

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda

March 4, 2025

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

AGENDA
REGULAR MEETING
March 4, 2025
4:30 P.M. Board Room & Virtual

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

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Felipe Arellano, Chair	_____
Andrew Tse, Vice Chair	_____
Sandra Hernández, 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 72 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>February 4, 2025</u> .	1.	Moved by _____ Seconded _____ Vote _____
3. Director’s Report	2.	No Action Required

4. 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	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):	Sep. Doc.	Moved by _____
Bus Driver, List #1302/0822	A.	Seconded _____
Child Development Technician, List #0206/0125		Vote _____
Executive Director of Fiscal Services, List #1746/1224		
Family Services Specialist, List #0216/1024		
Instructional Aide I – Special Education Bilingual, List #0261/1224		
Instructional Aide II – Special Education Hearing Impaired, List #0266/1224 Merged		
Mechanic III – List #1314/1224		
Site Supervision Aide – List #0270/0125		
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11:	Sep. Doc.	Moved by _____
Grounds Worker I, List #0816/0524	B.	Seconded _____
Eligible(s) #58296533, #33559274, #36803680, #52851710		Vote _____
Instructional Aide Classroom, List #0211/0224		
Eligible(s) #46268860, #48307768, #37441811, #56438285, #46846928		
Instructional Aide I – Special Education, List #0260/1224 Merged		
Eligible(s) #46041706, #58734417		
Instructional Aide II – Special Education, List #0262/1224		
Eligible(s) #57814960		
Instructional Aide II – Special Education Bilingual, List #0263/0724		
Eligible(s) #25439615, #47497440, #59109243		
5. Notification of removal of the following eligible(s) in accordance with Personnel Commission Rule 4.2.1:	Sep. Doc.	
Custodian II, List #0808/0324	C.	
Eligible(s) #51613981		
Grounds Worker II, List #0818/0524		
Eligible(s) #58540281		
6. Ratify the 3-month extension of the following Eligibility list(s) per PC Rule 6.1.5:	Sep. Doc.	Moved by _____
Custodian I – List #0806/0324	D.	Seconded _____
Previous expiration date: 03/01/2025		Vote _____
New expiration date: 06/01/2025		

III. CLASSIFICATION AND SALARY

REFERENCE

ACTION

1. None

IV. RULES AND REGULATIONS

REFERENCE

ACTION

1. None

V. CHARGES AND HEARINGS

REFERENCE

ACTION

1. None

VI. OTHER

REFERENCE

ACTION

1. Unfinished Business

No Action Required

2. Commissioner's Comments

No Action Required

3. Adjourn to Closed Session

No Action Required

Government Code 54957:

Public Employee Performance Evaluation

Title: Personnel Director

Adjourned to Closed Session _____ p.m.

Reconvened to regular meeting _____ p.m.

NEXT REGULAR MEETING

Date: **Tuesday, April 8, 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 72 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

February 4, 2025

PRELIMINARY SECTION

CALL TO ORDER

The meeting of the Personnel Commission of the Hacienda La Puente Unified School District was called to order by Mr. Felipe Arellano, 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

Mr. Felipe Arellano, Chair
Mr. Andrew Tse, Vice Chair
Ms. Sandra Hernández, Member

STAFF MEMBERS PRESENT

Mr. Israel Cobos, Personnel Director
Ms. Michelle Quiroz, Personnel Assistant

OTHERS PRESENT

See Visitor's Register

I. GENERAL FUNCTIONS

APPROVED AGENDA AS AMENDED

127. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Ms. Sandra Hernández, Member, moved to approve the agenda as amended to remove closed session.

APPROVED MINUTES AS SUBMITTED

128. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Mr. Andrew Tse, Vice Chair, moved to approve the minutes of the regular meeting of December 3, 2024.

DIRECTOR'S REPORT

129. Mr. Israel Cobos, Personnel Director, welcomed everyone and provided updates on completed, current, and upcoming recruitments.

