

*PERSONNEL COMMISSION*  
HACIENDA LA PUENTE  
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda

April 8, 2025

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

**AGENDA**  
REGULAR MEETING  
**April 8, 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=MHA2VlrbGMrZXhHT010VUdiOTdtUT09>

**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>March 4, 2025</u> .	1.	Moved by _____ Seconded _____ Vote _____

- 3. Preliminary discussion of the Personnel Commission budget for the 2025-2026 fiscal year (Personnel Commission proposed draft only). Sep. Doc. A No Action Required
- 4. Director’s Report 2. No Action Required
- 5. 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): Bus Driver, List #1302/0822 Cafeteria Worker I, List #0506/0125 Instructional Aide I – Special Education, List #0260/0125 Merged Instructional Aide II – Special Education, List #0262/0125 Instructional Aide II – Special Education (Female), List #0265/0125 Instructional Aide II – Special Education Bilingual, List #0263/0225	Sep. Doc. B.	Moved by _____ Seconded _____ Vote _____
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11: Instructional Aide II – Special Education, List #0262/1224 Eligible(s) #60603430 Mechanic III, List #1314/1224 Eligible(s) #40587587 Office Assistant, List #0344/1023 Merged Eligible(s) #46095478 Rehabilitation Program Assistant, List #0248/1124 Eligible(s) #40931967 Site Supervision Aide, List #0270/0125 Eligible(s) #57280549	Sep. Doc. C.	Moved by _____ Seconded _____ Vote _____
5. Notification of removal of the following eligible(s) in accordance with Personnel Commission Rule 4.2.1: Grounds Worker II, List #0818/0524 Eligible(s) #58200553 Rehabilitation Program Assistant, List #0248/1124 Eligible(s) #60368365	Sep. Doc. D.	No Action Required

6. Receive the following lateral transfer candidates:

Sep. Doc.  
E.

No Action Required

Custodian II to Grounds Worker I  
Secretary I to Senior Office Assistant

**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, May 6, 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

**March 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 4:35 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 SUBMITTED

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

Mr. Andrew Tse, Vice Chair, moved to approve the agenda as submitted.

APPROVED MINUTES AS SUBMITTED

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

Mr. Tse moved to approve the minutes of the regular meeting of February 4, 2025.

DIRECTOR'S REPORT

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

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

- Personnel Commission staff partnered with Human Resources and Child Development for a recruitment event on February 5 for Child Development Technician positions. Six eligibles were added to the eligibility list.
- The next Instructional Aide, Special Education recruitment event will be March 10-11.

Mr. Cobos also shared the following updates:

- The Personnel Commission has continued to hold recruiting events, which has allowed significant progress in filling the Instructional Aide vacancies and nearly all Child Development Technician vacancies.
- 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, where they had the opportunity to meet briefly with Commissioner Hernández.
- A New Employee Orientation was held on March 3, with fifteen employees attending.
- The Personnel Commission is working on updating job descriptions to be in compliance with Senate Bill (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 has been working on updating job descriptions in the Information Technology Department to reflect the re-branding and new name for the department.
- The PCASC Legal Update attended by the Personnel Commission featured noted attorney Kristine Kwong, who spoke about SB 1100 and provided guidance on steps to meet the requirements.

## COMMUNICATIONS

148. Ms. Margaret Caldera, CSEA President, shared that during a site visit it was discovered that an Instructional Aide I was assigned to a deaf and hard of hearing class that the employee was not qualified to support. She shared her awareness of the challenges in filling the Instructional Aide II - Special Education Hearing Impaired positions and requested that the Commissioners investigate the reasons for the difficulties.

Ms. Caldera addressed Mr. Arellano to inform him that she had not yet gathered the information requested regarding the costs associated with attending the CSPCA conference.

Ms. Caldera asked about the Personnel Commission's process for reviewing the 155 Classified job descriptions for compliance with SB 1100.

Mr. Arellano asked a clarifying question, inquiring if Ms. Caldera's audit found any other Instructional Aides working out of class. Ms. Caldera replied that they did not. He thanked her for bringing this issue to their attention.

Ms. Sandra Hernández, Member, asked a clarifying question, asking Ms. Caldera about the time it took to discover the employee working out of class, and what protocols can be changed to prevent a repeat of the situation. Ms. Caldera replied that she did not know.

Mr. Tse asked a clarifying question, noting that the placement of an employee would generate a personnel action form, reviewed by those involved, and asking what process is followed at the school sites to place staff. Ms. Caldera replied that the Special Education Department would have placed the employee at the site, which should have gone through Human Resources.

149. Mr. Robert Barba, SEIU representative, thanked Mr. Cobos and everyone involved in the Classified New Employee Orientation, sharing that the information was well-received by their members. He also thanked the Personnel Commission staff for continuing to work with SEIU on any issues that arise.

150. Mr. Joseph Zepeda, Human Resources Director, thanked the Personnel Commission staff for setting another successful Classified New Employee Orientation, noting how nice it is to meet the new employees. He stressed the importance of communication at the District, stating that they're working continually to improve it.

