

PERSONNEL COMMISSION

HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda

September 2, 2025

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

AGENDA
REGULAR MEETING
September 2, 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 via MS Teams, follow this link:

<https://tinyurl.com/35u3s2hc>

Meeting ID: **232 255 754 314 8**

Passcode: **rZ2pA6dW**

To join the meeting virtually by telephone with audio only, call this number: +1 323-792-6237

Phone Conference ID: **480 546 650#**

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>August 5, 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): Child Development Technician, List #0206/0625 Merged Executive Director of Fiscal Services, List #1746/0425 Merged Instructional Aide I – Special Education, List #0260/0725 Merged Instructional Aide II – Special Education, List #0262/0725 Instructional Aide II – Special Education (Female), List #0265/0725 | Sep. Doc. A. | Moved by _____ Seconded _____ Vote _____ |
| 4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11: Assessment Technician, List #0251/0225 Eligible(s) #44276459, #61215295 Child Development Technician, List #0206/0625 Merged Eligible(s) #63262380, #13587528 GED Examiner, List #0255/0425 Eligible(s) #52003126 Instructional Aide II – Special Education, List #0262/0325 Eligible(s) #61845929, #21293726 Occupational Therapist, List #0268/0325 Eligible(s) #17821290 Site Supervision Aide, List #0270/0125 Eligible(s) #53688053, #58793231, #57593196, #60200890, #61328649, #60999041, #47585467 | Sep. Doc. B. | Moved by _____ Seconded _____ Vote _____ |
| 5. Ratify the 3-month extension of the following Eligibility list(s) per PC Rule 6.1.5: Office Assistant – List #0344/0524 Merged Previous expiration date: 9/9/2025 New expiration date: 12/9/2025 | Sep. Doc. C. | Moved by _____ Seconded _____ Vote _____ |

III. CLASSIFICATION AND SALARY

| | <u>REFERENCE</u> | <u>ACTION</u> |
|--|-------------------------|--|
| 1. Approve revised class description of <u>Director of Nutrition Services</u> to comply with Education Code 45109. | 5. | Moved by _____ Seconded _____ Vote _____ |

2. Approve revised class description of Director of Purchasing and Warehouse to comply with Education Code 45109.
3. Approve revised class description of Personnel Director to comply with Education Code 45109.
4. Approve revised class description of Senior Facilities Planner to comply with Education Code 45109.

- | | |
|----|----------------|
| 6. | Moved by _____ |
| | Seconded _____ |
| | Vote _____ |
| 7. | Moved by _____ |
| | Seconded _____ |
| | Vote _____ |
| 8. | Moved by _____ |
| | Seconded _____ |
| | Vote _____ |

IV. RULES AND REGULATIONS

1. None

REFERENCE

ACTION

V. CHARGES AND HEARINGS

1. None

REFERENCE

ACTION

VI. OTHER

1. Approve the 2024-2025 Personnel Commission Annual Report
2. Unfinished Business
3. Commissioner's Comments
4. Adjourn to Closed Session
 Government Code 54957:
 Public Employee Discipline, Dismissal, Release
 Adjourned to Closed Session _____ p.m.
 Reconvened to regular meeting _____ p.m.

REFERENCE

Sep. Doc.
D.

ACTION

Moved by _____
 Seconded _____
 Vote _____

No Action Required

No Action Required

No Action Required

NEXT REGULAR MEETING

Date: **Tuesday, October 7, 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

August 5, 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. Jennifer Chen, Personnel Analyst
Ms. Michelle Quiroz, Personnel Assistant

OTHERS PRESENT

See Visitor's Register

I. GENERAL FUNCTIONS

APPROVED AGENDA AS AMENDED

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

Mr. Andrew Tse, Vice Chair, moved to approve the agenda as amended to table all items in section III, Classification and Salary, until the next meeting.

APPROVED MINUTES AS SUBMITTED

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

Ms. Sandra Hernández, Member, moved to approve the minutes of the regular meeting of July 1, 2025.

DIRECTOR'S REPORT

20. Mr. Israel Cobos, Personnel Director, welcomed those in attendance and wished everyone a great school year and first day of school tomorrow. He also provided updates on completed, current, and upcoming recruitments.

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

- Personnel Commission staff partnered with Human Resources and Child Development for a recruitment event on July 23 for Child Development Technician positions, resulting in six eligibles added to the list.
- The next Instructional Aide, Special Education recruitment event will be on August 18-19.

Mr. Cobos shared the following updates:

- The next New Employee Orientation will be in September. The date is in process of being confirmed.
- Personnel Commission staff will be participating in the Rio Hondo Fall Job Fair on September 30.

COMMUNICATIONS

22. None.

II. SELECTION PROCESS

RECEIVED TEST PLAN

23. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND
WORKING OUT OF CLASS REPORT

RATIFIED ELIGIBILITY LISTS

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

25. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes
Ms. Hernández moved to approve the ratification of the following Eligibility List(s):
Director of Information Technology, List #1706/0525
Instructional Aide I – Special Education, List #0260/0525 Merged
Instructional Aide II – Special Education, List #0262/0525
Instructional Aide II – Special Education (Female), List #0265/0525
Instructional Aide II – Special Education (Male), List #0264/0525

RATIFIED REMOVAL OF ELIGIBLES

26. Vote 2-0 Mr. Tse - Yes Ms. Hernández - Yes
Ms. Hernández moved to approve the ratification of the removal of the following eligible(s) in accordance with the Personnel Commission Rule 6.1.11:
Cafeteria Worker I, List #0506/0125
Eligible(s) #61314859, #61343563
Cafeteria Worker II, List #0508/1024
Eligible(s) #51639209, #57756603
Campus Security Officer, List #1102/1124
Eligible(s) #22733624, #1606945
Instructional Aide I – Special Education, List #0260/0125, 0525
Eligible(s) #18299696, #56978416, #55020143
Instructional Aide II – Special Education, List #0262/0325, 0525
Eligible(s) #61905579, #62145165
Site Supervision Aide, List #0270/0125
Eligible(s) #18274944

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

27. 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:
Site Supervision Aide – List #0270/0125
Previous expiration date: 8/25/2025
New expiration date: 11/25/2025
Ms. Hernández asked if the proximity of the new expiration date to a holiday would interfere with access to the list.
Mr. Cobos explained that communications in advance of expiration dates with both Human Resources and the hiring department would ensure selections are made before a list expires. If needed, this list could be extended again at the November meeting.

III. CLASSIFICATION AND SALARY

TABLED TO NEXT MEETING PER MOTION IN
SECTION I OF THIS MEETING

28. Approve revised class description of Director of Purchasing and Warehouse to comply with Education Code 45109.

TABLED TO NEXT MEETING PER MOTION IN
SECTION I OF THIS MEETING

29. Approve revised class description of Personnel Director to comply with Education Code 45109.

TABLED TO NEXT MEETING PER MOTION IN
SECTION I OF THIS MEETING

30. Approve revised class description of Senior Facilities Planner to comply with Education Code 45109.

IV. RULES AND REGULATIONS

31. None.

V. CHARGES AND HEARINGS

32. None.

VI. OTHER

33. None.

COMMISSIONERS' COMMENTS

34. Mr. Tse thanked Classified employees for doing a wonderful job over the summer. He noted that he is looking forward to another exciting school year and thanked employees in advance for their hard work supporting the students.
35. Ms. Hernández wished staff, students, teachers, and administration the best for this upcoming school year. She shared her appreciation for the Personnel Commission staff and praised their work on the successful recruitment event.
36. Mr. Arellano thanked all the District staff that worked over the summer to maintain and prepare the schools for the returning students and staff. He wished all staff and students a wonderful new school year.

CLOSED SESSION

37. Adjourned to closed session.
Government Code 54957:
Public Employee Discipline, Dismissal, Release

Adjourned to closed session: 4:42 p.m.
Reconvened to regular meeting: 6:06 p.m.

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

NEXT REGULAR MEETING

38. The next regular meeting is scheduled for
Tuesday, September 2, 2025 at 4:30 p.m.
Meeting adjourned at 6:06 p.m.

Submitted by

Israel Cobos
Personnel Director

Approved

Date

By

Chair

Per Personnel Commission Rule 2.2.8, The Personnel Director or his designee shall record in the minutes the time and place of each Commission meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners.

