

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda
September 3, 2024

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

AGENDA
REGULAR MEETING
September 3, 2024
4:30 P.M. Board Room & Virtual

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

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Sandra Hernández, 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=MHA2VlIrbGMrZXhHT010VUdiOTdtUT09>

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

For both methods, use:

Meeting ID: **949 8266 7381**

Passcode: **692374**

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

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

I. GENERAL FUNCTIONS

REFERENCE

ACTION

- | | | |
|---|----|----------------|
| 1. Approve the agenda as submitted or amended. | | Moved by _____ |
| | | Seconded _____ |
| | | Vote _____ |
| 2. Approve minutes of the regular meeting of <u>August 13, 2024</u> . | 1. | Moved by _____ |
| | | Seconded _____ |
| | | Vote _____ |

- | | | |
|--|----|--------------------|
| 3. Announce the intended Joint Appointee to the Personnel Commission for a term from December 1, 2024 to November 30, 2027. | 2. | 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</u> Report	4.	No Action Required
3. Approve ratification of the following Eligibility list(s): Bus Driver, List #1302/0822 Grounds Worker II, List #0818/0524 Senior Facilities Planner, List #1743/0524	Sep. Doc. A.	Moved by _____ Seconded _____ Vote _____
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11: Attendance Clerk, List #0310/1123 Eligible(s) #36506532 Language Assessment Technician, List #0250/0424 Eligible(s) #41187292	Sep. Doc. B.	Moved by _____ Seconded _____ Vote _____
5. Notification of removal of the following eligible(s) in accordance with Personnel Commission Rule 4.2.1: Instructional Aide I – Special Education, List #0260/0324 Merged Eligible(s) #33324308	Sep. Doc. C.	No Action Required

III. CLASSIFICATION AND SALARY

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

IV. RULES AND REGULATIONS

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

V. CHARGES AND HEARINGS

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

VI. OTHER

REFERENCE

ACTION

- | | | |
|--|----------------|--|
| 1. Approve the 2023-2024 Personnel Commission Annual Report | Sep. Doc.
D | 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 | | No Action Required |
- Adjourned to Closed Session _____ p.m.
Reconvened to regular meeting _____ p.m.

NEXT REGULAR MEETING

Date: **Tuesday, October 1, 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

August 13, 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 Hernández, 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 Hernández, 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

19. 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

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

Mr. Arellano, moved to approve the minutes of the regular meeting of July 2, 2024.

DIRECTOR'S REPORT

21. Mr. Israel Cobos, Personnel Director, welcomed everyone to the meeting as well as the new school year and provided updates on completed, current, and upcoming recruitments.
22. Mr. Cobos also shared the following updates:
- Personnel Commission staff partnered with Human Resources and Child Development for a recruitment event on July 17 for Child Development Technician positions. As a result, there are an additional six candidates on the eligibility list. The next recruitment event will be on September 11.
 - Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on July 30 & 31 for Instructional Aide I and II, Special Education positions. As a result, there are an additional 14 IA-I, Special Education and 10 IA-II Special Education candidates placed on eligibility lists (24 new eligibles in total from the event). The next recruitment event will be on August 27 – 28.
 - Personnel Commission staff attended the virtual WRIPAC Summer Roundtable meeting on July 25.
 - Personnel Commission staff attended the PC Director's Roundtable meeting on August 9.

COMMUNICATIONS

- 23. Ms. Margaret Caldera, CSEA President, welcomed everyone to the 2024-25 school year, noting the challenges of the school reconfigurations. She thanked Mr. Cobos for his assistance with Rehabilitation Program Assistant and School-Community Liaison issues, as well as his stewardship of the Merit System. She also thanked Mr. Joseph Zepeda, Director of Human Resources, for his assistance with these issues.
- 24. Mr. Zepeda welcomed everyone to the 2024-25 school year and commented on the school reconfigurations, which required reassigning more than 100 employees. He noted that communication and working together made a positive impact on the process.
 Mr. Zepeda spoke about the Labor Management Initiative (LMI) and that it has been utilized district-wide, ensuring stakeholders have the opportunity to participate in discussions and decisions that affect them.
 Mr. Zepeda shared information on the new Workplace Violence Prevention training that has been provided for all staff.
 Mr. Zepeda met with Child Development Technicians at their school year opening at Willow Center and conveyed the District’s support with their needs regarding permit renewals.
 Mr. Zepeda explained that working with the Personnel Commission and Ms. Alejandra Galeana, Human Resources Office Manager, the Instructional Aid I & II Special Education hiring events had reduced the vacancies from a total of 100+ to less than 15 vacancies. He noted that there are only five remaining vacancies for Child Development Technician as well.
- 25. Mr. Raymond James, Director of Transportation, wished everyone a happy start to the new school year, and shared his agreement with Mr. Zepeda on the importance of the Leadership Management Initiative.
- 26. Dr. John Lovato, Assistant Superintendent of Human Resources, welcomed everyone to the 2024-25 school year and shared his appreciation for the Classified staff and their hard work, as well as CSEA and SEIU for their collaboration. He thanked all the Classified staff that works over the summer readying the school sites for the students.

