

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda

April 9, 2024

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

AGENDA
REGULAR MEETING
April 9, 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=MHA2VllrbGMrZXhHT010VUdiOTdtUT09>

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. Approve the agenda as submitted or amended.		Moved by _____ Seconded _____ Vote _____
2. Approve minutes of the regular meeting of <u>March 6, 2024</u> .	1.	Moved by _____ Seconded _____ Vote _____
3. Preliminary discussion of the Personnel Commission budget for the 2024-2025 fiscal year (Personnel Commission proposed draft only).	Sep. Doc A.	No Action Required
4. Director's Report	2.	No Action Required
5. 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 Report</u>	4.	No Action Required
3. Approve ratification of the following Eligibility list(s): Accounting Supervisor, List #0114/1223 Bus Driver, List #1302/0822 Merged Child Development Technician, List #0206/0224 Merged Instructional Aide I – Special Education, List #0260/0224 Merged Instructional Aide II – Special Education, List #0262/0224 Merged Instructional Aide II – Special Education (Female), List #0265/0224 Merged Instructional Aide II – Special Education (Male), List #0264/0224 Network and Cybersecurity Manager, List #1745/0124 Occupational Therapist, List #0268/0124	Sep. Doc. B.	Moved by _____ Seconded _____ Vote _____
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11: Accounting Supervisor, List #0114/1223 Eligible(s) #41985864 Cafeteria Worker I, List #0506/0823 Eligible(s) #54939159 Campus Security Officer, List #1102/1023 Eligible(s) #38064363	Sep. Doc. C.	Moved by _____ Seconded _____ Vote _____

Child Development Technician, List #0206/1223

Eligible(s) #37993311, #50832757

Instructional Aide Classroom – Bilingual, List #0212/1223

Eligible(s) #56234984, #55256485, #56427746, #46929419

Instructional Aide I – Special Education – Lists #0260/1123, 1223, 0224

Eligible(s) 23556831, #55180342, #20528900, #56788176, #12188280, #53899528

Instructional Aide II – Special Education, Lists #0262/1123, 1223, 0323

Eligible(s) #36993555, #49891429, #55978543, #12188280, #56419704, #56590667, #39785075, #24316704, #49330526

Language Assessment Technician, List #0250/0823

Eligible(s) #55256485, #54599176, #54303798, #50737972

Office Assistant, List #0344/1023

Eligible(s) #31833092, #33685209, #31949206, #55605127, #27554142

Rehabilitation Program Assistant, List #0248/0823

Eligible(s) #13948984

Senior Budget Technician, List #0130/0523

Eligible(s) #34985774, #4897850

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

Sep. Doc.
D.

No Action Required

Cafeteria Worker I, List #0506/0823

Eligible(s) #55048299

III. CLASSIFICATION AND SALARY

1. Ratify the abolishment of the following classification(s) in accordance with Personnel Commission Rule 3.2.7.C

REFERENCE

5.

ACTION

Moved by _____
Seconded _____
Vote _____

Network Communication Services Manager

IV. RULES AND REGULATIONS

1. None

REFERENCE

ACTION

V. CHARGES AND HEARINGS

1. None

REFERENCE

ACTION

VI. OTHER

1. Unfinished Business

No Action Required

2. Commissioner’s Comments

No Action Required

3. Adjourn to Closed Session
Government Code 54957:
Public Employee Discipline, Dismissal, Release

No Action Required

Adjourned to Closed Session _____ p.m.
Reconvened to regular meeting _____ p.m.

NEXT REGULAR MEETING

Date: **Tuesday, May 7, 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

March 6, 2024

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

APPROVED AGENDA AS SUBMITTED

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

Mr. Andrew Tse, Member, moved to approve the agenda as submitted.

APPROVED MINUTES AS SUBMITTED

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

Mr. Tse moved to approve the minutes of the regular meeting of February 6, 2024.

DIRECTOR'S REPORT

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

151. Mr. Cobos also shared the following updates:

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on February 8-9 for Instructional Aide I and II, Special Education positions. Results were very positive with 19 eligibles selected. Additional recruitment events are planned from March – June for a total of 5 events between January – June. The next event will be March 11-12.
- The Personnel Commission hosted a New Employee Orientation on February 21 with 11 new employees in attendance. The fourth New Employee Orientation for this year will be in May.
- Personnel Commission staff attended the Hacienda La Puente Adult Education Institutional Advisory Committee meeting on February 22.