Reference Item:

2

Director's Report: September 2, 2025

Completed Recruitments with Date List Established

- Child Development Technician (Open and Promotional) – 8/1
- Executive Director of Fiscal Services (Open and Promotional) – Continuous – 8/15
- Instructional Aide I – Special Education (Open and Promotional) – 8/27
- Instructional Aide II – Special Education (Open and Promotional) – 8/27
- Instructional Aide II – Special Education Female (Open and Promotional) – 8/27

Current Recruitments with Last Day to Apply

- Bus Attendant (Open and Promotional) – 8/4
- Bus Driver (Open and Promotional) – Continuous
- Child Development Technician (Open and Promotional) – 8/25
- Director of Nutrition Services (Open and Promotional) – 9/17
- Employment Developer (Open and Promotional) – 9/5
- Executive Director of Fiscal Services (Open and Promotional) – Continuous
- Instructional Aide Classroom (Open and Promotional) – 6/30
- Instructional Aide Classroom Bilingual (Open and Promotional) – 6/30
- Instructional Aide I – Special Education (Open and Promotional) – 9/23
- Instructional Aide II – Special Education (Open and Promotional) – 9/23
- Instructional Aide II – Special Education Female (Open and Promotional) – 9/23
- Instructional Aide II – Special Education Male (Open and Promotional) – 9/23
- School Office Manager I (Promotional Only) – 8/11

Upcoming Recruitments

- Health Care Assistant
- Cafeteria Worker II
- Rehab Program Assistant

Training/Other

- Personnel Commission staff partnered with Human Resources and Instructional Support for a recruitment event on August 18-19 for Instructional Aide, Special Education positions. Fourteen (14) eligibles were added to the eligibility lists for IA I/ IA II, Special Education.
- The next Instructional Aide, Special Education recruitment event will be on October 6-7.
- The next Child Development Technician recruitment event will be on September 3.
- The next New Employee Orientation will be on September 23.
- Personnel Commission staff will be participating in the Rio Hondo Fall Job Fair on September 30.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

8/31/2025

| Classification | Date Established | Eligibility List Expiration Date |
|---|------------------|----------------------------------|
| Assessment Technician | 5/7/2025 | 5/7/2026 |
| Bus Driver | 5/14/2025 | 5/14/2026 |
| Cafeteria Manager I | 4/8/2025 | 4/8/2026 |
| 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 |
| Child Development Technician* | 8/1/2025 | 2/1/2026 |
| Computer Trainer/Help Desk Operator | 10/14/2024 | 10/14/2025 |
| Director of Information Technology | 7/24/2025 | 7/24/2026 |
| Executive Director of Fiscal Services* | 8/15/2025 | 8/15/2026 |
| Family Services Specialist | 2/3/2025 | 2/3/2026 |
| GED Examiner | 6/25/2025 | 6/25/2026 |
| Instructional Aide I - Special Education^* | 8/27/2025 | 2/27/2026 |
| Instructional Aide II- Special Education^* | 8/27/2025 | 2/27/2026 |
| Instructional Aide II - Special Education (Female)^* | 8/27/2025 | 2/27/2026 |
| Instructional Aide II - Special Education (Male)^ | 7/1/2025 | 1/1/2026 |
| Instructional Aide II - Special Education Bilingual^ | 3/19/2025 | 9/19/2025 |
| Instructional Aide II - Special Education, Hearing Impaired | 6/20/2025 | 6/20/2026 |
| Instructional Materials Attendant | 11/6/2024 | 11/6/2025 |
| Lead Custodian | 11/25/2024 | 11/25/2025 |
| Locksmith | 4/17/2025 | 4/17/2026 |
| Mechanic III | 2/13/2025 | 2/13/2026 |
| Nutrition Services Supervisor | 12/4/2024 | 12/4/2025 |
| Occupational Therapist | 5/23/2025 | 5/23/2026 |
| Office Assistant* | 9/9/2024 | 9/9/2025 |
| Painter | 5/2/2025 | 5/2/2026 |
| 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 |
| Site Supervision Aide^ | 2/25/2025 | 11/25/2025 |
| Speech Language Pathology Assistant | 11/8/2024 | 11/8/2025 |
| Warehouse Delivery Worker | 9/27/2024 | 9/27/2025 |

* = Pending Commission Ratification

^ = Six (6) month eligibility list

Reference Item:

3

PERSONNEL COMMISSION TEST PLAN

| | Req to test received | Posted | Closed | Days Posted | Field of Competition | Written Test/T & E | Perf. Test | S.I. | List Established | Bus. Days From Closing | Bus. Days from Posting | Assistant | Recruiter | Analyst | Status |
|--|----------------------|--------|------------|-------------|----------------------|--------------------|-------------|-------------|------------------|------------------------|------------------------|-----------|-----------|---------|--------|
| Bus Attendant | 9/12/24 | 06/26 | 08/04 | 22 | O&P | n/a | n/a | 8/20 | | | | | MM | JC | Active |
| Bus Driver | n/a | 08/19 | Continuous | | O&P | n/a | n/a | TBD | | | | | MM | JC | Active |
| Child Development Technician (Recruitment Event) | n/a | 08/04 | 08/25 | 15 | O&P | n/a | n/a | 9/3 | | | | | MM | JC | Active |
| Director of Nutrition Services | 6/20/25 | 08/26 | 09/17 | 15 | O&P | n/a | TBD | TBD | | | | | SL | JC | Active |
| Employment Developer | n/a | 08/14 | 09/05 | 15 | O&P | TBD | TBD | TBD | | | | | SL | JC | Active |
| Executive Director of Fiscal Services (1) | 1/10/25 | 04/09 | Continuous | | O&P | n/a | n/a | TBD | | | | | MM | JC | Active |
| Instructional Aide - Classroom | 10/15/24 | 06/03 | 06/30 | 15 | O&P | 7/16 | n/a | 7/28 & 7/31 | | | | | SL | JC | Active |
| Instructional Aide - Classroom Bilingual | 3/11/25 | 06/03 | 06/30 | 15 | O&P | 7/16 | n/a | 7/29 & 7/30 | | | | | SL | JC | Active |
| Instructional Aide I - Special Ed (Recruitment Event) (1) | Calendared | 09/02 | 09/23 | 15 | O&P | 9/29 | n/a | 10/6 & 10/7 | | | | | MM | JC | Active |
| Instructional Aide II - Speical Ed (Female/Male) (Recruitment Event) | Calendared | 09/02 | 09/23 | 15 | O&P | 9/29 | n/a | 10/6 & 10/7 | | | | | MM | JC | Active |
| School Office Manager I | 5/5/25 | 07/17 | 08/11 | 15 | P | n/a | 8/21 & 8/22 | 9/9 | | | | | MM | JC | Active |
| (1) - Merged | 8/25/2025 | | | | | | | | | | | | | | |

Reference Item:

4

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT

September 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: |
|---------------------------------|-------|------------------------|------------------------|-----------|-------------|-----------|
| None for this reporting period. | | | | | | |

Working Out of Classification

| Last | First | Current Classification | WOC as: | Location: | Start Date: | End Date: |
|---------------|-----------------|-------------------------------|--------------------------------|--------------------|-------------|-----------|
| Rodriguez | Brittney | Nutrition Services Supervisor | Director of Nutrition Services | Nutrition Services | 7/14/25 | 12/31/25 |
| Cerda | Sasha | Cafeteria Worker II | Cafeteria Manager I | Mesa Robles | 8/4/25 | 11/21/25 |
| Munoz Jimenez | Maria Guadalupe | Cafeteria Worker I | Cafeteria Worker II | Kwis ES | 8/4/25 | 5/21/26 |
| Pacheco | Alejandro | Cafeteria Worker I | Food Services Delivery Driver | Nutrition Services | 8/4/25 | 5/21/26 |
| Raso | Yvonne | Cafeteria Worker I | Cafeteria Worker II | Workman HS | 8/4/25 | 11/21/25 |
| Rocha | Arlene | Cafeteria Worker II | Cafeteria Manager I | Sunset ES | 8/4/25 | 1/30/26 |
| Villegas | Zancy | Cafeteria Worker I | Cafeteria Worker II | Fairgrove Academy | 8/4/25 | 1/30/26 |
| Salcedo | Paulette | Office Assistant | School Office Manager II | Fairgrove Academy | 8/11/25 | 12/19/25 |

Reference Item:

5

CLASSIFICATION SPECIFICATION REVISION

DIRECTOR OF NUTRITION SERVICES

Report Date: September 2, 2025

I. SUBJECT: Classification Specification Revision – Director of Nutrition Services

II. BACKGROUND INFORMATION:

The Personnel Commission has initiated a revision to update the classification description to be in compliance with the United States Department of Agriculture (USDA) standards.

III. METHODOLOGY:

In carrying out the review, staff conducted the following activities:

- Reviewed the current version of the Director of Nutrition Services classification description.
- Collected input from the Associate Superintendent of Business Services.
- Collected input from Human Resources.
- Compared our position with similar positions in other school districts.

IV. DISCUSSION:

Changes to the classification description include the following:

1. Revision of “Special” requirements section under “Minimum Qualifications.”

Revision has been made to the “Special” section under the Minimum Qualifications heading to include 12 hours of annual continuing education and training, as required by the United States Department of Agriculture (USDA) standards for all school nutrition program employees, including the Director of Nutrition Services. This training is also incorporated into other classifications within the same job family.

This change is not sufficient to alter the salary allocation.

V. RECOMMENDATION:

The Personnel Director recommends that the Personnel Commission approve the revision to the Director of Nutrition Services classification specification.

DIRECTOR OF NUTRITION SERVICES

DEFINITION

Under the general direction of the Associate Superintendent, Business Services, plans, organizes, and directs a comprehensive nutrition service program in compliance with local, State, and Federal regulations.