130. Mr. Cobos also shared the following updates:

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on January 27-28 for Instructional Aide, Special Education positions. Nineteen additional eligibles were added to the eligibility lists. The next Instructional Aide, Special Education recruitment event will be on March 10-11.
- The next Child Development Technician recruitment event will be tomorrow, February 5. There are nine candidates scheduled to participate.
- The Personnel Commission hosted a CalPERS learning session - *Your CalPERS and You*, for members who are new or midway through their career on December 4. Nineteen employees participated in this class.
- The Personnel Commission hosted a New Employee Orientation in partnership with the District and the bargaining units on December 12. There were twenty-five participants. The next New Employee Orientation will be in early March.
- Personnel Commission staff participated in the virtual PC Director's Roundtable meeting on December 13.

- Personnel Commission staff attended the HLP Adult Education Institutional Advisory Committee meeting as well as the PSHRA-SC Legal Update webinar on January 16.
- Personnel Commission staff participated in the WRIPAC Winter Virtual Meeting on January 30.

COMMUNICATIONS

131. Mr. Joseph Zepeda, Human Resources Director, wished everyone a Happy New Year, and shared that with the upcoming Child Development Technician recruitment event, the District will be on track to filling most of the vacancies for that role. He spoke about how effective the recruitment events have been in filling CDT and Instructional Support vacancies.

Mr. Zepeda spoke about the principles of LMI, involving all stakeholders, and providing the best services to the district and the community.

Mr. Zepeda shared that administrative and clerical staff were recently trained on a new requisition system, Informed K-12, which will streamline several processes.

132. Ms. Margaret Caldera, CSEA President, spoke of attending CSEA functions and learning of districts that fund their CSEA chapter’s attendance at CSPCA conferences. Ms. Caldera requests that the Personnel Commission use their department budget to pay for a CSEA representative to attend the CSPCA conference.

Ms. Caldera referenced PC Rule 9.2.2, Change in Working Hours, noting that the language is not consistent with the CSEA contract. She also spoke about Senate Bill 1100, which addresses drivers’ license requirements in job postings.

Ms. Caldera thanked Human Resources and the Personnel Commission for holding the recruitment events and getting people hired as quickly as possible.

Mr. Arellano followed up with Ms. Caldera and asked if she had an estimate for the cost of attending the CSPCA conference. Ms. Caldera said she would forward the email she has with the information.

Mr. Arellano followed up with Ms. Caldera regarding her comment on SB 1100 and asked if there was a specific job post that she was concerned about. Ms. Caldera said there was not, though she knows there are some requirements listed, and wants to be sure we are in compliance.

II. SELECTION PROCESS

RECEIVED TEST PLAN

133. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

135. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Ms. Hernández moved to approve the ratification of the following Eligibility List(s):

- Bus Driver, List #1302/0822
- Bus Driver, List #1302/0822 (#2)
- Cafeteria Worker II, List #0508/1024
- Campus Security Officer, #1102/1124
- Instructional Aide I – Special Education, List #0260/1224 Merged
- Instructional Aide II – Special Education, List #0262/1224
- Instructional Aide II – Special Education (Female), List #0265/1224
- Instructional Aide II – Special Education (Male), List #0264/1224

Lead Custodian, List #0810/1024
Nutrition Services Supervisor, List #0504/0924
Rehabilitation Program Assistant, List #0248/1124

RATIFIED REMOVAL OF ELIGIBLES

136. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes

Mr. Tse moved to approve the ratification of the removal of the following eligible(s) in accordance with the Personnel Commission Rule 6.1.11:

Accounting Technician, List #0116/1023
Eligible(s) #54633271, #51994114

Cafeteria Worker I, List #0506/0324
Eligible(s) #55313716

Child Development Technician, List #0206/1024 Merged
Eligible(s) #41750268

Custodian II, List #0808/0324
Eligible(s) #19158803

Grounds Worker I, List #0816/0524
Eligible(s) #38633838

Grounds Worker II, List #0818/0524
Eligible(s) #18102630, #19622415

Instructional Aide Classroom, List #0211/0224
Eligible(s) #53127477, #56923911, #54888963, #29878538, #35057766,
#47590454, #57212138, #57008735, #57122687, #52679162

