	3/31/2024
Plant Supervisor*	12/22/2023	12/22/2024
Plumber	3/30/2023	3/30/2024
Purchasing Technician	11/17/2023	11/17/2024
Registrar*	12/7/2023	12/7/2024
Rehabilitation Program Assistant	10/11/2023	10/11/2024
Secretary II	11/27/2023	11/27/2024
Senior Budget Technician	8/8/2023	8/8/2024
Senior Purchasing Technician*	11/30/2023	11/30/2024
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:

3

Reference Item:

4

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
February 2024

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	4/29/24
Sims	Victor	Maintenance Worker	Carpenter	Facilities	8/14/23	4/29/24
Villa	Audon	Grounds Worker II	Plant Supervisor	Facilities	8/25/23	3/29/24
Garcia	Ernest	Maintenance Worker	Painter	Facilities	12/14/23	4/26/24

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
February 2024

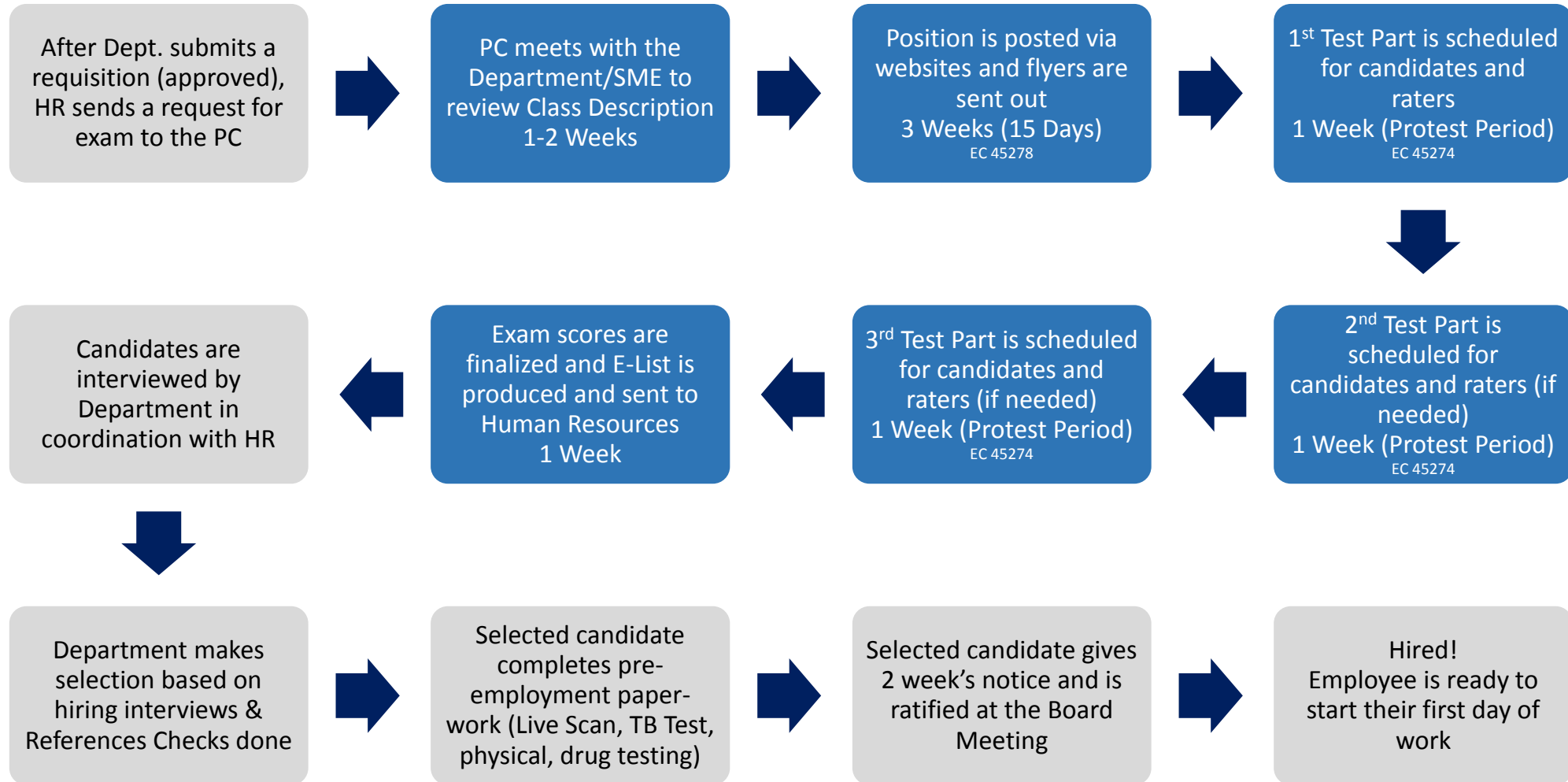
Working Out of Classification (Cont.)

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
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
Becerra	Nancy	Cafeteria Worker II	Cafeteria Manager I	Baldwin Academy	10/9/23	5/24/24
Garcia	Martha	Cafeteria Manager I	Cafeteria Manager II	Valinda School of Academics	11/1/23	5/24/24
Reyes	Julia	Cafeteria Worker II	Cafeteria Manager I	Los Altos ES	11/1/23	5/24/24
Bohorquez	Myrna	Office Assistant	Senior Office Assistant	Dibble Adult	12/15/23	5/31/24
Cantero	Guadalupe	Office Assistant	Senior Office Assistant	Dibble Adult	12/15/23	5/31/24
Acevedo	Maria	Cafeteria Worker II	Cafeteria Manager I	Los Robles ES	1/8/24	5/24/24

Reference Item:

5

Recruitment Process Timeline



Note: Additional time is needed for the following:

- >Class Description revision
- >Candidate protests (Add 1 additional week)
- >Heavy recruitment schedule
- >Rater Availability
- >Virtual testing processes