II. SELECTION PROCESS

RECEIVED TEST PLAN

- 27. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

- 29. 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 #0206/0624
 Grounds Worker I, List #0816/0524
 Instructional Aide I – Special Education, List #0260/0624 Merged
 Instructional Aide II – Special Education, List #0262/0624 Merged
 Instructional Aide II – Special Education (Female), List #0265/0624 Merged
 Instructional Aide II – Special Education (Male), List #0264/0624
 Language Assessment Technician, List #0250/0424
 Payroll Technician, List #0126/0524

Mr. Andrew Tse, Member, noted a correction to the title of the Eligibility List for *Instructional Aide II – Special Education (Female), List #0265/0624 Merged*.

RATIFIED REMOVAL OF ELIGIBLES

30. 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:

Cafeteria Worker II, List #0508/0623

Eligible(s) #48118274

Instructional Aide – Classroom, List #0211/0224

Eligible(s) #57170528

Instructional Aide – Classroom Bilingual, List #0212/1223

Eligible(s) #26206490, #50325534, #56391773, #12188280

Instructional Aide I – Special Education List #0260/0324 Merged

Eligible(s) #25834476

Instructional Aide II – Special Education, List #0262/0324 Merged, 0424

Merged, 0524 Merged

Eligible(s) #22335589, #26900135, #21803918, #42143129, #22787118

Language Assessment Technician, List #0250/0424

Eligible(s) #11003871

Media Center Aide, List #0704/1023

Eligible(s) #269991, #32431012, #54414752, #42031360, #55636828

Occupational Therapist, List #0268/0124

Eligible(s) #56774406, #55997637, #25716854

Office Assistant, List #0344/1023

Eligible(s) #9228521, #30426322, #50597170

Speech-Language Pathology Assistant, List #0244/0224

Eligible(s) #46029439, #57088342, #9510549, #53308871

Technology Service Technician, List #0416/0224

Eligible(s) #28245608

III. CLASSIFICATION AND SALARY

31. None.

IV. RULES AND REGULATIONS

32. None.

V. CHARGES AND HEARINGS

33. None.

VI. OTHER

34. None.

COMMISSIONERS' COMMENTS

35. Mr. Tse thanked the Classified employees for working hard over the summer, readying the campuses for the students.

- 36. Mr. Arellano welcomed everyone to the new school year, thanking Classified staff for both preparing a safe and clean environment for the students and for moving the schools for the reconfiguration. He thanked the administration for facilitating the work, and thanked Mr. Zepeda for ensuring that all Classified employees have a voice with LMI.
- 37. Ms. Hernández echoed the sentiments of her fellow Commissioners, and thanked Personnel Commission staff for all the work that they do. She shared her appreciation for the relationship between Human Resources and the Personnel Commission, noting the positive results for the District. She thanked Mr. Martin Lara, Computer Field Service Supervisor, for his technical support for the meeting.

CLOSED SESSION

- 38. Adjourned to closed session
Government Code 54957:
Public Employee Discipline, Dismissal, Release
Public Employee Appointment – Personnel Commissioner

Adjourned to closed session: 4:51 p.m.
Reconvened to regular meeting: 5:46 p.m.

