

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda

May 7, 2024

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

AGENDA
REGULAR MEETING
May 7, 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>April 9, 2024</u> .	1.	Moved by _____ Seconded _____ Vote _____
3. Budget Discussion		No Action Required
4. Adjourn regular meeting to a public hearing on the Personnel Commission Budget for the 2024-2025 fiscal year. Adjourned regular meeting at _____ p.m. Reconvened regular meeting at _____ p.m.		
5. Approve the Personnel Commission Budget for the 2024-2025 fiscal year	2.	Moved by _____ Seconded _____ Vote _____
6. Director’s Report	3.	No Action Required
7. 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	4.	No Action Required
2. Receive <u>Provisional Assignment/Working Out of Class</u> Report	5.	No Action Required
3. Approve ratification of the following Eligibility list(s): Budget Supervisor, List #0118/0124 Employment Developer, List #1418/0224 Instructional Aide I – Special Education, List #0260/0324 Merged Instructional Aide II – Special Education, List #0262/0324 Merged Instructional Aide II – Special Education (Female), List #0265/0324 Merged Instructional Aide II – Special Education (Male), List #0264/0324 Senior Office Assistant, List #0346/0124 Speech-Language Pathology Assistant, List #0244/1121	Sep. Doc. A.	Moved by _____ Seconded _____ Vote _____

4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11:
- Bus Driver, List #1302/0822
Eligible(s) #24699192
 - Child Development Technician, List #0206/0224
Eligible(s) #53274446
 - Instructional Aide – Classroom Bilingual, List #0212/1223
Eligible(s) #56093472
 - Instructional Aide I – Special Education, List #0260/0224 Merged
Eligible(s) #57081536, #772178
 - Instructional Aide II – Special Education, List #0262/1123, 0224, 0324 Merged
Eligible(s) #54872592, #54503444, #772178
 - Occupational Therapist, List #0268/0124
Eligible(s) #10070583

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

III. CLASSIFICATION AND SALARY

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

IV. RULES AND REGULATIONS

- | | <u>REFERENCE</u> | <u>ACTION</u> |
|---|------------------|--------------------|
| 1. First reading of Personnel Commission Rule 3.2.7 – Creation and Abolishment of Positions | 6. | No Action Required |

V. CHARGES AND HEARINGS

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

VI. OTHER

- | | <u>REFERENCE</u> | <u>ACTION</u> |
|---|------------------|--|
| 1. Approve resolution recognizing May 19-25, 2024 as “Classified School Employees’ Week.” | 7. | Moved by _____
Seconded _____
Vote _____ |
| 2. Unfinished Business | | No Action Required |
| 3. Commissioner’s Comments | | No Action Required |
| 4. Adjourn to Closed Session
Government Code 54957:
Public Employee Discipline, Dismissal, Release
Public Employee Performance Evaluation
Title: Personnel Director | | No Action Required |

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

NEXT REGULAR MEETING

Date: **Tuesday, June 4, 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

April 9, 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 4:31 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

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

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

APPROVED MINUTES AS SUBMITTED

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

Mr. Arellano moved to approve the minutes of the regular meeting of March 6, 2024.

**DISCUSSION OF THE PERSONNEL COMMISSION
2024-2025 BUDGET**

169. Mr. Israel Cobos, Personnel Director, shared the proposed budget for the 2024-2025 fiscal year, which includes a 20% reduction to the non-personnel budget.

There were no questions or comments from Commissioners.

DIRECTOR'S REPORT

170. Mr. Cobos welcomed everyone to the meeting and provided updates on completed, current, and upcoming recruitments.

171. Mr. Cobos also shared the following updates:

- 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 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!
- The Personnel Commission and Human Resources, as well as the teams participating in the hiring events, were recognized at the last Board of Education meeting for their achievements in filling vacancies. Highlights in the presentation included the following: 523 classified new hires and promotions between January 2022 and March 2024; 35 Instructional Aide I & II – Special Education hires since the events began in December 2023. With new hires that are still processing, the number of new Instructional Aides will be closer to 40 or 50.

COMMUNICATIONS

172. Ms. Susan Lopez, SEIU representative, thanked everyone for their work in making 523 classified new hires and promotions referenced by Mr. Cobos.

Ms. Lopez commented on the Employment Developer and hoped that new classifications would be hired for SEIU.

Ms. Lopez looks forward to seeing everyone at the Classified Employee Service Awards.

173. Mr. Joseph Zepeda, Director of Human Resources, spoke about the District's commitment to notify all employees affected by the reconfiguration about their new assignment by March 29th, which was fulfilled.

Mr. Zepeda shared that professional development opportunities were provided to all 10-month employees during spring break, with eight departments offering training.

Mr. Zepeda looks forward to seeing everyone at the Classified Employee Service Awards.

