

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda
December 3, 2024

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

AGENDA
REGULAR MEETING
December 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=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. Acknowledge the reappointment of Ms. Sandra Hernández to the Personnel Commission as the Joint Appointee for a term from December 1, 2024 to November 30, 2027.		No Action Required
2. Oath of Office	1.	No Action Required
3. Resolution of the Personnel Commissioners Code of Professional Conduct.	2.	No Action Required

4. Election of Officers of the Personnel Commission for the term of December 1, 2024 to November 30, 2025.

Election of the Chair	Moved by _____
	Seconded _____
	Vote _____

Election of the Vice Chair	Moved by _____
	Seconded _____
	Vote _____

- | | |
|--|----------------|
| 5. Approve the agenda as submitted or amended. | Moved by _____ |
| | Seconded _____ |
| | Vote _____ |

- | | | |
|--|----|----------------|
| 6. Approve minutes of the regular meeting of <u>November 5, 2024</u> . | 3. | Moved by _____ |
| | | Seconded _____ |
| | | Vote _____ |

- | | | |
|----------------------|----|--------------------|
| 7. Director’s Report | 4. | No Action Required |
|----------------------|----|--------------------|

8. Communications
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.

- 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 | 5. | No Action Required |
| 2. Receive <u>Provisional Assignment/Working Out of Class</u> Report | 6. | No Action Required |
| 3. Approve ratification of the following Eligibility list(s):
Child Development Technician, List #0206/1024 Merged
Instructional Aide I – Special Education, List #0260/1024
Instructional Aide II – Special Education, List #0262/1024
Instructional Aide II – Special Education (Female), List #0265/1024
Instructional Aide II – Special Education Hearing Impaired, List #0266/0824
Instructional Materials Attendant, List #0236/0824
Senior Budget Technician, List #0130/0824
Speech-Language Pathology Assistant, List #0244/0924 | 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) #10841906
Bus Driver, List #1302/0822
Eligible(s) #57598664 | Sep. Doc.
B. | Moved by _____
Seconded _____
Vote _____ |

Child Development Technician, List #0206/0824 Merged
Eligible(s) #32378513

Grounds Worker I, List #0816/0524
Eligible(s) #24880779

Instructional Aide – Classroom, List #0211/0224
Eligible(s) #44953026

Media Center Aide, List #0704/1023
Eligible(s) #33599959

Office Assistant, List #0344/0524 Merged
Eligible(s) #33069806, #24752858, #24073112

Rehabilitation Program Assistant, List #0248/0724
Eligible(s) #43847294

5. Ratify the 3-month extension of the following Eligibility list(s)
per PC Rule 6.1.5:

Sep. Doc.
C.

Moved by _____
Seconded _____
Vote _____

Custodian I – List #0806/0324
Previous expiration date: 11/29/2024
New expiration date: 03/01/2025

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

Sep. Doc.
D.

No Action Required

Campus Security Officer, List #1102/1023
Eligible(s) #26816095

Grounds Worker II, List #0818/0524
Eligible(s) #39669742

Rehabilitation Program Assistant, List #0248/0724
Eligible(s) #36458228

III. CLASSIFICATION AND SALARY

1. Approve new class description of Executive Director of Fiscal Services to
comply with Education Code 45256.

REFERENCE
7.

ACTION
Moved by _____
Seconded _____
Vote _____

IV. RULES AND REGULATIONS

1. None

REFERENCE

ACTION

V. CHARGES AND HEARINGS

1. None

REFERENCE

ACTION

VI. OTHER

1. Unfinished Business

REFERENCE

ACTION
No Action Required

2. Commissioner's Comments

No Action Required

3. Adjourn to Closed Session

No Action Required

Government Code 54957:

Public Employee Discipline, Dismissal, Release

Adjourned to Closed Session _____ p.m.

Reconvened to regular meeting _____ p.m.