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, organizes, and directs the nutrition service program to provide students meals and other special nutritional services for all sites throughout the year, and special functions.
- Plans and directs nutrition service programs in compliance with accepted economic principles and District policies, and adheres to appropriate Federal, State, and local laws and regulations.
- Establishes standards and administers the nutrition service program in accordance with good nutritional, health, safety, and budget requirements.
- Directs, plans, and coordinates the preparation of nutrition service menus in accordance with the National School Meal Program requirements.
- Plans and develops a program for providing school meals to fulfill nutritional and educational needs of pupils participating in the National School Breakfast/Lunch Program, after school program, and childcare nutrition program.
- Participates in kitchen facility design with architects, engineers, and contractors.
- Monitors, analyzes, and interprets current legislation affecting the Department and interprets and administers county, state, and federal laws and regulations.
- Coordinates the preparation and dissemination of State and Federal required school breakfast and lunch related reports and oversees the completion of Federal and State reimbursement claims.
- Establishes nutrition service staffing patterns and recommends the employment, promotion, demotion, retention, recognition, discipline and dismissal of all nutrition service personnel.
- Communicates with administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.
- Interprets the nutrition service program to management, staff and the community, and prepares and disseminates the nutrition service communicative materials.
- Prepares analysis and reports on the effectiveness of the nutrition service program.
- Develops and prepare the annual preliminary budget for the Nutrition Services Department by analyzing and reviewing budgetary and financial data.
- Controls and authorizes expenditures in accordance with established limitations.
- Analyzes trends in school meal sales and costs, develops and implements marketing programs to meet customer needs, promotes the nutrition services program, and recommends actions to maintain sound financial operation.
- Develops specifications for purchase of equipment, supplies and nutrition products.
- Communicates with vendors, and develop contracts with other agencies and outside businesses
- Oversees record-keeping of schools, equipment maintenance costs, and inventory control of nutrition supplies and equipment.
- Evaluate operating facilities and makes recommendations regarding improvements in the safety and productivity of cafeteria operations.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree from an accredited university or college with a major in institution management, dietetics, public health, foods and nutrition, hotel and restaurant management, business administration or closely related field.

Experience:

Five years of nutrition service experience including three years of which was in an administrative, management, or supervisory capacity in nutrition/food service.

Special:

- Possession of a valid California Class C Driver License.
- Evidence of adequate insurance for a motor vehicle, which meets or exceeds the California legal liability insurance requirement and the ability to maintain insurability.
- Food Handlers Certificate approved by the State of California.
- Registered Dietician (R.D.) status with the American Dietetic Association or School Nutrition Specialist (SNS) with the School Nutrition Association is desirable.
- Incumbents must complete at least 12 hours of annual continuing education and training per the United States Department of Agriculture (USDA) standards.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, methods, and strategies relative to the management of a comprehensive nutrition service program.
- Legal mandates and guidelines pertaining to a nutrition service program, including the requirements of the National School Breakfast/Lunch Program.
- Marketing strategies of foods that are nutritionally balanced and attractive.
- Safe and sanitary working methods and ServSafe procedures.
- Principles and techniques of budget development and administration.

Ability to:

- Understand the inner workings and interrelationships of the organization, and to get things done through formal channels and informal networks.
- Understand the factors that are shaping the industry and anticipate the opportunities that will be opening and closing.
- Organize people and functions into an effective workforce.
- Understand the dynamics of organizational change, and guides the planning, process changes, role redefinition, retraining, incentive and communication steps in transitioning from one organizational state to another.
- Promote and lead staff toward the goal of offering healthy food choices for the students in our schools.
- Delegate work to others and show trust and grant authority within set boundaries.
- Develop others by showing insight into causes of poor performance and how performance can be improved.
- Establish and maintain cooperative and effective working relationships with employees, administration, community representatives, and vendors.
- Deal with interpersonally and/or politically challenging situations calmly and diplomatically, diffusing tension.
- Provide excellent customer service by showing interest in and understanding of the needs, expectations, and circumstances of internal and external customers at the individual, group or organizational level.
- Communicate effectively both orally and in writing with others at various levels of understanding.
- Work under the stress of conflicting goals and timelines.
- Work independently with little supervision and direction.
- Analyze complex situations accurately and develop effective and efficient alternative solutions.
- Operate a computer and current relevant software.

PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, lift and carry up to 25 lbs., maintain balance, stoop, bend, use fingers repetitively, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision*, see small details, drive a vehicle, use a computer and a telephone.

*Viewing food to determine suitability and attractiveness.

WORK ENVIRONMENT

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

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

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.

Revised: ~~4/11/29/2/20252~~
Range: M-37

-Salary

DIRECTOR OF NUTRITION SERVICES

DEFINITION

Under the general direction of the Associate Superintendent, Business Services, plans, organizes, and directs a comprehensive nutrition service program in compliance with local, State, and Federal regulations.

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, organizes, and directs the nutrition service program to provide students meals and other special nutritional services for all sites throughout the year, and special functions.
- Plans and directs nutrition service programs in compliance with accepted economic principles and District policies, and adheres to appropriate Federal, State, and local laws and regulations.
- Establishes standards and administers the nutrition service program in accordance with good nutritional, health, safety, and budget requirements.
- Directs, plans, and coordinates the preparation of nutrition service menus in accordance with the National School Meal Program requirements.
- Plans and develops a program for providing school meals to fulfill nutritional and educational needs of pupils participating in the National School Breakfast/Lunch Program, after school program, and childcare nutrition program.
- Participates in kitchen facility design with architects, engineers, and contractors.
- Monitors, analyzes, and interprets current legislation affecting the Department and interprets and administers county, state, and federal laws and regulations.
- Coordinates the preparation and dissemination of State and Federal required school breakfast and lunch related reports and oversees the completion of Federal and State reimbursement claims.
- Establishes nutrition service staffing patterns and recommends the employment, promotion, demotion, retention, recognition, discipline and dismissal of all nutrition service personnel.
- Communicates with administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.
- Interprets the nutrition service program to management, staff and the community, and prepares and disseminates the nutrition service communicative materials.
- Prepares analysis and reports on the effectiveness of the nutrition service program.
- Develops and prepare the annual preliminary budget for the Nutrition Services Department by analyzing and reviewing budgetary and financial data.
- Controls and authorizes expenditures in accordance with established limitations.
- Analyzes trends in school meal sales and costs, develops and implements marketing programs to meet customer needs, promotes the nutrition services program, and recommends actions to maintain sound financial operation.
- Develops specifications for purchase of equipment, supplies and nutrition products.
- Communicates with vendors, and develop contracts with other agencies and outside businesses
- Oversees record-keeping of schools, equipment maintenance costs, and inventory control of nutrition supplies and equipment.
- Evaluate operating facilities and makes recommendations regarding improvements in the safety and productivity of cafeteria operations.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree from an accredited university or college with a major in institution management, dietetics, public health, foods and nutrition, hotel and restaurant management, business administration or closely related field.

Experience:

Five years of nutrition service experience including three years of which was in an administrative, management, or supervisory capacity in nutrition/food service.

Special:

- Possession of a valid California Class C Driver License.
- Evidence of adequate insurance for a motor vehicle, which meets or exceeds the California legal liability insurance requirement and the ability to maintain insurability.
- Food Handlers Certificate approved by the State of California.
- Registered Dietician (R.D.) status with the American Dietetic Association or School Nutrition Specialist (SNS) with the School Nutrition Association is desirable.
- Incumbents must complete at least 12 hours of annual continuing education and training per the United States Department of Agriculture (USDA) standards.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, methods, and strategies relative to the management of a comprehensive nutrition service program.
- Legal mandates and guidelines pertaining to a nutrition service program, including the requirements of the National School Breakfast/Lunch Program.
- Marketing strategies of foods that are nutritionally balanced and attractive.
- Safe and sanitary working methods and ServSafe procedures.
- Principles and techniques of budget development and administration.

Ability to:

- Understand the inner workings and interrelationships of the organization, and to get things done through formal channels and informal networks.
- Understand the factors that are shaping the industry and anticipate the opportunities that will be opening and closing.
- Organize people and functions into an effective workforce.
- Understand the dynamics of organizational change, and guides the planning, process changes, role redefinition, retraining, incentive and communication steps in transitioning from one organizational state to another.
- Promote and lead staff toward the goal of offering healthy food choices for the students in our schools.
- Delegate work to others and show trust and grant authority within set boundaries.
- Develop others by showing insight into causes of poor performance and how performance can be improved.
- Establish and maintain cooperative and effective working relationships with employees, administration, community representatives, and vendors.
- Deal with interpersonally and/or politically challenging situations calmly and diplomatically, diffusing tension.
- Provide excellent customer service by showing interest in and understanding of the needs, expectations, and circumstances of internal and external customers at the individual, group or organizational level.
- Communicate effectively both orally and in writing with others at various levels of understanding.
- Work under the stress of conflicting goals and timelines.
- Work independently with little supervision and direction.
- Analyze complex situations accurately and develop effective and efficient alternative solutions.
- Operate a computer and current relevant software.

PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, lift and carry up to 25 lbs., maintain balance, stoop, bend, use fingers repetitively, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision*, see small details, drive a vehicle, use a computer and a telephone.

*Viewing food to determine suitability and attractiveness.

WORK ENVIRONMENT

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

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

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.