- Personnel Commission staff attended the Rio Hondo Community College Spring Job Fair on March 5. There were several Child Development Technician candidates who expressed interest and hope to participate in the next hiring event on March 22.
- A new Bus Driver was recently selected for hire, which is good news for a challenging recruitment.
- Benefits is hosting a pop-up eye clinic March 19-21; the Benefits Department can be contacted for more information.
- The Classified Employee Service Awards are taking place at 5:00 p.m. on April 23 at the Hacienda Heights Community Center. Everyone is invited to attend to celebrate the employees' milestones, including 10, 15, 20, 25, 30, 35, 40, and 50 years of service.
- Due to spring break, the April meeting will be held on April 9.

COMMUNICATIONS

152. Ms. Karen Worman, CSEA Vice President, commented on the Instructional Aide I & II – Special Education hiring event flyer. She also shared that they are working with Mr. Cobos on possible updates for several classifications, as well as discussions on potential internship positions.
153. Ms. Susan Lopez, SEIU representative, expressed hope for vacancies with expiring elists under SEIU to be filled soon.
154. Mr. Joseph Zepeda, Director of Human Resources, commented on the success of the Child Development Technician and Instructional Aide I & II – Special Education hiring events, noting the hard work of both the Personnel Commission and Human Resources staff. He announced that there are 22 new hires on the next Board agenda.
- Mr. Zepeda shared that there is an upcoming professional development opportunity for 10-month employees during spring break; an email will be sent shortly with the details. He also said that preparation for summer school is underway to determine how many classified summer assignments will be available.
- Mr. Zepeda mentioned that Human Resources is looking forward to celebrating employees at the Classified Employee Service Awards. He thanked Ms. Hernandez for the hospitality at the Rio Hondo Community College Spring Job Fair.

II. SELECTION PROCESS

RECEIVED TEST PLAN

155. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

157. Vote 2-0 Mr. Arellano - Yes Mr. Tse - Yes
- Mr. Arellano moved to approve the ratification of the following Eligibility list(s):
- Attendance Clerk, List #0310/1123
 Bus Driver, List #1302/0822
 Child Development Technician, List #0206/1223 Merged
 Instructional Aide – Classroom Bilingual, List #0212/1223
 Instructional Aide I – Special Education, List #0260/1223 Merged
 Instructional Aide II – Special Education, List #0262/1223 Merged

Instructional Aide II – Special Education (Female), List #0265/1223
Merged

Instructional Aide II – Special Education (Male), List #0264/1223
Merged

RATIFIED REMOVAL OF ELIGIBLES

158. 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, amended to exclude eligible #12188280 on the Instructional Aide I – Special Education list:

Accounting Technician, List #0116/1023
Eligible(s) #49074821

Child Development Technician, List #0206/1223
Eligible(s) #56386714

Instructional Aide I – Special Education, List #0260/1223
Eligible(s) ~~#12188280~~

Media Center Aide, List #0704/1023
Eligible(s) #31175395, #39210182

Office Assistant, List #0344/1023
Eligible(s) #32282912, #13157290, #53697758

III. CLASSIFICATION AND SALARY

159. None.

IV. RULES AND REGULATIONS

160. None.

V. CHARGES AND HEARINGS

161. None.

VI. OTHER

COMMISSIONERS' COMMENTS

162. Mr. Arellano wished everyone a Happy New Year and thanked everyone for attending.

163. Mr. Tse thanked staff for all their hard work on the recruitment events. He also praised the work of administrators and teachers on behalf of the students, citing the parent-teacher conferences he recently attended.

164. Ms. Hernandez reported on the first of her quarterly meetings with Superintendent Jimenez, where she was able to congratulate Human Resources staff on the great work they are doing with Personnel Commission staff on the recruitment events. She also complimented the change to the ratification process, which helps to fill vacancies more quickly. She also discussed any pending legal matters with Dr. Jimenez.

Ms. Hernandez shared that she attended the CSPCA Annual Conference in Monterey, CA, from March 3-5, where she took part in various informative workshops focused on the role of Personnel Commissioners (Commissioner Bootcamp), and the functions of the

Commission. She emphasized the importance of neutrality for all Commissioners, regardless of the appointing body.

Ms. Hernandez shared that Governor Newsom has opened a savings account for children, which can have up to \$175 deposited by the state of California. Children in grades K-12 in qualifying low-income families can access \$500 in funds. More information can be found at CalKids.org.