II. SELECTION PROCESS

RECEIVED TEST PLAN

174. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

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

Mr. Arellano moved to approve the 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

RATIFIED REMOVAL OF ELIGIBLES

177. 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:

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

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

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

178. No action required.

Cafeteria Worker I, List #0506/0823
Eligible(s) #55048299

III. CLASSIFICATION AND SALARY

RATIFIED ABOLISHMENT OF CLASSIFICATION(S)

179. Vote 2-0 Mr. Arellano - Yes Mr. Tse – Yes

Mr. Arellano moved to ratify the abolishment of the following classification in accordance with the Personnel Commission Rule 3.2.7.C:

Network Communication Services Manager

Ms. Hernandez noted that the current PC Rules indicate that the abolishment of a classification does not take affect until the start of the next fiscal year. With no plans to fill a position slated to be abolished, it would appear to be more practical to have an

abolishment be effective immediately, which would require an update to the relevant rule.

Mr. Andrew Tse, Member, agrees that it's impractical to leave an obsolete position on the books.

Mr. Arellano inquired about the funds allocated to the abolished position. Mr. Cobos replied that funding is another rationale for abolishments to become effective upon voting, as the Network & Cybersecurity Manager position was created to replace the Network Communication Services Manager position, using the same funds.

Mr. Cobos explained that this position has been vacant since September 2022, just short of the two years outlined in the PC Rules, but there has been no attempt to fill it. He mentioned the option to update the existing rule for clarity.

Mr. Tse asked if there were plans to review and update the rules, and for clarification on the process. Mr. Cobos shared the Commission is free to update the rules as the Commission sees fit, and explained the procedure, including sharing proposed changes with both the District and the bargaining units.

Mr. Arellano asked about salary allocated for the vacant position in the last two years. Mr. Cobos explained that funds were not allocated to the position, and that the new position is at the same salary level as the proposed abolished position.

Ms. Hernandez requested that Mr. Cobos draft a proposed change to the PC Rule addressing classification abolishments.

IV. RULES AND REGULATIONS

180. None.

V. CHARGES AND HEARINGS

181. None.

VI. OTHER

COMMISSIONERS' COMMENTS

182. Mr. Tse commented on visiting his son's school, Cedarlane Academy, and how much he appreciated the hard work of the teachers and staff on behalf of the children.

183. Mr. Arellano thanked Personnel Commission and Human Resources staff for their work on the hiring events, noting the amazing number of hires.

184. Ms. Hernandez thanked everyone for attending, thanking Personnel Commission staff for their work.

CLOSED SESSION

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

Adjourned to closed session: 4:58 p.m.
Reconvened to regular meeting: 5:25 p.m.

Ms. Hernandez announced the following action taken in closed session:

The Personnel Commissioners voted unanimously (3-0) to authorize the Personnel Director to sign court documents as requested by the judge on behalf of the Personnel Commission.

NEXT REGULAR MEETING

186. The next regular meeting is scheduled for **Tuesday, May 7, 2024 at 4:30 p.m.**
Meeting adjourned at 5:26 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

Personnel Commission Proposed 2024-2025 Salary Budget

POSITION	RG/STEP	Current Salary	Bargaining Unit	Salary Increase %	With Salary Increase	STIP	% FTE	BU	MOS	YR SAL	PERS	OASDI	MEDICARE	SUI	W/C	H & W	Ret. Ben.	TOTAL SAL
											27.800%	6.200%	1.450%	0.050%	1.000%		1.000%	
Commissioner	1-1	600	N/A				1.00	NE	12	600	0	37	9	0	6	12,900	0	13,552
Commissioner	1-1	600	N/A				1.00	NE	12	600	0	37	9	0	6	12,900	0	13,552
Commissioner	1-1	600	N/A				1.00	NE	12	600	0	37	9	0	6	12,900	0	13,552
Personnel Director	M-42-6	197,990	N/A	1.000	197,990	0	1.00	YY	12	197,990	55,041	12,275	2,871	99	1,980	12,900	1,980	285,136
Personnel Analyst	M-07-6	122,239	N/A	1.000	122,239		1.00	YY	12	122,239	33,982	7,579	1,772	61	1,222	12,900	1,222	180,979
										322,029	89,024	19,966	4,669	161	3,220	64,500	3,202	506,771

Assoc. Pers. Analyst	B-40-3	89,262	CSEA	1.0000	89,262		1.00	BB	12	89,262	24,815	5,534	1,294	45	893	12,900	893	135,635
Personnel Asst.	S-128-3	82,449	SEIU	1.0000	82,449		1.00	NN	12	82,449	22,921	5,112	1,196	41	824	12,900	824	126,267
Personnel Tech.	B-20-5	60,713	CSEA	1.0000	60,713		1.00	BB	12	60,713	16,878	3,764	880	30	607	12,900	607	96,380
Personnel Tech.	B-20-2	51,555	CSEA	1.0000	51,555		1.00	BB	12	51,555	14,332	3,196	748	26	516	12,900	516	83,788
										283,979	78,946	17,607	4,118	142	2,840	51,600	2,840	442,071

Total Salary	Total PERS	Total OASDI	Total MEDICARE	Total SUI	Total W/C	Total H & W	Total PERS RED	TOTAL
606,008	167,970	37,572	8,787	303	6,060	116,100	6,042	948,843

Personnel Commission Proposed 2024-2025 Non-Personnel Budget

Proposed changes from the previous year's budget are noted, along with comments regarding why changes are being proposed.