Revised: 9/2/2025

Salary Range: M-37

Reference Item:

6

CLASSIFICATION SPECIFICATION REVISION

Director of Purchasing and Warehouse

Personnel Director

Senior Facilities Planner

Report Date: September 2, 2025

I. SUBJECT: Classification Specification Revision – Director of Purchasing and Warehouse, Personnel Director, Senior Facilities Planner.

II. BACKGROUND INFORMATION:

The Personnel Commission has initiated some revisions to update the listed classification descriptions to be in compliance with SB 1100.

III. METHODOLOGY:

In carrying out the analysis, staff conducted the following activities:

- Reviewed the current versions of the aforementioned classification descriptions.
- Collected input from the incumbents in the positions.
- Collected input from Human Resources.

IV. DISCUSSION:

Changes to the classification descriptions include the following:

1. Revisions to duties section.
2. Removal of sections no longer in use to reflect current departmental standards (Director of Purchasing and Warehouse and Personnel Director only).
3. Revision of “Minimum Qualifications” section.
4. Revision of “Employment Standards” section (Director of Purchasing and Warehouse and Senior Facilities Planner only).
5. Revision to the “Work Environment” section (Director of Purchasing and Warehouse and Personnel Director only).
6. Formatting changes throughout.

In January 2025, SB 1100 became effective and stated for an employer to include a statement in a job advertisement, posting, application, or other material that an applicant must have a driver’s license, two conditions must be satisfied:

- A) The employer reasonably expects driving to be one of the job functions for the position.
- B) The employer reasonably believes that satisfying the job function described using an alternative form of transportation would not be comparable in travel time or cost to the employer.

As a result of this legislation, the Personnel Commission has analyzed the function of these three management classifications and determined that the need for a driver’s license satisfies the two requirements above. Accordingly, the revisions made in the duties section of these classifications to reflect the need for a driver’s license.

Revisions were made to the minimum qualifications section to be consistent with other class descriptions and to reflect SB 1100. Positions in the classifications that require driving a District vehicle are subject to the District's drug testing procedures. Accordingly, drug testing language has been added to the Director of Purchasing and Warehouse and Senior Facilities Planner job descriptions.

Revisions were made to the employment standards section of the Director of Purchasing and Warehouse and Senior Facilities Planner positions to reflect the driving of a District vehicle.

Revisions were made to the work environment section of the Director of Purchasing and Warehouse and Personnel Director positions to ensure that they are up-to-date and to reflect current departmental standards.

Formatting changes were made to reflect current departmental standards.

These changes are not sufficient to alter the salary allocation.

V. RECOMMENDATION:

Personnel Commission staff recommends that the Personnel Commission approve revisions to the Director of Purchasing and Warehouse, Personnel Director and Senior Facilities Planner classification specifications.

DIRECTOR OF PURCHASING AND WAREHOUSE

DEFINITION

Under general direction of the Associate Superintendent, Business Services or designee, plans, organizes, and directs the purchasing, warehouse, and distribution operations of the District.

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.

- Develops, recommends, and implements all district-wide purchasing, warehousing and inventory policies, procedures, and departmental regulations in accordance with laws, regulations and District policies and in alignment with best and current practices of cost-efficiency and effectiveness.
- Supervises and assigns to staff the development, research, preparation, analysis and evaluation of specifications, bids, and related documents in accordance with legal, procedural, and policy requirements; develops specifications and bids if necessary.
- Coordinates with District staff the work of architects, engineers, consultants, government agencies, and public on bidding, contract management, planning, and design of public works contracts.
- Reviews bids received for conformance and compliance with established standards, and recommends awarding of contracts and bids.
- Evaluates and recommends potential contractors and subcontractors in the areas of financial capability, bonding capacity, past performance and fitness through adherence to established guidelines.
- Meets with vendors at various locations and develops business relationships in order to become aware of new product lines, clarify goods and services purchased, coordinate activities, and handle and resolve any vendor related conflicts.
- Interviews and selects employees, assigns duties, trains, and evaluates staff performance.
- Prepares, submits and manages budget for purchasing and warehouse sections, develops suggestions and alternative methods to reduce costs, prepares periodic and special reports, and composes correspondence related to purchasing and warehousing activities.
- Obtains, processes, and retains all contracts, leases and agreements for the District.
- Negotiates with vendors for purchases, leases, contracts, and agreements.
- Assists maintenance supervisors with the selection and supervision of building inspectors and the review and approval of progress and final payments to construction contractors.
- Participates in the procurement of large or complex purchases.
- Meets with budget managers, program managers and administrators to discuss procedures, clarify understanding of laws and regulations, explain policies and discuss the level and quality of services provided.
- Drafts material, supply, and equipment catalogues and ensures that current catalogs, price lists, vendor list and bidder mail lists are maintained.
- Makes recommendations concerning standardization of equipment and supplies.
- Develops, implements, and maintains the District purchasing calendar.
- Reviews, analyzes and evaluates inventory control reports to ensure that the warehouse is appropriately stocked; ensures annual District warehouse and fixed assets inventories are properly conducted, and assists in the resolution of discrepancies.
- Oversees the collection and disposal of District surplus property.
- Attends various meetings and trainings and represents the District in related county and statewide activities.
- Utilizes internal on-line data entry programs for all aspects of Purchasing/Distribution Services.
- Administers District-wide forms programs (e.g. Inventory Control Forms, Return for Credit Forms, and Transfer of Equipment Forms).
- Administers the District P-Card Program.
- Supervises the District print shop.
- Drives to various District sites to conduct work.
-

OTHER RELATED DUTIES

- May attend Board meetings to present background and recommendations for assigned area of responsibility.
- ~~May operate District vehicles.~~
- Performs other related duties as directed.

~~DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES~~

~~The Associate Superintendent, Business Services provides overall leadership and assumes administrative responsibility for the planning, operation, supervision and evaluation of the divisions/departments of finance, facilities and construction, purchasing and warehousing, maintenance, transportation, food services, technology, security, and other administrative services.~~

~~The Director of Purchasing and Warehouse plans, organizes, and directs the purchasing, warehouse, and distribution operations of the District.~~

~~A Purchasing Supervisor performs complex and technical procurement functions for the District; assists with the supervision of other Buyers and office staff; and performs other related work as directed.~~

MINIMUM QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university with a bachelor's degree in public administration, business administration, or closely related field.

Experience:

Four years of experience in material, supply, contract administration, and equipment procurement and control. Two years of the required experience must have been in a management or supervisory role.

Special:

- A Possession of a valid California Class C Driver License.
- Use of an automobile.
- Evidence of adequate insurance for motor vehicle, which meets or exceeds the California legal liability insurance requirement and the ability to maintain insurability. Insurance coverage must be maintained throughout the duration of the assignment in the position.
- Positions in this classification that require driving a District vehicle are subject to participating in the District's drug testing procedures.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, rules, regulations, and laws related to public sector procurement, contracting, and distribution.
- Materials, supplies, and equipment commonly used by an educational entity.
- Sources of supply, marketing practices, and techniques of purchasing.
- Warehouse operations, fixed asset tracking, inventory control practices, methods, techniques, procedures and terminology.
- Computer operations and the used of spreadsheets, database management, and assigned software programs.

Ability to:

- Anticipate future needs of the organization and pursue related learning.
- Recognize and address the interdependencies and interrelationships of activities and resources across functional areas and departments.
- Maintain awareness of cost implications when making strategic decisions.
- Anticipate problems and mitigate risks.
- Make, evaluate, and revise long-range plans and goals taking into consideration the organization's core competencies, customers, competition, available resources, and strengths and weaknesses.
- Demonstrate leadership by creating a positive work environment in which all staff are motivated to do their best, and have the means and skills to accomplish their tasks.
- Assign work to others according to their abilities and opportunities for development.
- Manage the performance of others and take responsibility for improving their effectiveness.
- Deal with interpersonally and/or politically challenging situations calmly and diplomatically.

- Meet customer needs by showing interest in and understanding of the needs, expectations, and circumstances of internal and external customers.
- Convincingly explain the benefits of a course of action or advantages over alternatives.
- Question and counter others' proposals without damaging relationships.
- Adapt to changes in assignments and priorities.
- Generate a range of alternative solutions and courses of action with benefits, costs, and risks associated with each.
- Identify information by locating appropriate sources and pursue leads for additional sources.
- Show high regard for the confidentiality of sensitive information, records and materials.
- Identify current and potential problems and opportunities for improvement and benchmark industry best practices.
- Be depended upon to follow instructions including following policy and procedures.
- Present both oral and written information clearly and in an organized manner and ensure the delivery of the right amount of information in the time given.
- Operate a District vehicle safely.

Competencies:

- ~~Action & Results Focus: Initiating tasks and focusing on accomplishment.~~
- ~~Customer Focus: Attending to the needs and expectation of customers.~~
- ~~Decision Making: Choosing optimal courses of action in a timely manner.~~
- ~~Influencing: Affecting or changing others' positions and opinions.~~
- ~~Leadership: Guiding and encouraging others to accomplish a common goal.~~
- ~~Managing Performance: Ensuring superior individual and group performance.~~
- ~~Oral Communication: Engaging effectively in dialogue.~~
- ~~Professional Integrity & Ethics: Displaying honesty, adherence to principles, and personal accountability.~~
- ~~Professional/Technical Expertise: Applying technical subject matter to the job.~~
- ~~Strategic Perspective: Evaluating immediate actions in context of achieving long range objectives.~~

PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification work indoors, in direct contact with the public and other District staff, without direct supervision, with a high volume of work and tight deadlines, continuously changing priorities and constant interruptions, negative interpersonal situations, and with exposure to contagious illnesses.