Instructional Aide Classroom Bilingual, List #0212/1223
Eligible(s) #45305516

Instructional Aide I – Special Education, List #0260/0624, 1024
Eligible(s) #60063521, #37185781, #60224251

Instructional Aide I – Special Education Bilingual, List #0261/0724
Eligible(s) #59109243, #34364355, #55527898

Instructional Aide II – Special Education, List #0262/1024
Eligible(s) #436532

Media Center Aide, List #0704/1023
Eligible(s) #48503531

Occupational Therapist, List #0268/0124
Eligible(s) #42892462

Office Assistant, List #0344/0524 Merged
Eligible(s) #30923821, #56470229, 58474741, #43770340, #58082600,
#36996646

Rehabilitation Program Assistant, List #0248/1124
Eligible(s) #40413737

Senior Office Assistant, List #0346/0124
Eligible(s) #46076525, #51894114, #12014864

Speech-Language Pathology Assistant, List #0244/0924
Eligible(s) #58820086

III. CLASSIFICATION AND SALARY

137. None.

IV. RULES AND REGULATIONS

138. None.

V. CHARGES AND HEARINGS

139. None.

VI. OTHER

COMMISSIONERS' COMMENTS

140. Ms. Hernández wished everyone a Happy New Year. She shared that she works at a community college and have received guidance from their leadership regarding current immigration enforcement protocols in order to keep everyone calm and safe. She advised the unions that if not already addressed, to ask for guidance from leadership. She wished everyone a safe and happy new year.

141. Mr. Tse wished everyone a Happy New Year. He shared that he looks forward to continued success in the second half of the school year, and he thanked the classified employees and PC staff for their work and support of our students.

142. Mr. Arellano thanked the administration for working diligently to fill the CDT positions, noting how important they are. He expressed his appreciation for involving clerical staff in processes that benefit the district.

Mr. Arellano thanked everyone for attending the meeting, and for their patience as this was his first meeting as the Chair. He agreed with Ms. Hernández that the unions should seek guidance on what steps employees take in the event that ICE is on or around school grounds. He mentioned a large student walk-out at the school where he works, and how important it is to support the students and keep them safe. He wished everyone a Happy New Year.

NEXT REGULAR MEETING

143. The next regular meeting is scheduled for **Tuesday, March 4, 2025 at 4:30 p.m.**
Meeting adjourned at 4:57 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: March 4, 2025

Completed Recruitments with Date List Established

- Bus Driver (Open and Promotional) – 2/13
- Child Development Technician (Open and Promotional) – 2/6
- Executive Director of Fiscal Services (Open and Promotional) – 2/20
- Family Services Specialist (Open and Promotional) – 2/3
- Instructional Aide I – Special Education Bilingual (Open and Promotional) – 2/5
- Instructional Aide II – Special Education, Hearing Impaired (Open and Promotional) – 2/18
- Mechanic III (Open and Promotional) – 2/13
- Site Supervision Aide (Open and Promotional) – 2/25

Current Recruitments with Last Day to Apply

- Bus Driver (Open and Promotional) – Continuous
- Cafeteria Manager I (Open and Promotional with Promotional Taking Precedence) – 3/3
- Cafeteria Worker I (Open and Promotional) – 2/13
- Instructional Aide I – Special Education (Open and Promotional) – 2/24
- Instructional Aide II – Special Education (Open and Promotional) – 2/24
- Instructional Aide II – Special Education Female (Open and Promotional) – 2/24
- Instructional Aide II – Special Education Male (Open and Promotional) – 2/24
- Instructional Aide II – Special Education Bilingual (Open and Promotional) – 2/26
- Locksmith (Open and Promotional) – 3/12
- Painter (Open and Promotional) – 3/6