Ms. Hernandez thanked staff for the arrangements made for the CSPCA conference and thanked everyone for attending the meeting.

CLOSED SESSION

- 165. Adjourned to closed session
Government Code 54957:
Public Employee Discipline, Dismissal, Release
Public Employee Performance Evaluation
Title: Personnel Director

Adjourned to closed session: 4:54 p.m.
Reconvened to regular meeting: 5:46 p.m.

Ms. Hernandez announced that there were no actions taken in closed session.

NEXT REGULAR MEETING

- 166. The next regular meeting is scheduled for
Tuesday, April 9, 2024 at 4:30 p.m.
Meeting adjourned at 5:46 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: April 9, 2024

Completed Recruitments with Date List Established

- Accounting Supervisor (Open and Promotional with Promotional Taking Precedence) – 3/1
- Bus Driver (Open and Promotional) – 3/22
- Child Development Technician (Open and Promotional) – 3/22
- Instructional Aide I – Special Education (Open and Promotional) – 3/14
- Instructional Aide II – Special Education (Open and Promotional) – 3/14
- Instructional Aide II – Special Education Female (Open and Promotional) – 3/14
- Instructional Aide II – Special Education Male (Open and Promotional) – 3/14
- Network and Cybersecurity Manager (Open and Promotional) – 3/4/24
- Occupational Therapist (Open and Promotional) – 3/27/24

Current Recruitments with Last Day to Apply

- Budget Supervisor (Open and Promotional) – 2/20
- Bus Driver (Open and Promotional) – Continuous
- Cafeteria Worker I (Open and Promotional) – 4/3
- Carpenter (Open and Promotional) – 3/22
- Child Development Technician (Open and Promotional) – 4/18
- Custodian I (Open and Promotional) – 4/15
- Custodian II (Open and Promotional) 4/15
- Director of Fiscal Services (Open and Promotional) – 4/18
- Employment Developer (Open and Promotional) – 2/26
- Instructional Aide Classroom (Open and Promotional) – 3/7
- Instructional Aide I – Special Education (Open and Promotional) – 3/27
- Instructional Aide II – Special Education (Open and Promotional) – 3/27
- Senior Office Assistant (Open and Promotional with Promotional Taking Precedence) – 2/9
- Speech Language Pathology Assistant (Open and Promotional) – 3/18
- Technology Service Technician – 3/1

Upcoming Recruitments

- Instructional Materials Attendant
- Grounds Worker II
- Grounds Worker I
- Painter
- Locksmith

Training/Other

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on March 11-12 for Instructional Aide I and II, Special Education positions. Results were very positive with an additional 15 eligibles were selected. We will have additional recruitment events from April – June and as needed after that.
- Personnel Commission staff attended the AALRR Employment Law Conference on March 21.
- Personnel Commission staff partnered with Human Resources and Child Development for a recruitment event on March 22 for Child Development Technicians. Hiring events for CDTs are ongoing and are scheduled every 4-6 weeks.
- Personnel Commission staff attended the Pasadena City College Spring Job Fair on March 28.

- The 34th Annual Employee Service Awards are scheduled for Tuesday, April 23 at the Hacienda Heights Community Center. The event will begin at 5:15 and will honor classified employees with 10, 15, 20, 25, 30, 35, 40 and 50 years of service. Everyone is invited to attend this celebration!

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

3/31/2024

Classification	Date Established	Eligibility List Expiration Date
Accounting Supervisor*	3/1/2024	3/1/2025
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
Attendance Clerk	2/8/2024	2/8/2025
Billing Clerk	10/26/2023	10/26/2024
Bus Driver*	3/22/2024	3/22/2025
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^*	3/22/2024	9/22/2024
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
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	2/23/2024	2/23/2025
Instructional Aide I - Special Education^*	3/14/2024	9/14/2024
Instructional Aide I - Special Education Bilingual^	10/17/2023	4/17/2024
Instructional Aide II - Special Education^*	3/14/2024	9/14/2024
Instructional Aide II - Special Education (Female)^*	3/14/2024	9/14/2024
Instructional Aide II - Special Education (Male)^*	3/14/2024	9/14/2024
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
Network and Cybersecurity Manager*	3/4/2024	3/4/2025
Occupational Therapist*	3/27/2024	3/27/2025
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
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