NEXT REGULAR MEETING

Date: **Tuesday, February 4, 2025**

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

OATH OF OFFICE FOR PERSONNEL COMMISSIONER

I, Sandra Hernández, do solemnly affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Sandra Hernández

Subscribed and sworn to before me

This 3rd day of December 2024

Israel Cobos, Personnel Director and Secretary

Reference Item:

2

COMMISSIONERS' CODE OF PROFESSIONAL CONDUCT

Whereas, the Personnel Commission shall base all actions and decisions on merit, fairness and efficiency regardless of outside influence, and

Whereas, Commissioners shall publicly champion and vocally encourage others to embrace the principles of merit in all decisions and actions related to Human Resources Management, and

Whereas, Commissioners shall act and vote independently and objectively regardless of their source of appointment, and

Whereas, although Commissioners should routinely meet with the Board of Education, and employee representatives to discuss general Human Resources concerns, Commissioners shall direct individuals who privately contact them about specific Commission issues to the Personnel Director, and then the full Commission, and

Whereas, the Commission is to provide counsel and direction to their Director at the policy level rather than become involved in the day-to-day operations of the staff, and

Whereas, Commissioners understand and recognize that the power and decision-making authority over the Personnel Commission and its staff or over actions that impact the Classified Service lies only with the full Commission and not with an individual opinion or one Commissioner, and

Whereas, Commission members are expected to attend and participate in all Commission meetings and become fully informed of the issues being considered at those meetings, and

Whereas, Commission members who receive expressions of concern regarding issues that impact the Classified Service should share that information with the entire Commission, and

Whereas, Commission members should avail themselves of opportunities to inform and educate themselves about current Human Resources practices and employment law by individual study and/or through participation in programs providing related information, and

Whereas, the Commission shall encourage regular and impartial performance evaluations of all Classified employees, and

Whereas, the Commission shall encourage training programs for all Classified employees, and

Whereas, the Commission shall ensure a continuous review of positions in the Classified Service and recognize that classification descriptions are based on assigned duties not attributes of individual incumbents, and

Whereas, Commissioners shall not publicly engage in personal attacks on Commission staff or attempt to discipline any employee other than the Director of their staff, and

Whereas, Commission members shall recognize that the Chair of the Commission is the official voice of the Personnel Commission and that members have the responsibility when meeting privately with others to differentiate their views from those of the Commission as a whole, and

Whereas, Commissioners shall respect the confidentiality of all privileged information, including that discussed in closed session, and

Whereas, Commissioners shall comply with the accepted Rules of Order and the Brown Act in the conduct of their meetings, and shall enforce the accepted Rules of Order for attendees at their meetings, and

Whereas, Commissioners shall support and ensure that all candidates for classified employment are provided with equal employment opportunity and that selection procedures are based on merit and fitness, and

Whereas, the Commission shall recognize the value of diversity in the workplace and encourage recruitment outreach to members of underrepresented groups, and

Whereas, the Commission shall adjudicate disciplinary and examination appeals on the basis of relevant substantial evidence and not on personal, prejudicial, or extraneous information, feelings, or beliefs, and

Whereas, the Commission shall abide by related provisions of the California State Education Code and federal, state and local legislation and regulations;

Therefore, be it resolved that I, **COMMISSIONERS NAME**, Personnel Commissioner, agree to and support this Code of Conduct.

Signature

December 3, 2024

Date

Reference Item:

3

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

November 5, 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

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

Mr. Felipe Arellano, Vice Chair, moved to approve the agenda as amended to remove closed session.

APPROVED MINUTES AS SUBMITTED

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

Mr. Arellano, moved to approve the minutes of the regular meeting of October 1, 2024.

PUBLIC HEARING

81. The regular meeting was adjourned at 4:32 p.m. to a public hearing on the intended appointment of Ms. Sandra Hernández for the position of Joint Appointed Personnel Commissioner.

82. Ms. Susan Lopez, SEIU representative, congratulated Ms. Hernández on her appointment.

83. The regular meeting was reconvened at 4:33 p.m.

APPROVED JOINT COMMISSIONER
APPOINTMENT

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

Mr. Andrew Tse, Member, moved to approve the appointment of Ms. Sandra Hernández to the Personnel Commission as the Joint Appointee for a term from December 1, 2024 to November 30, 2027.

DIRECTOR'S REPORT

85. Mr. Cobos welcomed everyone and provided updates on completed, current, and upcoming recruitments.

86. Ms. Jennifer Chen, Personnel Analyst, provided an update on the recent success of the Child Development Technician hiring event:

- Personnel Commission staff collaborated with Human Resources and Instructional Support on a recruitment event held on October 16 for

Instructional Aide – Special Education positions. As a result, three candidates were added to the eligibility list.