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, school psychologist, or learning consultant as appropriate, and must be on provider letterhead with the actual signature of the provider of services.

Revised: 07/31/2009/02/25

Salary Range: M-32

DIRECTOR OF PURCHASING AND WAREHOUSE

DEFINITION

Under general direction of the Associate Superintendent, Business Services or designee, plans, organizes, and directs the purchasing, warehouse, and distribution operations of the District.

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.

- Develops, recommends, and implements all district-wide purchasing, warehousing and inventory policies, procedures, and departmental regulations in accordance with laws, regulations and District policies and in alignment with best and current practices of cost-efficiency and effectiveness.
- Supervises and assigns to staff the development, research, preparation, analysis and evaluation of specifications, bids, and related documents in accordance with legal, procedural, and policy requirements; develops specifications and bids if necessary.
- Coordinates with District staff the work of architects, engineers, consultants, government agencies, and public on bidding, contract management, planning, and design of public works contracts.
- Reviews bids received for conformance and compliance with established standards, and recommends awarding of contracts and bids.
- Evaluates and recommends potential contractors and subcontractors in the areas of financial capability, bonding capacity, past performance and fitness through adherence to established guidelines.
- Meets with vendors at various locations and develops business relationships in order to become aware of new product lines, clarify goods and services purchased, coordinate activities, and handle and resolve any vendor related conflicts.
- Interviews and selects employees, assigns duties, trains, and evaluates staff performance.
- Prepares, submits and manages budget for purchasing and warehouse sections, develops suggestions and alternative methods to reduce costs, prepares periodic and special reports, and composes correspondence related to purchasing and warehousing activities.
- Obtains, processes, and retains all contracts, leases and agreements for the District.
- Negotiates with vendors for purchases, leases, contracts, and agreements.
- Assists maintenance supervisors with the selection and supervision of building inspectors and the review and approval of progress and final payments to construction contractors.
- Participates in the procurement of large or complex purchases.
- Meets with budget managers, program managers and administrators to discuss procedures, clarify understanding of laws and regulations, explain policies and discuss the level and quality of services provided.
- Drafts material, supply, and equipment catalogues and ensures that current catalogs, price lists, vendor list and bidder mail lists are maintained.
- Makes recommendations concerning standardization of equipment and supplies.
- Develops, implements, and maintains the District purchasing calendar.
- Reviews, analyzes and evaluates inventory control reports to ensure that the warehouse is appropriately stocked; ensures annual District warehouse and fixed assets inventories are properly conducted, and assists in the resolution of discrepancies.
- Oversees the collection and disposal of District surplus property.
- Attends various meetings and trainings and represents the District in related county and statewide activities.
- Utilizes internal on-line data entry programs for all aspects of Purchasing/Distribution Services.
- Administers District-wide forms programs (e.g. Inventory Control Forms, Return for Credit Forms, and Transfer of Equipment Forms).
- Administers the District P-Card Program.
- Supervises the District print shop.
- Drives to various District sites to conduct work.

OTHER RELATED DUTIES

- May attend Board meetings to present background and recommendations for assigned area of responsibility.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university with a bachelor's degree in public administration, business administration, or closely related field.

Experience:

Four years of experience in material, supply, contract administration, and equipment procurement and control. Two years of the required experience must have been in a management or supervisory role.

Special:

- Possession of a valid California Class C Driver License.
- Use of an automobile.
- Evidence of adequate insurance for motor vehicle which meets or exceeds the California legal liability insurance requirement and the ability to maintain insurability.
- Positions in this classification that require driving a District vehicle are subject to participating in the District's drug testing procedures.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, rules, regulations, and laws related to public sector procurement, contracting, and distribution.
- Materials, supplies, and equipment commonly used by an educational entity.
- Sources of supply, marketing practices, and techniques of purchasing.
- Warehouse operations, fixed asset tracking, inventory control practices, methods, techniques, procedures and terminology.
- Computer operations and the use of spreadsheets, database management, and assigned software programs.

Ability to:

- Anticipate future needs of the organization and pursue related learning.
- Recognize and address the interdependencies and interrelationships of activities and resources across functional areas and departments.
- Maintain awareness of cost implications when making strategic decisions.
- Anticipate problems and mitigate risks.
- Make, evaluate, and revise long-range plans and goals taking into consideration the organization's core competencies, customers, competition, available resources, and strengths and weaknesses.
- Demonstrate leadership by creating a positive work environment in which all staff are motivated to do their best, and have the means and skills to accomplish their tasks.
- Assign work to others according to their abilities and opportunities for development.
- Manage the performance of others and take responsibility for improving their effectiveness.
- Deal with interpersonally and/or politically challenging situations calmly and diplomatically.
- Meet customer needs by showing interest in and understanding of the needs, expectations, and circumstances of internal and external customers.
- Convincingly explain the benefits of a course of action or advantages over alternatives.
- Question and counter others' proposals without damaging relationships.
- Adapt to changes in assignments and priorities.
- Generate a range of alternative solutions and courses of action with benefits, costs, and risks associated with each.
- Identify information by locating appropriate sources and pursue leads for additional sources.
- Show high regard for the confidentiality of sensitive information, records and materials.

- Identify current and potential problems and opportunities for improvement and benchmark industry best practices.
- Be depended upon to follow instructions including following policy and procedures.
- Present both oral and written information clearly and in an organized manner and ensure the delivery of the right amount of information in the time given.
- Operate a District vehicle safely.

PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification work indoors, in direct contact with the public and other District staff, without direct supervision, with a high volume of work and tight deadlines, continuously changing priorities and constant interruptions, negative interpersonal situations, and with exposure to contagious illnesses.

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, school psychologist, or learning consultant as appropriate, and must be on provider letterhead with the actual signature of the provider of services.

Revised: 09/02/25

Salary Range: M-32

Reference Item:

7

CLASSIFICATION SPECIFICATION REVISION

Director of Purchasing and Warehouse

Personnel Director

Senior Facilities Planner

Report Date: September 2, 2025

I. SUBJECT: Classification Specification Revision – Director of Purchasing and Warehouse, Personnel Director, Senior Facilities Planner.

II. BACKGROUND INFORMATION:

The Personnel Commission has initiated some revisions to update the listed classification descriptions to be in compliance with SB 1100.

III. METHODOLOGY:

In carrying out the analysis, staff conducted the following activities:

- Reviewed the current versions of the aforementioned classification descriptions.
- Collected input from the incumbents in the positions.
- Collected input from Human Resources.

IV. DISCUSSION:

Changes to the classification descriptions include the following:

1. Revisions to duties section.
2. Removal of sections no longer in use to reflect current departmental standards (Director of Purchasing and Warehouse and Personnel Director only).
3. Revision of “Minimum Qualifications” section.
4. Revision of “Employment Standards” section (Director of Purchasing and Warehouse and Senior Facilities Planner only).
5. Revision to the “Work Environment” section (Director of Purchasing and Warehouse and Personnel Director only).
6. Formatting changes throughout.

In January 2025, SB 1100 became effective and stated for an employer to include a statement in a job advertisement, posting, application, or other material that an applicant must have a driver’s license, two conditions must be satisfied:

- A) The employer reasonably expects driving to be one of the job functions for the position.
- B) The employer reasonably believes that satisfying the job function described using an alternative form of transportation would not be comparable in travel time or cost to the employer.

As a result of this legislation, the Personnel Commission has analyzed the function of these three management classifications and determined that the need for a driver’s license satisfies the two requirements above. Accordingly, the revisions made in the duties section of these classifications to reflect the need for a driver’s license.

Revisions were made to the minimum qualifications section to be consistent with other class descriptions and to reflect SB 1100. Positions in the classifications that require driving a District vehicle are subject to the District's drug testing procedures. Accordingly, drug testing language has been added to the Director of Purchasing and Warehouse and Senior Facilities Planner job descriptions.

Revisions were made to the employment standards section of the Director of Purchasing and Warehouse and Senior Facilities Planner positions to reflect the driving of a District vehicle.

Revisions were made to the work environment section of the Director of Purchasing and Warehouse and Personnel Director positions to ensure that they are up-to-date and to reflect current departmental standards.

Formatting changes were made to reflect current departmental standards.

These changes are not sufficient to alter the salary allocation.

V. RECOMMENDATION:

Personnel Commission staff recommends that the Personnel Commission approve revisions to the Director of Purchasing and Warehouse, Personnel Director and Senior Facilities Planner classification specifications.

PERSONNEL DIRECTOR

DEFINITION

Under general direction of the Personnel Commission, administers the Merit System of equal opportunity employment as prescribed by the statutes of the California Education Code. Responsible for the functions of the office which include: job classification and compensation, recruitment and assessment, adjudication of disciplinary and examination appeals, and providing professional growth opportunities for the classified service.