PERSONNEL COMMISSION TEST PLAN

	<i>Req to test received</i>	<i>Posted</i>	<i>Closed</i>	<i>Days Posted</i>	<i>Field of Competition</i>	<i>Written Test/T & E</i>	<i>Perf. Test</i>	<i>S.I.</i>	<i>List Established</i>	<i>Bus. Days From Closing</i>	<i>Bus. Days from Posting</i>	<i>Recruiter</i>	<i>Analyst</i>	<i>Status</i>
Bus Driver	n/a	08/19	Continuous		O&P	n/a	n/a	TBD				MM	JC	Active
Budget Supervisor	n/a	01/18	02/20	21	O&P	3/6 & 3/7	3/21	4/3				SL	GS	Active
Cafeteria Worker I	Calendared	03/13	04/03	15	O&P	4/12	n/a	TBD				SL	JC	Active
Carpenter	n/a	03/01	03/22	15	O&P	4/8	TBD	4/22				SL	GS	Active
Child Development Technician (Recruitment Event)	Calendared	03/27	04/18	15	O&P	n/a	n/a	4/26				MM	JC	Active
Custodian I	Calendared	03/22	04/15	15	O&P	4/24 & 4/25	n/a	5/17				MM	JC	Active
Custodian II	Calendared	03/22	04/15	15	O&P	4/24 & 4/25	n/a	5/17				MM	JC	Active
Director of Fiscal Services	n/a	03/27	04/18	15	O&P	n/a	n/a	TBD				MM	GS	Active
Employment Developer	n/a	02/01	02/26	15	O&P	3/13	3/26	4/9				SL	GS	Active
Instructional Aide - Classroom	n/a	02/14	03/07	15	O&P	3/21	n/a	4/3				SL	JC	Active
Instructional Aide I - Special Ed (Recruitment Event)	Calendared	03/06	03/27	15	O&P	4/2	n/a	4/10 & 4/11				MM	JC	Active
Instructional Aide II - Speical Ed (Female/Male) (Recruitment Event)	Calendared	03/06	03/27	15	O&P	4/2	n/a	4/10 & 4/11				MM	JC	Active
Senior Office Assistant	n/a	01/19	02/09	15	OPP	2/28 & 2/29	3/18-3/20	4/4 & 4/8				MM	JC	Active
Speech Language Pathology Assistant	n/a	02/26	03/18	15	O&P	n/a	n/a	4/2				MM	JC	Active
Technology Service Technician	n/a	02/07	03/01	15	O&P	3/15	4/1	TBD				MM	JC	Active

(1) - Merged

3/28/2024

Reference Item:

4

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT

April 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:
Gutierrez	Alfred	Maintenance Worker	Carpenter	Facilities	8/14/23	4/29/24
Sims	Victor	Maintenance Worker	Carpenter	Facilities	8/14/23	4/29/24
Garcia	Ernest	Maintenance Worker	Painter	Facilities	12/14/23	4/26/24
Carreno	Stephanie	Office Assistant	School Office Manager II	Newton MS	2/13/24	5/31/24
Thomas	Richard	Custodian I	Lead Custodian	Workman HS	3/18/24	7/8/24

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

April 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
Huang	Pei Fen	Cafeteria Worker I	Cafeteria Worker II	Grandview Academy	1/22/24	5/24/24
Cruz	Ana	Cafeteria Worker II	Cafeteria Manager I	Grazide ES	1/23/24	5/24/24
Raso	Yvonne	Cafeteria Worker I	Cafeteria Worker II	Wilson HS	1/23/24	5/24/24
Jimenez	Veronica	Cafeteria Worker I	Cafeteria Worker II	Bixby ES	2/1/24	4/30/24
Medina	Rosa	Cafeteria Manager II	Cafeteria Manager III	La Puente HS	2/13/24	5/24/24
Cerda	Sasha	Cafeteria Worker II	Cafeteria Manager I	Bixby ES	2/21/24	5/24/24
Flamenco	Elba	Cafeteria Worker I	Cafeteria Worker II	Workman HS	2/21/24	5/24/24
Sanchez	Emily	Cafeteria Manager I	Cafeteria Manager II	Mesa Robles	2/21/24	5/24/24
Almanza	Diane	Cafeteria Worker II	Cafeteria Manager I	Kwis ES	2/26/24	5/24/24
Bouchot	Denise	Cafeteria Worker I	Cafeteria Worker II	Mesa Robles	2/26/24	5/24/24

Reference Item:

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CLASSIFICATION ABOLISHMENT

Report Date: April 9, 2024

I. Recommendation

The Personnel Director recommends that in accordance with Personnel Commission rule 3.2.7-C, the following classification be abolished:

- Network Communication Services Manager

II. Background and Analysis

Personnel Commission Rule 3.2.7-C, CREATION AND ABOLISHMENT OF POSITIONS states: “When all positions in a classification have been vacant a full fiscal year, the Commission shall notify the Superintendent of its intent to abolish the classification. If the administration does not express an intent to refill at least one position in the classification during the following fiscal year, the Commission shall abolish the classification at that time. A classification shall be abolished when no position has been filled for two (2) consecutive fiscal years.”