- The next instructional support hiring event will be on November 19 and 20.
- Mr. Cobos thanked Ms. Chen and noted the continuing collaboration with departments and Human Resources and mentioned that there is a slowdown this time of year. He explained that due to a history of low turnout in December, the next recruiting events can be expected in the new year.

Mr. Cobos also shared the following updates:

- The next Child Development Technician recruitment event will be on November 13.
- The Personnel Commission hosted a CalPERS *Planning Your Retirement* class on October 9, which was led by a CalPERS representative. 35 classified employees attended the informational session. The next CalPERS session is expected before the end of the calendar year and will be geared towards employees newer to CalPERS.
- Personnel Commission staff participated in the Personnel Directors Monthly Roundtable Meeting on October 18.
- The Personnel Commission and Human Resources participated in the Día de Los Muertos Festival hosted by the City of La Puente. The departments hosted a booth together and were able to share information about the classified positions, openings that we have in the district, and provide the community with information about the benefits of working for the District.
- Mr. Cobos congratulated Commissioner Tse for recently completing the Merit Academy program.

COMMUNICATIONS

87. Ms. Susan Lopez, SEIU representative, asked Mr. Cobos if the department shares information on all open positions when attending community events.

Mr. Cobos explained that much like attending a job fair, the department will bring flyers and information about all current openings, as well as additional information about all the different jobs at the District, submitting interest cards for future openings, and sharing our general flyer with broad information about job categories, benefits, and more when attending community events.

88. Mr. Joseph Zepeda, Director, Human Resources, congratulated Ms. Hernández on her reappointment to the Personnel Commission.

Mr. Zepeda spoke about the importance of community outreach, citing the Día de Los Muertos Festival as an example. He shared that at the festival, he and Mr. Cobos were able to connect with community members, answer questions and have conversations, and advocate for the District as an employer. He noted that by working together, the number of vacancies decreased from over 400 to approximately 121 since he joined Human Resources.

II. SELECTION PROCESS

RECEIVED TEST PLAN

89. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

91. 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

Computer Trainer/Help Desk Operator, List #0414/0824

Instructional Aide II – Special Education, List #0262/0924
Instructional Aide II – Special Education (Female), List #0265/0924
Records Technician, List #0328/0824
Warehouse Delivery Worker, List #1204/0724

RATIFIED REMOVAL OF ELIGIBLES

92. 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:

Bus Driver, List #1302/0822

Eligible(s) #55630910

Cafeteria Worker I, List #0506/0324

Eligible(s) #39820336, #50790430, #37648366

Child Development Technician, List #0206/0624

Eligible(s) #43064361

Instructional Aide – Classroom, List #0211/0224

Eligible(s) #46024289, #25834476, #37005715

Instructional Aide I – Special Education, List #0260/0524, 0624

Eligible(s) #58801439, #25545403, #1130884, #40917431, #35621541, #56779054, #48930688, #29878538

Instructional Aide I – Special Education Bilingual, List #0261/0724

Eligible(s) #56779054

Instructional Aide II – Special Education, List #0262/0624, 0724

Eligible(s) #22622825, #58801439, #40358644, #56357382, #33563598, #49392461, #6446983

Instructional Aide II – Special Education Bilingual, List #0263/0724

Eligible(s) #54065562

Office Assistant, List #0344/1023 Merged

Eligible(s) #58517249

Rehabilitation Program Assistant, List #0248/0724

Eligible(s) #33563598, #49342716, #34364355

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

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

Mr. Arellano moved to ratify the 3-month extension of the following Eligibility list(s) per PC Rule 6.1.5:

Custodian II – List #0808/0324

Previous expiration date: 11/29/2024

New expiration date: 03/01/2025

III. CLASSIFICATION AND SALARY

94. None.

IV. RULES AND REGULATIONS

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

Mr. Arellano moved to approve Personnel Commission Rule 16.1.1 – Holidays for Classified Employees.

Mr. Cobos reviewed the proposed changes to Personnel Commission Rule 16.1.1 – Holidays for Classified Employees.

SECOND READING AND APPROVAL OF PERSONNEL COMMISSION RULE 16.1.1 – HOLIDAYS FOR CLASSIFIED EMPLOYEES

V. CHARGES AND HEARINGS

96. None.

VI. OTHER

COMMISSIONERS' COMMENTS

97. Mr. Tse thanked the classified employees, as well as all personnel in the district, for their continued hard work and support of the students.