PERSONAL QUALITIES

~~The incumbent will have the capacity to build a collaborative working environment as s/he leads staff and incorporates the interests of stakeholders (students, employees, administration, community) while accomplishing goals established by and with the Personnel Commission for the betterment of the classified service and the students of the district.~~

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.

- Serving as the Secretary to the Personnel Commission, reviews, researches, revises, maintains, and enforces Personnel Commission rules, policies, and procedures, ensuring that the District's classified employment is in compliance with California State Education Code, and related federal, state and local laws, guidelines, and court decisions. Prepares, publishes, and coordinates the agenda and minutes for Personnel Commission meetings.
- Oversees and participates in the design and implementation of recruitment strategies, providing equal opportunity for all segments of society in an effort to obtain highly qualified workforce.
- Establishes, maintains, and interprets rules and procedures for the development and validation of examinations. Responsible for the operations and activities in the establishment of eligibility lists, and certification of classified hires in accordance to the Uniform Guidelines on Employee Selection Procedures, Standards for Educational and Psychological Testing, and the Merit System as prescribed by the statutes of the California Education Code.
- Studies, establishes, updates, and oversees job classifications and occupational hierarchies, and oversees the creation and abolishment of classifications, and reclassification of positions.
- Evaluates and determines whether or not classifications are sufficiently related to permit lateral transfer or demotion.
- Conducts compensation studies and provides salary recommendations to the Personnel Commission and Board of Education, maintaining internal alignment in accordance to the California Education Code and the Merit System principle of like pay for like service.
- Advises and provides reports and presentations to the Personnel Commission on administrative, legal and personnel matters by investigating and analyzing information, interpreting applicable laws, Board policy and procedures, and classified collective bargaining agreements.
- Meets and confers with District administration, classified bargaining units, employees, Board of Education, and members of the public to clarify issues, procedures and practices, and to obtain input and solve problems related to employee selection procedures, classification changes, career paths, position studies, rule changes and interpretations, hearing procedures, and other classified personnel matters.
- Maintains, encourages, and enhances positive relationships that are customer focused among District administration, bargaining units, and the Personnel Commission and its staff.
- Prepares, administers, and controls the department budget.
- Performs investigations and recommends or carries out applicable corrective actions as necessary for the purpose of ensuring individual and District rights and integrity.
- Coordinates the hearing of employee appeals of disciplinary actions taken by the District.
- Investigates, analyzes, and resolves examination and position classification protests and makes recommendations on appeals.
- Prepares, presents, and publishes the Annual Report of the Office of the Personnel Commission as required by the California Education Code.
- Makes decisions on hiring, disciplining, and terminating Personnel Commission staff.
- Supervises and regularly monitors assigned personnel to ensure efficient departmental operations.

- Ensures the development of a highly skilled department staff through coaching, feedback, evaluation, and by providing external training opportunities (e.g. workshops, conferences) regarding technical human resources practices.
- Attends and represents the District and Personnel Commission at various professional associations, meetings, workshops, and conferences for the purpose of maintaining current knowledge of best human resources practices, applicable laws, regulations and requirements.
- Directs and oversees the evaluation, adoption, utilization and leveraging of technology to support recruitment, applicant tracking, examination administration, scoring and statistical analysis, eligibility list management, and document storage and retrieval.
- Provides employee recognition and to the extent feasible, provides professional growth opportunities for the classified service.
- Drives to various District sites to conduct work.
- Attends and conducts staff meetings.
- Performs other related duties as directed.

TRAITS

- ~~Self-starter who effectively manages his/her own time, priorities and resources with sensitivity and cultural awareness.~~
- ~~Trustworthy, honest, ethical, and maintains confidentiality.~~
- ~~Responsible for his/her own actions, and takes pride in accomplishing goals.~~
- ~~Detail oriented, accurate and focused, with strong analytical and critical thinking skills.~~
- ~~Customer service oriented with pleasant demeanor.~~
- ~~Adapts to changing priorities and situations.~~
- ~~Exhibits patience and is willing to consider alternative options and solutions.~~
- ~~Effectively handles stress and remains steady under pressure with a positive attitude.~~
- ~~Effective and persuasive communicator with strong leadership skills.~~
- ~~Demonstrates respect, humility and empathy in all interpersonal relationships.~~

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

~~A Personnel Director administers the Merit System of equal opportunity employment as prescribed by the statutes of the California Education Code. Responsible for the functions of the office which include job classification and compensation, recruitment and assessment, adjudication of disciplinary and examination appeals, and providing professional growth opportunities for the classified service.~~

~~A Senior Personnel Analyst supervises and coordinates daily operations of Personnel Commission staff; and performs complex technical human resources work related to classification, recruitment, selection, training, compensation, and the formulation, development, and interpretation of Personnel Commission rules and policies.~~

~~A Personnel Analyst performs complex technical human resources work related to classification, recruitment, examination, selection, training, compensation, and the formulation, development, and interpretation of Personnel Commission rules and policies.~~

MINIMUM QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a degree in human resources, public administration, business administration, behavioral sciences, law, or related field. Master's degree preferred. Must enroll in and complete the California School Personnel Commissioners Association (CSPCA) Merit System Academy, preferably within the one (1) year probationary period.

Experience:

Five years of professional-level human resources experience that includes the development, research, and analysis of personnel selection procedures and/or position classification. A master's degree, or higher, in human resources, industrial/organizational psychology, public administration, business administration, or related field may be substituted for one year of the professional-level human resources experience. Three years of professional-level human resources experience must have been in a public merit or civil service environment. At least two years of the professional-level human resources experience must have been in a supervisory capacity.

Special:

- Possession of a valid California Class C Driver License.
- Evidence of adequate insurance for a motor vehicle which meets the California legal liability insurance requirement and continual insurance coverage during employment.
- ~~The ability of private transportation or the ability to provide transportation between job sites is required.~~ Use of an automobile.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of human resources administration, including professional principles, and federal guidelines for the development and validation of employee selection procedures, job analysis, job classification, job design, organizational structure, job evaluation, salary administration, performance evaluation, and collective bargaining.
- Applicable federal, state and local laws, propositions, regulations, guidelines, standards, and related case laws with emphasis on the Education Code, Government Code, Equal Employment Opportunity Act, Equal Pay Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, Educational Employment Relations (Rodda) Act, and the Uniform Guidelines on Employee Selection Procedures.
- Applied research methodologies and quantitative and qualitative analysis methods, data presentation techniques, and related software applications.
- Basic principles of the merit system as they relate to classified employees in California public schools.
- Principles and techniques of budget development and administration.

Ability to:

- Display honesty, adherence to principles, and personal accountability.
- Analytically and logically evaluate information, propositions, and claims.
- Establish rapport and maintain mutually productive relationships.
- Work skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Understand, interpret, and ensure compliance with relevant laws, regulations, contracts, and binding agreements.
- Choose an optimal course of action in a timely manner using facts, data, and evidence in choosing courses of action.
- Obtain facts and data pertaining to an issue or question.
- Guide and encourage others to accomplish a common goal and create a positive work environment in which all are motivated to do their best.
- Allocate responsibility to others according to their abilities and opportunities for development.
- Understand the needs, expectations, and circumstances of internal and external customers.
- Deal with interpersonally strained situations calmly and diplomatically, while diffusing tension.
- Engage others for input, contribution, and shared responsibility for outcomes.
- Respond positively to change and modifying behavior as the situation requires.
- Comprehend the organization as a system of integrated and interdependent functions.
- Maintain emotional stability and self-control under pressure, challenge, or adversity.
- Present self as a positive representative of the organization.
- Persuade others to consider and adopt a new position or attitude on a topic.
- Use correct vocabulary, grammar, sentence structure, spelling and punctuation when constructing written correspondence, reports, or other Personnel Commission documentation.
- Ensure clear definition of project goals and criteria for success.
- Manage performance by setting and aligning individual performance goals with the goals of the department and the overall organization.
- Apply technology for improvements in organizational efficiency and effectiveness.
- Perform computations solving mathematical problems, and drawing meaning and conclusions from quantitative and qualitative data.
- Speak clearly and communicate effectively on a one-to-one or small group basis for the purpose of obtaining and exchanging information.
- Deliver both formal and extemporaneous oral presentations to audiences of various size and type.
- Take responsibility for developing oneself and career by seeking learning opportunities and applying

the lessons to one's work.

- Define, assess, and improve operational processes and workflow.
- Understand the concerns of protected groups and the disadvantaged and relate technical activities to those concerns in an equal opportunity program of selection and promotion based on merit.

PHYSICAL DEMANDS

Employees in this class perform primarily sedentary administrative work in a typical office environment, frequently sits, stands, and walks with mobility sufficient to visit various job sites; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; safely lifts, carries, and or pushes up to 25 pounds; speaks clearly and is able to understand normal voice conversation in order to communicate effectively, exchange information, make presentations before groups, and use a telephone; visual acuity sufficient to read, review, analyze, extract and interpret various research journals, laws, legislative analysis, and effectively use a personal computer and telephone; drives a vehicle to visit sites and attend meetings.