The Network Communication Services Manager position has been replaced by the recently created Network and Cybersecurity Manager position. Although the Network Communication Services Manager position has not been vacant for two consecutive fiscal years, there are no plans to fill the position due to the creation and current selection for a Network and Cybersecurity Manager.

The Network and Cybersecurity Manager position was created by the Board of Education and approved by the Personnel Commission on 12/5/2023. The district agreed that at the time the Network and Cybersecurity Manager position was created that it would replace the Network Communication Services Manager position. Both positions discussed here are management level positions and not represented by any union.

There are no plans to fill the Network Communication Services Manager classification over the next fiscal year or at any time in the future.

NETWORK COMMUNICATION SERVICES MANAGER

DEFINITION

Under the general direction of the Director of Network and Computer Services, oversees district-wide technology operations including the management of staffing levels to meet all user needs; coordinates and facilitates projects relating to the planning, deployment, installation, repair and maintenance of technology for all existing and future District needs; trains, supervises and evaluates 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.

- Manages planning, maintenance and administration of District-wide information and communication technology, including networks, databases, telecommunications and systems.
- Serves as liaison with end users to ensure system effectiveness and communication.
- Coordinates projects, technology planning, and related work with District departments, sites, and outside contractors and consultants.
- Allocates work schedules of field service supervisors.
- Coordinates the on-site installation, repair and troubleshooting of local area network (LAN) and wide area network (WAN), equipment, network security, monitoring and access system operations, telecommunications equipment, and related peripheral equipment.
- Conducts research and prepares specifications for work, projects, or contractors.
- Works closely with District contract administration personnel throughout the life of the contract.
- Oversees on-site inspections of technical projects and work to ensure standards and specifications are met and work is completed.
- Oversees and assists in designing District-wide and school-level infrastructure while maintaining an overall plan that includes video, voice and data into an integrated system that is efficient, cost-effective and expandable.
- Calculates labor costs and technology material for projects.
- Monitors costs and prepares reports on projects in progress and upon completion as required.
- Applies new developments and information in the field of technology, computers and related equipment to conform with industry best practices.
- Develops policies and procedures.
- Directs and participates in the development of budgets for assigned areas.
- Recommends repairs and replacements to District staff.
- Maintains awareness of all contracts, billing, collection, and cost recovery activities for voice and data services.
- Coordinates on site installation, preventive maintenance, repair and troubleshooting of computer, voice, data, network, hardware and service issues.
- Utilizes a variety of voice, data, video and general network communications diagnostic tools and computer programs.
- Uses networking software and hardware to implement, verify and test systems.
- Coordinates support and maintenance of various computer hardware, software and cloud based systems, such as but not limited to Apple, Microsoft Windows, Microsoft Azure, Single Sign On (SSO), Amazon Web Services (AWS) and video conferencing.
- Coordinates repair and maintenance of peripheral equipment including printers and other equipment.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education:

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.

Experience:

Three years of experience in computer and network maintenance, 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:

- Concepts and techniques of project management.
- Industry network standards of premise wiring for twisted-pair, coaxial and fiber-optic deployment.
- Supervisory principles and practices.
- Networking wired and wireless protocols such as TCP/IP.
- Standards of building construction and electrical wiring code.
- Security alarm and security monitoring equipment and techniques.
- Video surveillance, recording and transmission equipment and techniques.
- Telecommunications software such as email, videoconferencing, and web browser clients for both MacOS and Windows.
- Operating systems for various computer platforms including Microsoft Windows.
- Diagnostic and general utilities for Apple, Android, and Windows hardware and software.
- Configuration, implementation and maintenance of network communication equipment.
- Configuration, installation, maintenance and repair of computers and computer peripherals such as printers and other related equipment.

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.
- Understand and follow oral and written directions.
- 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.

Revised: 05/04/21

Salary Range: M-22

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.

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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