

PERSONNEL COMMISSION
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF
September 3, 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 AMENDED

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

Mr. Andrew Tse, Member, moved to approve the agenda as amended to remove closed session.

APPROVED MINUTES AS SUBMITTED

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

Mr. Tse, moved to approve the minutes of the regular meeting of August 13, 2024.

**ANNOUNCEMENT OF NOTICE OF INTENT FOR
THE JOINT APPOINTEE TO THE PERSONNEL
COMMISSION**

42. Mr. Felipe Arellano, Vice Chair, announced on behalf of himself and Mr. Tse, the intent to reappoint Commissioner Sandra Hernández as the Joint Appointee to the Personnel Commission for a term from December 1, 2024 to November 30, 2027.

Ms. Sandra Hernández, Chair, appreciatively accepted the reappointment as the Joint Appointee.

Mr. Israel Cobos, Personnel Director, described the appointment process, noting that the public hearing must occur more than thirty days from today's announcement and will likely be included in the November 5th Personnel Commission meeting. Any member of the public is welcome to participate in this hearing, which will be followed by a commissioner vote to make the appointment official. The December meeting will be the first of the new term, when the Oath of Office is administered, and the Commissioners Code of Professional Conduct is signed.

DIRECTOR'S REPORT

43. Mr. Cobos welcomed everyone and wished Ms. Hernández and Mr. Arellano a happy birthday. He then provided updates on completed, current, and upcoming recruitments.

44. Ms. Jennifer Chen, Personnel Analyst, provided an update on the successes of the Child Development Technician and Instructional Aides I & II Special Education hiring events:

- 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. As a result, four candidates were placed on the eligibility list. Testing was also conducted for IA I and II, Special Education Bilingual positions on August 28. The next recruitment event will be on October 15 & 16.
- The next Child Development Technician recruitment event will be on September 11.
- Mr. Cobos commented that Ms. Chen and Ms. Gina Song, Associate Personnel Analyst, have spearheaded recruitment efforts with the team contributing greatly while also collaborating with the partnering departments.

Mr. Cobos also shared the following updates:

- 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. Highlights from this report include:
 - The 34th annual Employee Service Awards, which celebrated our Classified employees years of service
 - Department attendance at six career fairs at local colleges
 - Mr. Cobos' service as President of the Western Region Intergovernmental Personnel Assessment Council (WRIPAC)
 - The Personnel Commission website received an all-time high of 157,355 hits towards Classified job postings
 - The team completed a record 89 recruitments, surpassing the previous record of 65
 - 66 District employees received promotions
 - The department hosted 18 one-day hiring events, 6 for IA I Special Education, 6 for IA II Special Education, and 6 for Child Development Technician, resulting in 83 eligibles selected for hire.
- Mr. Cobos expressed his appreciation and gratitude to the entire team for all their hard work documented in the annual report.

COMMUNICATIONS

45. Ms. Margaret Caldera, CSEA President, thanked the Personnel Commission staff for all their hard work, partnering with Human Resources, and filling so many vacancies.

Ms. Caldera wished Commissioners Hernández and Arellano a happy birthday.

Ms. Caldera commented on the District reconfiguration, noting that it has created a significant increase in the workload and stress for Classified staff. She spoke of an increased number of students at some schools without additional support staff and requested assistance from the Commissioners. She gave examples of staffing levels at some of the

school sites. She also mentioned that staff rest and lunch breaks are being affected.

Mr. Arellano asked if there has been a review of staff to student ratios for the affected schools. Ms. Caldera replied that there is no prescribed ratio for the Classified employees at this time.

46. Ms. Susan Lopez, SEIU representative, wished Commissioners Hernández and Arellano a happy birthday. She also mentioned the School-Community Liaison position and hopes to discuss it with Mr. Cobos.

Ms. Lopez commented on Maintenance & Operations seeming to be short-staffed. She also complimented Ms. Chen on the successful recruiting efforts.

Ms. Lopez thanked the Commissioners on behalf of CSEA and SEIU for the current nomination for the Joint Appointee.

47. Mr. Joseph Zepeda, Director, Human Resources wished the Commissioners a happy birthday. He remarked on the continued work between Human Resources and the three unions to ensure that employees and students are in the best working environment.

Mr. Zepeda shared that Human Resources completed the hiring process for 44 Classified new hires in the month of August. He reminded everyone to stay cool in the hot weather and to check your District email at least once per work day.

Ms. Hernández commented on upcoming Cal/OSHA rule changes regarding temperatures in the workplace.

II. SELECTION PROCESS

RECEIVED TEST PLAN

48. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

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

Mr. Arellano moved to approve the ratification of the following Eligibility List(s):

Bus Driver, List #1302/0822

Grounds Worker II, List #0818/0524

Senior Facilities Planner, List #1743/0524

RATIFIED REMOVAL OF ELIGIBLES

51. 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:

Attendance Clerk, List #0310/1123

Eligible(s) #36506532

Language Assessment Technician, List #0250/0424

Eligible(s) #41187292

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

52. No Action Required

Instructional Aide I – Special Education, List #0260/0324 Merged
Eligible(s) #33324308

III. CLASSIFICATION AND SALARY

53. None.

IV. RULES AND REGULATIONS

54. None.

V. CHARGES AND HEARINGS

55. None.

VI. OTHER

APPROVE THE 2023-2024 PERSONNEL
COMMISSION ANNUAL REPORT

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

Mr. Tse moved to approve the report as amended to update Ms. Hernández's biographical information.

COMMISSIONERS' COMMENTS

57. Mr. Tse hoped everyone enjoyed their Labor Day weekend despite the heat. He thanked the Personnel Commission staff for their excellent work on the annual report.

Mr. Tse commented on Ms. Caldera's remarks, suggesting that the Commissioners schedule a discussion with Mr. Cobos on the subject. He thanked the Classified staff for their continued support of the students and their hard work.

58. Mr. Arellano thanked everyone for the birthday wishes and wished Ms. Hernández a happy birthday. He thanked the Personnel Commission and Human Resources for all their hard work towards filling vacancies. He noted how important it is to be fully staffed to support the students. He referenced Ms. Caldera's comments to emphasize the importance of assigning the appropriate number of staff to a school site, and for employees take their breaks as intended.

59. Ms. Hernández shared her interest in a discussion with Mr. Cobos on the subject of Classified staffing levels at the schools. She thanked the Personnel Commission staff and voiced her appreciation for the positive information shared by Ms. Chen.

Ms. Hernández thanked her fellow Commissioners for their intent to reappoint her as Joint Appointee and shared her admiration for their dedication to the Classified employees. She wished her fellow Commissioners a happy birthday and acknowledged School Board President Christine Salazar in the audience.

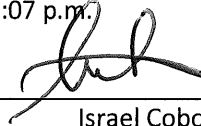
NEXT REGULAR MEETING

60. The next regular meeting is scheduled for

Tuesday, October 1, 2024 at 4:30 p.m.

Meeting adjourned at 5:07 p.m.

Submitted by



Israel Cobos
Personnel Director

Approved

10/1/2024

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.