Description	Acct. #	23-24 Budget	Revised 23- 24 Budget*	Year to date Expenses*	Remaining Balance*	²⁴⁻²⁵ Proposed Budget	Comments
Materials and Supplies	4300	5,020	7,020	6842	178	4,000	
Non-Capitalized Equipment	4400	2,500	500	0	500	500	
Mileage	5210	700	700	50	650	400	
Conferences	5220	5,930	4,930	3900	1,030	1,600	
Dues and Memberships	5300	2,000	2,000	1569	431	2,000	
Rentals, Leases and Repairs	5600	2,500	2,500	2011	489	2,000	Lease of copy machine and repairs.
Interprogram Printing	5712	800	800	296	504	600	
Interprogram Fingerprinting	5716	200	200	0	200	100	
Oth Contracted Services	5800	7,000	8,000	5736	2,264	7,800	This item includes Test Genius and eSkill testing software.
Attorney Fees	5822	2,000	2,000	632	1,369	1,400	
Advertisement	5830	2,000	2,000	675	1,325	1,356	
Other Services	5840	13,570	13,570	13569	2	13,600	
Communication Services	5900	100	100	0	100	100	
Total Non-Personnel Budget:		\$44,320	\$44,320	\$35,280	\$9,040	\$35,456	

*As of 3/15/24

***Budget Adjusted Down by 20%

Reference Item:

3

Completed Recruitments with Date List Established

- Budget Supervisor (Open and Promotional) – 4/22
- Employment Developer (Open and Promotional) – 4/26
- Instructional Aide I – Special Education (Open and Promotional) – 4/24
- Instructional Aide II – Special Education (Open and Promotional) – 4/24
- Instructional Aide II – Special Education Female (Open and Promotional) – 4/24
- Instructional Aide II – Special Education Male (Open and Promotional) – 4/24
- Senior Office Assistant (Open and Promotional with Promotional Taking Precedence) – 4/26
- Speech Language Pathology Assistant (Open and Promotional) – 4/18

Current Recruitments with Last Day to Apply

- 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) – 4/26
- Instructional Aide Classroom (Open and Promotional) – 3/7
- Instructional Aide I – Special Education (Open and Promotional) – 4/26
- Instructional Aide II – Special Education (Open and Promotional) – 4/26
- Language Assessment Technician (Open and Promotional) – 5/17
- Technology Service Technician (Open and Promotional) – 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 April 10-11 for Instructional Aide I and II, Special Education positions. Results were very positive with an additional 20 candidates placed on the eligibility lists for possible selection. The next recruitment event will be on May 10 and May 13.
- Personnel Commission staff attended the 45th Anniversary WRIPAC meeting and training on April 9-12.
- Personnel Commission staff attended the Personnel Commission Director's Roundtable meeting on April 19.
- The 34th Annual Employee Service Awards were held on Tuesday, April 23 at the Hacienda Heights Community Center with 83 total honorees with a combined 1750 years of service. This year's class included classified employees with 10, 15, 20, 25, 30, 35, 40 and 50 years of service!
- Personnel Commission staff attended the Mt. SAC Career Fair on May 1.
- Personnel Commission staff attended WRIPAC's virtual training on Multiple Choice Test Development & Pass Point Setting on May 2-3.
- The Personnel Commission will be hosting the next New Employee Orientation on May 6.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

4/30/2024

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
Budget Supervisor*	4/22/2024	4/22/2025
Bus Driver	3/22/2024	3/22/2025
Cafeteria Manager I	8/10/2023	8/10/2024
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
Data and Systems Supervisor	9/5/2023	9/5/2024
Employment Developer*	4/26/2024	4/26/2025
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 - Bilingual	2/23/2024	2/23/2025
Instructional Aide I - Special Education^*	4/24/2024	10/24/2024
Instructional Aide II- Special Education^*	4/24/2024	10/24/2024
Instructional Aide II - Special Education (Female)^*	4/24/2024	10/24/2024
Instructional Aide II - Special Education (Male)^*	4/24/2024	10/24/2024
Instructional Aide II - Special Education Bilingual^	11/16/2023	5/16/2024
Language Assessment Technician	10/19/2023	10/19/2024
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
Plant Supervisor	12/22/2023	12/22/2024
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 Office Assistant*	4/26/2024	4/26/2025
Senior Purchasing Technician	11/30/2023	11/30/2024
Speech Language Pathology Assistant*	4/18/2024	4/18/2025
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:

4

Reference Item:

5

**PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
May 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:
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
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
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

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
May 2024

Working Out of Classification (Cont.)