Mr. Tse acknowledged CSEA employee, Mr. Raymundo Bueno, Custodian II, for his heroic actions to save the children. He wished everyone a wonderful and safe Thanksgiving holiday.

98. Mr. Arellano thanked Human Resources and the Personnel Commission for their hard work and making the extra effort to reach out to the community during holiday festivities.

Mr. Arellano also commended Mr. Bueno for extinguishing the fire and protecting the students.

Mr. Arellano thanked everyone for all their hard work and wished them all a happy Thanksgiving. He reminded everybody of Election Day and to go out and vote.

99. Ms. Hernández thanked everyone for attending the meeting and expressed her deepest gratitude for her reappointment to the Commission. She praised Mr. Arellano and Mr. Tse for their dedication to the Classified employees and their conscientious work and thanked them for continuing to work with her.

Ms. Hernández thanked the Personnel Commission staff for their impressive work and continued recruitment efforts.

Ms. Hernández shared that she looks forward to the opportunity to honor Mr. Bueno for his actions.

NEXT REGULAR MEETING

100. The next regular meeting is scheduled for **Tuesday, December 3, 2024 at 4:30 p.m.**
Meeting adjourned at 4:52 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:

4

Director's Report: December 3, 2024

Completed Recruitments with Date List Established

- Child Development Technician (Open and Promotional) – 11/14
- Instructional Aide I – Special Education (Open and Promotional) – 11/21
- Instructional Aide II – Special Education (Open and Promotional) – 11/21
- Instructional Aide II – Special Education Female (Open and Promotional) – 11/21
- Instructional Aide II – Special Education, Hearing Impaired (Open and Promotional) – 11/19
- Instructional Materials Attendant (Open and Promotional) – 11/6
- Senior Budget Technician (Open and Promotional with Promotional Taking Precedence) – 11/1
- Speech Language Pathology Assistant (Open and Promotional) – 11/8

Current Recruitments with Last Day to Apply

- Bus Driver (Open and Promotional) – Continuous
- Cafeteria Worker II (Open and Promotional with Promotional Taking Precedence) – 11/18
- Campus Security Officer (Open and Promotional) – 12/5
- Family Services Specialist (Open and Promotional) – 12/5
- Instructional Aide I – Special Education (Open and Promotional) – 1/13
- Instructional Aide II – Special Education (Open and Promotional) – 1/13
- Instructional Aide II – Special Education Female (Open and Promotional) – 1/13
- Instructional Aide II – Special Education Male (Open and Promotional) – 1/13
- Lead Custodian (Promotional Only) – 10/31
- Nutrition Services Supervisor (Open and Promotional) – 10/16
- Rehabilitation Program Assistant (Open and Promotional) – 12/3

Upcoming Recruitments

- Food Service Delivery Driver
- Bus Attendant
- Site Supervision Aide
- Cafeteria Manager I

Training/Other

- Personnel Commission staff partnered with Human Resources and Child Development for a recruitment event on November 13 for Child Development Technician positions. Three (3) additional eligibles were added to the eligibility list. The next Child Development recruitment event will be in January/February.
- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on November 19 for Instructional Aide, Special Education positions. Six (6) additional eligibles were added to the eligibility lists. The next Instructional Aide, Special Education recruitment event will be in January.
- The Personnel Commission will be hosting a CalPERS, Your CalPERS and You, training event for members who are new or midway through their career on December 4.
- The next New Employee Orientation is scheduled for Thursday, December 12.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