Upcoming Recruitments

- Assessment Technician
- GED Examiner
- Bus Attendant

Training/Other

- Personnel Commission staff partnered with Human Resources and Child Development for a recruitment event on February 5 for Child Development Technician positions. 6 additional eligibles were added to the eligibility list.
- The next Instructional Aide, Special Education recruitment event will be March 10-11.
- The Personnel Commission attended the PCASC Legal Update on February 13.
- Personnel Commission and Human Resources staff attended the Rio Hondo College Job Fair on February 26.
- The next New Employee Orientation will be on March 3.
- The Personnel Commission is working on updating job descriptions to be in compliance with SB 1100, which gives new guidance on when a driver's license can be required as part of the minimum qualifications of a position.
- The Personnel Commission is also working on updating job descriptions in the IT Department to reflect the re-branding and new name for the department.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

2/28/2025

Classification	Date Established	Eligibility List Expiration Date
Budget Supervisor	4/22/2024	4/22/2025
Bus Driver*	2/21/2025	2/21/2026
Cafeteria Worker II	12/18/2024	12/18/2025
Campus Security Officer	1/24/2025	1/24/2026
Carpenter	5/8/2024	5/8/2025
Child Development Technician^*	2/6/2025	8/6/2025
Computer Trainer/Help Desk Operator	10/14/2024	10/14/2025
Custodian I^*	5/29/2024	6/1/2025
Custodian II^*	5/29/2024	6/1/2025
Director of Fiscal Services	6/18/2024	6/18/2025
Employment Developer	4/26/2024	4/26/2025
Executive Director of Fiscal Services*	2/20/2025	2/20/2026
Family Services Specialist*	2/3/2025	2/3/2026
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 I - Special Education^	1/30/2025	7/30/2025
Instructional Aide I - Special Education Bilingual^*	2/5/2025	8/5/2025
Instructional Aide II- Special Education^	1/30/2025	7/30/2025
Instructional Aide II - Special Education (Female)^	1/30/2025	7/30/2025
Instructional Aide II - Special Education (Male)^	1/30/2025	7/30/2025
Instructional Aide II - Special Education Bilingual^	9/6/2024	3/6/2025
Instructional Aide II - Special Education, Hearing Impaired*	2/18/2025	2/18/2026
Instructional Materials Attendant	11/6/2024	11/6/2025
Language Assessment Technician	7/3/2024	7/3/2025
Lead Custodian	11/25/2024	11/25/2025
Mechanic III*	2/13/2025	2/13/2026
Network and Cybersecurity Manager	3/4/2024	3/4/2025
Nutrition Services Supervisor	12/4/2024	12/4/2025
Occupational Therapist	3/27/2024	3/27/2025
Office Assistant	9/9/2024	9/9/2025
Payroll Technician	8/1/2024	8/1/2025
Records Technician	10/1/2024	10/1/2025
Rehabilitation Program Assistant	1/7/2025	1/7/2026
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
Site Supervision Aide^*	2/25/2025	8/25/2025
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:

3

Reference Item:

4

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
March 2025

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	2/6/25	5/7/25
Marquez	Eugene	Maintenance Worker	Painter	Facilities	2/6/25	5/7/25
Ramirez	Catherine	Maintenance Worker	Painter	Facilities	2/6/25	5/7/25

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	Baldwin Academy	8/12/24	5/23/25
Acevedo	Maria	Cafeteria Worker II	Cafeteria Manager I	Workman ES	9/19/24	5/23/25
Bouchot	Denise	Cafeteria Worker I	Cafeteria Worker II	Mesa Robles	10/14/24	5/22/25
Casanova	Rocio	Cafeteria Worker I	Cafeteria Worker II	Los Altos ES	12/3/24	5/22/25
Hernandez	Karen	Cafeteria Worker I	Cafeteria Worker II	California ES	1/21/25	5/23/25
Avalos	Lorraine	Cafeteria Worker I	Food Service Delivery Driver	Nutrition Services	1/28/25	5/23/25