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
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
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
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
Navarrette	Erlinda	Custodian I	Athletic P.E. Technician (Female)	Workman HS	3/22/24	7/12/24

Reference Item:

6

RULE REVIEW AND PROPOSED RULE CHANGE

3.2.7 CREATION AND ABOLISHMENT OF POSITIONS

FIRST READING

Report Date: May 7, 2024

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for first reading, the proposed change to Personnel Commission Rule 3.2.7 CREATION AND ABOLISHMENT OF POSITIONS.

II. Background and Analysis

During a recent review of the rules related to abolishment of positions, an opportunity presented itself to clarify abolishment processes for positions and add a bit more flexibility to the rule language for circumstances that have occurred in the past and are likely to arise in the future. The changes recommended below are designed to strengthen existing rules and language with respect to abolishment of positions.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 3.2.7 should be amended as follows:

3.2.7 CREATION AND ABOLISHMENT OF POSITIONS

A. When the Board wishes to create a new position, the duties and responsibilities to be performed shall be submitted to the Personnel Director in writing prior to filling the position. The Board may recommend minimum educational and work experience requirements for new classes. The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

1. Classify the position. The Personnel Director shall set forth a proposed class specification setting out the title, duties as established by the Board, qualifications and other requirements of a class specification. The qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board.

2. The Commission shall designate the salary placement and internal alignment on the classified salary schedule.

B. The Personnel Director shall report Commission's decisions to the Board.

C. 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 **unless there is mutual agreement by the administration and the Personnel Commission or a newly created position will take the place of another position which will be abolished to make way for that new position.**

REFERENCE: Education Code 45104, 45105, 45109 45241, 45256

The following is the amended rule with the change:

3.2.7 CREATION AND ABOLISHMENT OF POSITIONS

A. When the Board wishes to create a new position, the duties and responsibilities to be performed shall be submitted to the Personnel Director in writing prior to filling the position. The Board may recommend minimum educational and work experience requirements for new classes. The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

1. Classify the position. The Personnel Director shall set forth a proposed class specification setting out the title, duties as established by the Board, qualifications and other requirements of a class specification. The qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board.

2. The Commission shall designate the salary placement and internal alignment on the classified salary schedule.

B. The Personnel Director shall report Commission's decisions to the Board.

C. 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 unless there is mutual agreement by the administration and the Personnel Commission or a newly created position will take the place of another position which will be abolished to make way for that new position.

REFERENCE: Education Code 45104, 45105, 45109 45241, 45256

Reference Item:

7

RECOGNIZING CLASSIFIED SCHOOL EMPLOYEES' WEEK

MAY 19-25, 2024

WHEREAS, the third full week in May has traditionally been designated as Classified School Employees' Week in California by the California State Legislature; and

WHEREAS, the education of youth is essential to the future of our community, state, country and world; and

WHEREAS, Classified Employees are the backbone of our public education system; and

WHEREAS, Classified Employees continue to serve in essential functions post-pandemic, as they always have, keeping campuses and offices clean, preparing, and serving nutritious meals to our students, delivering school supplies, supporting a positive learning environment, providing technology and related tools for learning, patrolling to keep district sites safe and secure, and creating the foundation for safe, supportive, and digitally secure school sites; and

WHEREAS, Classified Employees support the smooth operation of offices, the safety and maintenance of buildings and property, and the safe transportation, healthy nutrition and direct instruction of students; and

WHEREAS, Classified Employees work directly with students, fellow staff members, educators, parents, volunteers, business partners and community members; and

WHEREAS, our community depends upon and trusts Classified Employees to serve students and support the schools of the Hacienda La Puente Unified School District; and

WHEREAS, Classified Employees, with their diverse talents and true dedication, nurture students throughout their school years.

NOW, THEREFORE, BE IT RESOLVED that the Personnel Commission of the Hacienda La Puente Unified School District expresses its gratitude and commends all Classified Employees for their service and joins the California State Legislature to proclaim May 19-25, 2024, to be **CLASSIFIED SCHOOL EMPLOYEES' WEEK**; and

BE IT FURTHER RESOLVED that the Personnel Commission of the Hacienda La Puente Unified School District strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of all classified employees.

Adopted this 7th day of May 2024.

Signed:

Sandra Hernandez, Chair, Personnel Commission
Hacienda La Puente Unified School District