WORK ENVIRONMENT

Employees in this classification work indoors and have direct contact with district employees, administrators, elected/appointed officials and the public, occasionally in difficult interpersonal situations; they work independently without immediate supervision, with a high volume of work and tight deadlines, continuously changing priorities and interruptions, and with exposure to contagious illnesses; attendance at night meetings necessary at times.

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, school psychologist, or learning consultant as appropriate, and must be on provider letterhead with the actual signature of the provider of services.

Revised: ~~2/6/18~~ 09/02/25

Salary Range: M-42

PERSONNEL DIRECTOR

DEFINITION

Under general direction of the Personnel Commission, administers the Merit System of equal opportunity employment as prescribed by the statutes of the California Education Code. Responsible for the functions of the office which include: job classification and compensation, recruitment and assessment, adjudication of disciplinary and examination appeals, and providing professional growth opportunities for the classified service.

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.

- Serving as the Secretary to the Personnel Commission, reviews, researches, revises, maintains, and enforces Personnel Commission rules, policies, and procedures, ensuring that the District's classified employment is in compliance with California State Education Code, and related federal, state and local laws, guidelines, and court decisions. Prepares, publishes, and coordinates the agenda and minutes for Personnel Commission meetings.
- Oversees and participates in the design and implementation of recruitment strategies, providing equal opportunity for all segments of society in an effort to obtain highly qualified workforce.
- Establishes, maintains, and interprets rules and procedures for the development and validation of examinations. Responsible for the operations and activities in the establishment of eligibility lists, and certification of classified hires in accordance to the Uniform Guidelines on Employee Selection Procedures, Standards for Educational and Psychological Testing, and the Merit System as prescribed by the statutes of the California Education Code.
- Studies, establishes, updates, and oversees job classifications and occupational hierarchies, and oversees the creation and abolishment of classifications, and reclassification of positions.
- Evaluates and determines whether or not classifications are sufficiently related to permit lateral transfer or demotion.
- Conducts compensation studies and provides salary recommendations to the Personnel Commission and Board of Education, maintaining internal alignment in accordance to the California Education Code and the Merit System principle of like pay for like service.
- Advises and provides reports and presentations to the Personnel Commission on administrative, legal and personnel matters by investigating and analyzing information, interpreting applicable laws, Board policy and procedures, and classified collective bargaining agreements.
- Meets and confers with District administration, classified bargaining units, employees, Board of Education, and members of the public to clarify issues, procedures and practices, and to obtain input and solve problems related to employee selection procedures, classification changes, career paths, position studies, rule changes and interpretations, hearing procedures, and other classified personnel matters.
- Maintains, encourages, and enhances positive relationships that are customer focused among District administration, bargaining units, and the Personnel Commission and its staff.
- Prepares, administers, and controls the department budget.
- Performs investigations and recommends or carries out applicable corrective actions as necessary for the purpose of ensuring individual and District rights and integrity.
- Coordinates the hearing of employee appeals of disciplinary actions taken by the District.
- Investigates, analyzes, and resolves examination and position classification protests and makes recommendations on appeals.
- Prepares, presents, and publishes the Annual Report of the Office of the Personnel Commission as required by the California Education Code.
- Makes decisions on hiring, disciplining, and terminating Personnel Commission staff.
- Supervises and regularly monitors assigned personnel to ensure efficient departmental operations.
- Ensures the development of a highly skilled department staff through coaching, feedback, evaluation, and by providing external training opportunities (e.g. workshops, conferences) regarding technical human resources practices.
- Attends and represents the District and Personnel Commission at various professional associations, meetings, workshops, and conferences for the purpose of maintaining current knowledge of best human resources practices, applicable laws, regulations and requirements.

- Directs and oversees the evaluation, adoption, utilization and leveraging of technology to support recruitment, applicant tracking, examination administration, scoring and statistical analysis, eligibility list management, and document storage and retrieval.
- Provides employee recognition and to the extent feasible, provides professional growth opportunities for the classified service.
- Drives to various District sites to conduct work.
- Attends and conducts staff meetings.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a degree in human resources, public administration, business administration, behavioral sciences, law, or related field. Master's degree preferred. Must enroll in and complete the California School Personnel Commissioners Association (CSPCA) Merit System Academy, preferably within the one (1) year probationary period.

Experience:

Five years of professional-level human resources experience that includes the development, research, and analysis of personnel selection procedures and/or position classification. A master's degree, or higher, in human resources, industrial/organizational psychology, public administration, business administration, or related field may be substituted for one year of the professional-level human resources experience. Three years of professional-level human resources experience must have been in a public merit or civil service environment. At least two years of the professional-level human resources experience must have been in a supervisory capacity.

Special:

- Possession of a valid California Class C Driver License.
- Evidence of adequate insurance for a motor vehicle which meets the California legal liability insurance requirement and continual insurance coverage during employment.
- Use of an automobile.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of human resources administration, including professional principles, and federal guidelines for the development and validation of employee selection procedures, job analysis, job classification, job design, organizational structure, job evaluation, salary administration, performance evaluation, and collective bargaining.
- Applicable federal, state and local laws, propositions, regulations, guidelines, standards, and related case laws with emphasis on the Education Code, Government Code, Equal Employment Opportunity Act, Equal Pay Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, Educational Employment Relations (Rodda) Act, and the Uniform Guidelines on Employee Selection Procedures.
- Applied research methodologies and quantitative and qualitative analysis methods, data presentation techniques, and related software applications.
- Basic principles of the merit system as they relate to classified employees in California public schools.
- Principles and techniques of budget development and administration.

Ability to:

- Display honesty, adherence to principles, and personal accountability.
- Analytically and logically evaluate information, propositions, and claims.
- Establish rapport and maintain mutually productive relationships.
- Work skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Understand, interpret, and ensure compliance with relevant laws, regulations, contracts, and binding agreements.
- Choose an optimal course of action in a timely manner using facts, data, and evidence in choosing courses of action.
- Obtain facts and data pertaining to an issue or question.
- Guide and encourage others to accomplish a common goal and create a positive work environment in

which all are motivated to do their best.

- Allocate responsibility to others according to their abilities and opportunities for development.
- Understand the needs, expectations, and circumstances of internal and external customers.
- Deal with interpersonally strained situations calmly and diplomatically, while diffusing tension.
- Engage others for input, contribution, and shared responsibility for outcomes.
- Respond positively to change and modifying behavior as the situation requires.
- Comprehend the organization as a system of integrated and interdependent functions.
- Maintain emotional stability and self-control under pressure, challenge, or adversity.
- Present self as a positive representative of the organization.
- Persuade others to consider and adopt a new position or attitude on a topic.
- Use correct vocabulary, grammar, sentence structure, spelling and punctuation when constructing written correspondence, reports, or other Personnel Commission documentation.
- Ensure clear definition of project goals and criteria for success.
- Manage performance by setting and aligning individual performance goals with the goals of the department and the overall organization.
- Apply technology for improvements in organizational efficiency and effectiveness.
- Perform computations solving mathematical problems, and drawing meaning and conclusions from quantitative and qualitative data.
- Speak clearly and communicate effectively on a one-to-one or small group basis for the purpose of obtaining and exchanging information.
- Deliver both formal and extemporaneous oral presentations to audiences of various size and type.
- Take responsibility for developing oneself and career by seeking learning opportunities and applying the lessons to one's work.
- Define, assess, and improve operational processes and workflow.
- Understand the concerns of protected groups and the disadvantaged and relate technical activities to those concerns in an equal opportunity program of selection and promotion based on merit.

PHYSICAL DEMANDS

Employees in this class perform primarily sedentary administrative work in a typical office environment, frequently sits, stands, and walks with mobility sufficient to visit various job sites; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; safely lifts, carries, and or pushes up to 25 pounds; speaks clearly and is able to understand normal voice conversation in order to communicate effectively, exchange information, make presentations before groups, and use a telephone; visual acuity sufficient to read, review, analyze, extract and interpret various research journals, laws, legislative analysis, and effectively use a personal computer and telephone; drives a vehicle to visit sites and attend meetings.

WORK ENVIRONMENT

Employees in this classification work indoors and have direct contact with district employees, administrators, elected/appointed officials and the public, occasionally in difficult interpersonal situations; they work independently without immediate supervision, with a high volume of work and tight deadlines, continuously changing priorities and interruptions, and with exposure to contagious illnesses; attendance at night meetings necessary at times.

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, school psychologist, or learning consultant as appropriate, and must be on provider letterhead with the actual signature of the provider of services.

Reference Item:

8

CLASSIFICATION SPECIFICATION REVISION

Director of Purchasing and Warehouse

Personnel Director

Senior Facilities Planner

Report Date: September 2, 2025

I. SUBJECT: Classification Specification Revision – Director of Purchasing and Warehouse, Personnel Director, Senior Facilities Planner.

II. BACKGROUND INFORMATION:

The Personnel Commission has initiated some revisions to update the listed classification descriptions to be in compliance with SB 1100.

III. METHODOLOGY:

In carrying out the analysis, staff conducted the following activities:

- Reviewed the current versions of the aforementioned classification descriptions.
- Collected input from the incumbents in the positions.
- Collected input from Human Resources.