11/30/2024

Classification	Date Established	Eligibility List Expiration Date
Accounting Supervisor	3/1/2024	3/1/2025
Accounting Technician	1/19/2024	1/19/2025
Attendance Clerk	2/8/2024	2/8/2025
Budget Supervisor	4/22/2024	4/22/2025
Bus Driver	9/24/2024	9/24/2025
Campus Security Officer	1/9/2024	1/9/2025
Carpenter	5/8/2024	5/8/2025
Child Development Technician ^{^*}	11/14/2024	5/14/2025
Computer Trainer/Help Desk Operator	10/14/2024	10/14/2025
Custodian I ^{^*}	5/29/2024	3/1/2025
Custodian II [^]	5/29/2024	3/1/2025
Director of Fiscal Services	6/18/2024	6/18/2025
Employment Developer	4/26/2024	4/26/2025
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 ^{^*}	11/21/2024	5/20/2025
Instructional Aide I - Special Education Bilingual [^]	9/6/2024	3/6/2025
Instructional Aide II- Special Education ^{^*}	11/21/2024	5/20/2025
Instructional Aide II - Special Education (Female) ^{^*}	11/21/2024	5/20/2025
Instructional Aide II - Special Education (Male) [^]	8/1/2024	2/1/2025
Instructional Aide II - Special Education Bilingual [^]	9/6/2024	3/6/2025
Instructional Aide II - Special Education, Hearing Impaired [*]	11/19/2024	11/19/2025
Instructional Materials Attendant [*]	11/6/2024	11/6/2025
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	9/9/2024	9/9/2025
Payroll Technician	8/1/2024	8/1/2025
Plant Supervisor	12/22/2023	12/22/2024
Records Technician	10/1/2024	10/1/2025
Registrar	12/7/2023	12/7/2024
Rehabilitation Program Assistant	8/28/2024	8/28/2025
School Office Manager II	9/12/2024	9/12/2025
Senior Budget Technician [*]	11/1/2024	11/1/2025
Senior Facilities Planner	8/20/2024	8/20/2025
Senior Office Assistant	4/26/2024	4/26/2025
Speech Language Pathology Assistant [*]	11/8/2024	11/8/2025
Technology Service Technician	5/21/2024	5/21/2025
Warehouse Delivery Worker	9/27/2024	9/27/2025

^{*} = Pending Commission Ratification

[^] = Six (6) month eligibility list

Reference Item:

5

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>Assistant</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
Cafeteria Worker II	6/26/24	10/03	11/18	15	OPP	n/a	n/a	12/5					SL	JC	Active
Campus Security Officer	3/13/24	11/12	12/05	15	O&P	n/a	12/17 & 12/18	12/17 & 12/18					MM	JC	Active
Child Development Technician (Recruitment Event)	Calendared	01/06	01/28	15	O&P	n/a	n/a	2/5					MM	JC	Active
Family Services Specialist	8/6/24	10/30	11/21	23	O&P	n/a	12/18	TBD					MM	GS	Active
Instructional Aide I - Special Ed (Recruitment Event)	Calendared	12/12	01/13	15	O&P	1/21	n/a	1/27 & 1/28					MM	JC	Active
Instructional Aide II - Speical Ed (Female/Male) (Recruitment Event)	Calendared	12/12	01/13	15	O&P	1/21	n/a	1/27 & 1/28					MM	JC	Active
Lead Custodian	7/3/24	10/10	10/31	15	P	n/a	n/a	11/14 & 11/15					SL	GS	Active
Nutrition Services Supervisor	5/23/24	09/25	10/16	15	O&P	n/a	10/30 & 10/31	11/14-11/18					SL	GS	Active
Rehabilitation Program Assistant	7/10/24	11/07	12/03	15	O&P	n/a	n/a	TBD					SL	JC	Active
(1) - Merged	11/21/2024														

Reference Item:

6

**PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
December 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:
None						

Working Out of Classification

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
Briones	Amanda	Cafeteria Worker II	Cafeteria Manager I	Wedgeworth ES	8/5/24	5/23/25
Garcia	Martha	Cafeteria Manager I	Cafeteria Manager II	Valinda School of Academics	8/5/24	5/23/25
Reyes	Julia	Cafeteria Worker II	Cafeteria Manager I	Los Altos ES	8/5/24	5/23/25
Ramirez	Angie	Cafeteria Worker I	Cafeteria Worker II	Sparks ES	8/12/24	12/31/24
Acevedo	Maria	Cafeteria Worker II	Cafeteria Manager I	Workman ES	9/19/24	12/31/24
Huang	Pei Fen	Cafeteria Worker I	Cafeteria Worker II	California ES	9/20/24	12/31/24
Flores	Vanessa	Cafeteria Worker I	Cafeteria Worker II	La Puente HS	9/30/24	12/31/24

Reference Item:

7

NEW CLASSIFICATION

EXECUTIVE DIRECTOR OF FISCAL SERVICES

Effective Date: December 3, 2024

I. Recommendation

The Personnel Director recommends that the Personnel Commission approve and adopt the following proposed new classification:

A. Classification

1. Establish the classification of Executive Director of Fiscal Services.
2. Place the classification of Executive Director of Fiscal Services on Range M-46 (\$15,187.25/month – \$17,895.75/month) on the Classified Management Salary Schedule.
3. Adopt the new classification specification for Executive Director of Fiscal Services.
4. Approve the field of competition for Executive Director of Fiscal Services to be open and promotional.