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

NEXT REGULAR MEETING

- 39. The next regular meeting is scheduled for **Tuesday, September 3, 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: September 3, 2024

Completed Recruitments with Date List Established

- Bus Driver (Open and Promotional) – 8/21
- Grounds Worker II (Open and Promotional with Promotional Taking Precedence) – 8/27
- Senior Facilities Planner (Open and Promotional) – 8/20

Current Recruitments with Last Day to Apply

- Bus Driver (Open and Promotional) – Continuous
- Child Development Technician (Open and Promotional) – 9/3
- Computer Trainer/Help Desk Operator (Open and Promotional) – 8/23
- Instructional Aide I – Special Education Bilingual (Open and Promotional) – 8/9
- Instructional Aide II – Special Education (Open and Promotional) – 8/9
- Instructional Aide II – Special Education Bilingual (Open and Promotional) – 8/9
- Instructional Materials Attendant (Open and Promotional) – 9/12
- Office Assistant (Open and Promotional) – 6/20
- Records Technician (Promotional Only) – 8/29
- Rehab Program Assistant (Open and Promotional) – 8/5
- School Office Manager II (Promotional Only) – 7/30
- Senior Budget Technician (Open and Promotional with Promotional Taking Precedence) – 8/30
- Warehouse Delivery Worker (Open and Promotional) – 8/16

Upcoming Recruitments

- Instructional Aide II – Special Education, Hearing Impaired (Open and Promotional)
- Speech Language Pathology Assistant (Open and Promotional)
- Nutrition Services Supervisor (Open and Promotional)
- Cafeteria Worker II (Promotional Only)

Training/Other

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on August 27 & 28 for Instructional Aide II, Special Education positions. We are also recruiting for IA I and II, Special Education Bilingual positions.
- The next Child Development Technician recruitment event will be on September 11.
- The Personnel Commission will be attending the Rio Hondo College Fall Job Fair on September 10.
- The Personnel Commission will be hosting the next New Employee Orientation on September 30.
- The 2023-2024 Annual Report is also included as part of the agenda for Commissioner approval. The Annual Report is a summary of the Personnel Commission's activity for the previous fiscal year.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

8/31/2024

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
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*	8/21/2024	8/21/2025
Cafeteria Worker I^	5/24/2024	11/24/2024
Campus Security Officer	1/9/2024	1/9/2025
Carpenter	5/8/2024	5/8/2025
Child Development Technician^	7/18/2024	1/18/2025
Custodian I^	5/29/2024	11/29/2024
Custodian II^	5/29/2024	11/29/2024
Data and Systems Supervisor	9/5/2023	9/5/2024
Director of Fiscal Services	6/18/2024	6/18/2025
Employment Developer	4/26/2024	4/26/2025
Financial Analyst	9/5/2023	9/5/2024
Grounds Worker I	7/23/2024	7/23/2025
Grounds Worker II*	8/27/2024	8/27/2025
Instructional Aide Classroom	5/8/2024	5/8/2025
Instructional Aide Classroom - Bilingual	2/23/2024	2/23/2025
Instructional Aide I - Special Education^	8/1/2024	2/1/2025
Instructional Aide II- Special Education^	8/1/2024	2/1/2025
Instructional Aide II - Special Education (Female)^	8/1/2024	2/1/2025
Instructional Aide II - Special Education (Male)^	8/1/2024	2/1/2025
Language Assessment Technician	7/3/2024	7/3/2025
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	8/1/2024	8/1/2025
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 Facilities Planner*	8/20/2024	8/20/2025
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
Technology Service Technician	5/21/2024	5/21/2025
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:

3

Reference Item:

4

**PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
September 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:
Garcia	Ernest	Maintenance Worker	Painter	Facilities	7/8/24	9/30/24
Marquez	Eugene	Maintenance Worker	Painter	Facilities	7/8/24	9/30/24

Working Out of Classification

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
Luna	Maricruz	Office Assistant	Records Technician	Student & Family Services	7/8/24	12/31/24
Watson	Jalonda	Office Assistant	Secretary II	Facilities	7/8/24	9/30/24
Avalos	Lorraine	Cafeteria Worker I	Cafeteria Worker II	Baldwin Academy	8/5/24	9/13/24
Becerra	Nancy	Cafeteria Worker II	Cafeteria Manager I	Workman ES	8/5/24	9/16/24
Hernandez	Janae	Cafeteria Worker I	Cafeteria Worker II	Newton MS	8/5/24	9/13/24
Ramirez	Angie	Cafeteria Worker I	Cafeteria Worker II	Sparks ES	8/12/24	12/31/24