## **II. SELECTION PROCESS**

### RECEIVED TEST PLAN

151. Received Test Plan. No Action Required.

### RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

153. 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  
Child Development Technician, List #0206/0125  
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

Mr. Tse commented on his hope that there is a hire from the Instructional Aide II – Special Education, Hearing Impaired eligibility list.

RATIFIED REMOVAL OF ELIGIBLES

154. 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:

Grounds Worker I, List #0816/0524  
Eligible(s) #58296533, #33559274, #36803680, #52851710  
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

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

155. No Action Required.

Custodian II, List #0808/0324  
Eligible(s) #51613981  
Grounds Worker II, List #0818/0524  
Eligible(s) #58540281

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

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

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

Custodian I – List #0806/0324  
Previous expiration date: 03/01/2025  
New expiration date: 06/01/2025  
Custodian II – List #0808/0324  
Previous expiration date: 03/01/2025  
New expiration date: 06/01/2025

**III. CLASSIFICATION AND SALARY**

157. None.



**IV. RULES AND REGULATIONS**

158. None.

**V. CHARGES AND HEARINGS**

159. None.

**VI. OTHER**

COMMISSIONERS' COMMENTS

160. Ms. Hernández shared that it was nice to see everyone.

161. Mr. Tse thanked the Personnel Commission for their hard work bringing on qualified staff to support the students, acknowledging the challenges of recruiting. He remarked on the upcoming end of the quarter and reminded everyone of the impending time change.

162. Mr. Arellano thanked everyone for attending, and for all the parties working together to support the students. He thanked the Personnel Commission staff for holding the New Employee Orientation, noting how beneficial it is for the employees. He also thanked everyone working to fill vacancies within the District.

CLOSED SESSION

163. Adjourned to closed session.  
Government Code 54957:  
Public Employee Performance Evaluation – Personnel Director

Adjourned to closed session: 4:59 p.m.  
Reconvened to regular meeting: 6:14 p.m.

Mr. Arellano announced that there were no actions taken in closed session.

NEXT REGULAR MEETING

164. The next regular meeting is scheduled for  
**Tuesday, April 8, 2025 at 4:30 p.m.**  
Meeting adjourned at 6:14 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: April 8, 2025

### Completed Recruitments with Date List Established

- Bus Driver (Open and Promotional) – 3/25
- Cafeteria Worker I (Open and Promotional) – 3/20
- Instructional Aide I – Special Education (Open and Promotional) – 3/13
- Instructional Aide II – Special Education (Open and Promotional) – 3/13
- Instructional Aide II – Special Education Female (Open and Promotional) – 3/13
- Instructional Aide II – Special Education Bilingual (Open and Promotional) – 3/19

### Current Recruitments with Last Day to Apply

- Assessment Technician (Open and Promotional) – 3/21
- Bus Driver (Open and Promotional) – Continuous
- Cafeteria Manager I (Open and Promotional with Promotional Taking Precedence) – 3/3
- Instructional Aide II – Special Education (Open and Promotional) – 4/1
- Instructional Aide II – Special Education Female (Open and Promotional) – 4/1
- Instructional Aide II – Special Education Male (Open and Promotional) – 4/1
- Locksmith (Open and Promotional) – 3/26
- Occupational Therapist (Open and Promotional) – 4/17
- Painter (Open and Promotional) – 3/6

### Upcoming Recruitments

- GED Examiner
- Instructional Aide II – Special Education, Hearing Impaired
- Bus Attendant
- Instructional Aide Classroom
- Instructional Aide Classroom Bilingual

### Training/Other

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on March 10-11 for Instructional Aide, Special Education positions. 15 additional eligibles were added to the eligibility lists.
- The next Instructional Aide II, Special Education recruitment event will be April 14.
- Personnel Commission staff attended the WRIPAC Spring Virtual Roundtable on March 20.
- The Personnel Commission attended the AALRR Employment Law Conference on March 27.
- Personnel Commission staff attended the PC Director's Roundtable on March 28.
- This year's Employee Service Awards are scheduled for Tuesday, April 29 at the Hacienda Heights Community Center. The event will begin at 5:15 and will honor classified employees with 10, 15, 20, 25, 30, 35 and 40 years of service. Everyone is invited to attend this celebration!
- The next New Employee Orientation will be on May 7.

### Active Eligibility List Report

See next page

## Active Eligibility Lists with Expiration Dates

3/31/2025

Classification	Date Established	Eligibility List Expiration Date
Budget Supervisor	4/22/2024	4/22/2025
Bus Driver*	3/25/2025	3/25/2026
Cafeteria Worker I*	3/20/2025	9/20/2026
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^*	3/13/2025	9/13/2025
Instructional Aide I - Special Education Bilingual^	2/5/2025	8/5/2025
Instructional Aide II- Special Education^*	3/13/2025	9/13/2025
Instructional Aide II - Special Education (Female)^*	3/13/2025	9/13/2025
Instructional Aide II - Special Education (Male)^	1/30/2025	7/30/2025
Instructional Aide II - Special Education Bilingual^*	3/19/2025	9/19/2025
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
Nutrition Services Supervisor	12/4/2024	12/4/2025
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**

**April 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