II. Background

The office of the Personnel Commission received a request from Manoj Roychowdhury, Associate Superintendent, Business Services, to establish a classification that will lead Fiscal Services with additional responsibilities in the fiscal management of risk management programs, self-insurance funds and capital facilities bond measure programs as well as serving as the point of contact for planning, organizing and coordinating internal audits with the District's audit firm. In addition, this newly created position will now oversee and manage student body funds, special accounts and budget revisions in offsetting deficit accounts. As a result of the Executive Director of Fiscal Services position being created, the Director of Fiscal Services position will be abolished.

III. Classification Analysis

Staff received input from the Associate Superintendent, Business Services, and the Assistant Superintendent, Human Resources. The Personnel Commission also surveyed other school districts with similar classifications to determine a best-in-class description for the duties and the minimum qualifications. The proposed class description is the result of this collaboration and survey.

A class description outlining the duties and responsibilities for the proposed classification is attached to this report.

IV. Salary Analysis

The compensation study included analysis of external salary alignment, as well as comparisons of duties and minimum qualifications for related classifications. The Personnel Commission's recommendation for the salary range at M-46 (\$15,187.25 minimum monthly salary/\$17,895.75 maximum monthly salary) is the result of surveying other school districts with the same or similar position. Through this research and analysis, the Personnel Commission has recommended the appropriate minimum qualifications and salary range for the newly created "Executive Director of Fiscal Services" position.

External Alignment

Salary information was collected from similar classifications in other school districts. This information is provided in the table below, along with the proposed Executive Director of Fiscal Services noted in **bold**:

District	Classification	Min. Monthly
Anaheim Union HS District	Executive Director of Fiscal Services	\$15,388.83
Hacienda La Puente USD	Executive Director of Fiscal Services	\$15,187.25
Long Beach USD	Executive Director of Fiscal Services	\$14,546.53
Torrance USD	Executive Director of Fiscal Services	\$13,965.00
Westminster USD	Executive Director of Business Services	\$12,913.00
Orange USD	Executive Director of Business Services	\$12,681.00
Inglewood USD	Senior Executive Director of Fiscal Services	\$11,045.76

Note: This is a healthy placement when compared to other school districts. It is important to have a competitive monthly salary in order to attract strong applicants for the position.

Internal Alignment

In reviewing the internal classifications to determine the appropriate placement for the Executive Director of Fiscal Services classification, the Personnel Commission also reviewed the classification and salary for Executive Director of Facilities, the Assistant Superintendent positions, and Associate Superintendent of Business Services along with the Director of Fiscal Services position which will be abolished.

Basis of Recommendation

Based on external and internal market analysis, staff recommends placing the Executive Director of Fiscal Services salary at range M-46 (\$15,187.25 - \$17,895.75/month) on the Classified Management Salary Schedule.

V. Field of Competition

The field of competition should be open and promotional. The reason being that this is a new classification and there is no pre-existing recruitment data for which field of competition analysis can be conducted. With recruitment data, staff will be able to gauge the level of interest of internal and external applicants and determine if there is a history of adequate internal supply of candidates.

EXECUTIVE DIRECTOR OF FISCAL SERVICES

DEFINITION

Under the supervision of the Associate Superintendent of Business Services, plans, organizes, manages, and participates in accounting, budget, payroll, and fiscal record management and reporting activities; directs and evaluates fiscal service personnel; and oversees highly technical and specialized accounting and financial functions.

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.

- Plans, schedules, audits, directs, and coordinates the preparation and maintenance of various accounting and financial records, including general and special ledgers for all District funds, student body funds, and special accounts.
- Plans, organizes, and directs the budget planning and preparation processes, including formulating budgetary formulas and preparing budget control guidelines and procedures.
- Monitors budgetary procedures and financial status of risk management programs and self-insurance funds, ensuring compliance with applicable state and federal laws; recommends procedural changes and insurance policy adjustments.
- Plans, organizes, and directs vendor payment procedures to ensure timely payment for products and services.
- Plans, organizes, and directs payroll management and reporting functions.
- Trains, directs, and evaluates the performance of fiscal service personnel, providing guidance and support.
- Plans, organizes, and develops improved accounting and financial record management, reporting systems, and procedures.
- Plans, organizes, directs, and coordinates the preparation of guidelines and procedures for posting or input into computer-assisted accounting and budget control programs.
- Monitors and audits accounting and financial record management and reporting functions to ensure adherence to established operational procedures and guidelines.
- Prepares budget revisions to offset deficit accounts.
- Prepares documentation and presents information to effectively communicate with school personnel, the executive cabinet, and the board.
- Performs highly technical and specialized accounting and financial record management and reporting functions.
- Counsels, advises, and assists school and District personnel on accounting and financial record management, reporting systems, and the procurement process for goods, materials, and supplies.
- Develops and reviews the preparation of annual budgets for District departments.
- Plans, organizes, directs, and coordinates the preparation of various management-related reports, including budget control, financial statements, revenue, investment, accounts payable and receivable, payroll, purchasing, and other computer-assisted reports and records.
- Plans, organizes, and directs procedures and guidelines for pursuing reimbursement claims for special education, special projects, and pupil transportation.
- Conducts highly technical financial and statistical research studies on the District's fiscal position and other budget planning and control matters.
- Plans, organizes, and coordinates internal audits, working closely with the District's audit firm.
- Plans, organizes, and directs the forecasting and estimating of the District income and expenditures.
- Collaborates with District personnel on fiscal matters related to the implementation of the District's capital facilities bond measure program.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree from an accredited college or university with a major in Business Administration, Education, Accounting, Finance, or a closely related field; a Master's degree is preferred. Possession of a California Association of School Business Officials (CASBO) certificate and/or Certified Public Accountant (CPA) License is highly desirable.

Experience:

Six years of experience in finance or accounting work at a California K-12 school district, including four years of experience in a management or supervisory position involving budget monitoring, budget preparation, and personnel management.

Special:

- Possession of a valid California Class C Driver's license.
- Evidence of adequate insurance for a motor vehicle, that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.
- Use of an automobile.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern organization, management, and supervision techniques.
- Principles, methods, and procedures of school district accounting, budget planning, fiscal record management, purchasing, and risk management.
- Interpersonal skills using tact, patience, and courtesy.
- Public speaking techniques.
- Financial reporting preparation and presentation techniques.
- Oral and written communication and presentation skills.
- Audit and fiscal control procedures and techniques, including internal control and audit principles.
- Applicable Federal, State, and local laws, codes, regulations, and policies.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern data processing and computer systems for financial record keeping and management information systems.
- Microsoft Excel, Word, and other current software.
- Problem-solving strategies.
- Standardized Account Code Structure (SACS)/ CSAM procedures.
- Audit guidelines from Federal Programs and the Education Audit Appeals Panel.
- Los Angeles County Office of Education (LACOE) financial and Human Resource systems.
- Federal Grants compliance and reporting.
- Complex financial, statistical, and comparative analysis techniques.
- Change process and consensus-building strategies.

Ability to:

- Administer, plan, coordinate, direct, and supervise the complex fiscal services functions of the District.
- Interpret and apply statutes, regulations, policies, and provisions of the State Education Code and various regulatory agencies concerning the fiscal legal responsibilities of a school district.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines by planning and organizing work.
- Analyze work methods, schedules, equipment, and staffing levels to increase efficiency.
- Lead in a team-oriented environment.
- Train, motivate, coordinate, evaluate, and supervise personnel.
- Communicate effectively both orally and in writing, including preparing and presenting detailed analyses, recommendations, and conclusions.
- Collect and analyze complex financial data.
- Establish and maintain cooperative and effective working relationships.

- Develop and implement financial procedures and controls at the departmental level.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little supervision and direction.

PHYSICAL DEMANDS

Employees in this classification sit, walk, stand, lift, and carry up to 25 pounds, push, pull, bend repeatedly, use both hands simultaneously, repetitively use fingers, wrists, or hands in a twisting motion or while applying pressure, speak clearly, hear normal voice conversation, see small details, need depth perception, can distinguish shades, drive a vehicle, use a computer and telephone.

WORK ENVIRONMENT

Employees in this classification work directly with District staff, students, and the public, work both indoors and outside, with exposure to contagious illnesses, work independently with minimal supervision, work over 40 hours a week, high volume of work and tight deadlines, and continuously changing priorities and interruptions.

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.

NOTE: This position is part of the Senior Management Service in accordance with the provisions of the Education Code.

Created: 12/3/24

Salary Range: 46-M