IV. DISCUSSION:

Changes to the classification descriptions include the following:

1. Revisions to duties section.
2. Removal of sections no longer in use to reflect current departmental standards (Director of Purchasing and Warehouse and Personnel Director only).
3. Revision of “Minimum Qualifications” section.
4. Revision of “Employment Standards” section (Director of Purchasing and Warehouse and Senior Facilities Planner only).
5. Revision to the “Work Environment” section (Director of Purchasing and Warehouse and Personnel Director only).
6. Formatting changes throughout.

In January 2025, SB 1100 became effective and stated for an employer to include a statement in a job advertisement, posting, application, or other material that an applicant must have a driver’s license, two conditions must be satisfied:

- A) The employer reasonably expects driving to be one of the job functions for the position.
- B) The employer reasonably believes that satisfying the job function described using an alternative form of transportation would not be comparable in travel time or cost to the employer.

As a result of this legislation, the Personnel Commission has analyzed the function of these three management classifications and determined that the need for a driver’s license satisfies the two requirements above. Accordingly, the revisions made in the duties section of these classifications to reflect the need for a driver’s license.

Revisions were made to the minimum qualifications section to be consistent with other class descriptions and to reflect SB 1100. Positions in the classifications that require driving a District vehicle are subject to the District's drug testing procedures. Accordingly, drug testing language has been added to the Director of Purchasing and Warehouse and Senior Facilities Planner job descriptions.

Revisions were made to the employment standards section of the Director of Purchasing and Warehouse and Senior Facilities Planner positions to reflect the driving of a District vehicle.

Revisions were made to the work environment section of the Director of Purchasing and Warehouse and Personnel Director positions to ensure that they are up-to-date and to reflect current departmental standards.

Formatting changes were made to reflect current departmental standards.

These changes are not sufficient to alter the salary allocation.

V. RECOMMENDATION:

Personnel Commission staff recommends that the Personnel Commission approve revisions to the Director of Purchasing and Warehouse, Personnel Director and Senior Facilities Planner classification specifications.

SENIOR FACILITIES PLANNER

DEFINITION

Under the general direction of the Executive Director of Facilities, coordinates the planning and improvement, modernization, and new construction of District facilities; conducts a variety of analytical studies and prepares reports; provides specialized leadership in District facilities and planning projects; provides recommendations to District Administrators according to projects assigned; supervises and evaluates the performance of assigned personnel.

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.

- Perform administrative and professional duties related to the District's facilities planning program.
- Participate in the development of the District's long-range growth and capital improvement plans and ensure compliance with applicable laws, codes, rules, and regulations.
- Prepare original and amended applications for construction and renovation projects including Request for Proposals (RFP) and Request for Qualifications (RFQ).
- Provide leadership in identifying new school sites and obtaining approvals from state and local agencies.
- Assist in preliminary budget preparation and participate in the identification and acquisition of funding sources for [district-wide](#) modernization and construction projects.
- Serve as a liaison between District personnel and outside agencies regarding facilities planning activities.
- Execute site acquisitions in coordination with acquisition consultants, relocation consultants, appraisers, legal counsel, title companies and property owners or occupants.
- Review project plans and specifications prior to bids, participate in pre-bid walks and bid openings.
- Provide leadership in maintaining locally formatted reports to portray status, budgets, cash flow, apportionments, and obligations for various aspects of District projects.
- Research and document information for student generation and enrollment projections to establish participation eligibility in the State School Facilities Program.
- Assist Business Services and Human Resources staff in preparing annual enrollment projections used for staffing, school capacity, and budgeting.
- Research, field check, and maintain current information on development and land use within the District.
- Communicate with county and city planning departments, County Assessor's Office and other state and local agencies to gather information.
- Attend and present at Board of Education and community meetings regarding District planning, improvement and modernization projects.
- Prepare and direct the preparation and maintenance of a variety of reports, records, files, and periodic special reports for District personnel on school planning.
- Maintain inventory of diagrams of facilities.
- Prepare and maintain revenue projections and cost analysis for planning, construction, developer fees and other funding plans.
- Prepare maps, notices, public information documents, information pieces and other correspondence.
- [Utilize a geographic information system.](#)
- [Attends various meetings and trainings and represents the District in related county and statewide activities.](#)
- Respond to and provide leadership in the preparation of notices of exemption, negative declarations and other environmental documents.
- Provide leadership in the preparation of facility master plans, updates and fee justification studies.
- Research and maintain current knowledge of laws, codes, rules, and regulations related to assigned activities.
- Supervise and evaluate the performance of assigned personnel.
- [Assist in the selection of assigned facilities personnel.](#)
- [Drives to various District sites to conduct work.](#)

OTHER RELATED DUTIES

- ~~Attend and represent the District in a variety of meetings, conferences, and governmental hearings related to assigned activities.~~
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree from an accredited university or college with a major in Business Administration, Engineering, Architecture, Facilities Planning/Management, Construction Management, or closely related field.

Experience:

Three years of professional experience in facilities planning or technical planning in a related field. Experience in educational facility planning is preferred.

Special:

- Possession of a valid California Class C Driver License.
- Evidence of adequate insurance for a motor vehicle, which meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.
- Use of an automobile.
- Positions in this classification that require driving a District vehicle are subject to participating in the District's drug testing procedures.

EMPLOYMENT STANDARDS

Knowledge of:

- Procedures and practices used in the planning, design, construction, modernization and maintenance of school buildings and facilities.
- Applicable Federal, State and local laws, codes, and regulations including the LeRoy F. Green School Facilities Act, and the Emergency Portables Classroom Act.
- Facility programs such as the State School Facilities Program, Lease-Purchase Program, and State Emergency Relocatable Program.
- Public agencies responsible for planning and development of the local geographic area.
- Site selection and acquisition procedures.
- School facilities funding sources and funding application procedures.
- Budget preparation, administration and control; principles of cost analysis.
- General purchasing procedures, including preparing and obtaining bids and quotes.
- Project planning principles and techniques.
- Laws and regulations pertaining to the construction, repair, and maintenance of school facilities.
- Record keeping and report preparation techniques.
- Research techniques and procedures.
- Statistical computations.
- Modern office practices and procedures.
- Principles and practices of supervision and training.
- Operation of a computer and assigned software.
- Public speaking techniques. Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Plan and coordinate the functions involved in the maintenance of school facilities.
- Plan, manage, supervise, organize and direct the work of others.
- Communicate effectively with the Board of Education members, staff, the business community and

- governmental agencies both orally and in writing.
- Evaluate the performance of assigned staff.
- Analyze, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- Prepare a variety of comprehensive narrative and statistical reports.
- Prepare and deliver oral presentations.
- Research alternate funding sources and assure completion of funding applications procedures.
- Establish and maintain positive and cooperative working relationships with employees, administrators, outside agencies, and business representatives.
- Communicate effectively both orally and in writing.
- Implement verbal and written direction.
- Operate a computer and current relevant software programs, including but not limited to accounting, cost and inventory control.
- Meet schedules and time lines.
- Work independently with little supervision and direction.
- Analyze and interpret complex technical documentation.
- Operate a District vehicle safely.
- ~~Drive a vehicle to conduct work.~~

PHYSICAL DEMANDS

Employees in this classification see clearly to review drawings, plans, blueprints, records and reports; agility sufficient to walk and move in and around building constructions in progress which may include bending, kneeling, stooping and climbing a ladder; use a computer and telephone; use both hands simultaneously; use fingers-repetitive; rapid mental/muscular coordination; speak clearly; hear normal voice conversation; see small details; maintain balance; reach overhead; color vision/distinguish wire colors; drive a vehicle; stand; walk; sit; carry; stoop/bend; repetitive twisting or pressure involving wrists or hands; lift and carry up to 50 lbs.

WORK ENVIRONMENT

Employees in this classification work directly with District staff, students and 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; continuously changing priorities; continuous interruptions; temperature changes; confined spaces; heights; and electrical hazards.

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.

SENIOR FACILITIES PLANNER

DEFINITION

Under the general direction of the Executive Director of Facilities, coordinates the planning and improvement, modernization, and new construction of District facilities; conducts a variety of analytical studies and prepares reports; provides specialized leadership in District facilities and planning projects; provides recommendations to District Administrators according to projects assigned; supervises and evaluates the performance of assigned personnel.

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.

- Perform administrative and professional duties related to the District's facilities planning program.
- Participate in the development of the District's long-range growth and capital improvement plans and ensure compliance with applicable laws, codes, rules, and regulations.
- Prepare original and amended applications for construction and renovation projects including Request for Proposals (RFP) and Request for Qualifications (RFQ).
- Provide leadership in identifying new school sites and obtaining approvals from state and local agencies.
- Assist in preliminary budget preparation and participate in the identification and acquisition of funding sources for district-wide modernization and construction projects.
- Serve as a liaison between District personnel and outside agencies regarding facilities planning activities.
- Execute site acquisitions in coordination with acquisition consultants, relocation consultants, appraisers, legal counsel, title companies and property owners or occupants.
- Review project plans and specifications prior to bids, participate in pre-bid walks and bid openings.
- Provide leadership in maintaining locally formatted reports to portray status, budgets, cash flow, apportionments, and obligations for various aspects of District projects.
- Research and document information for student generation and enrollment projections to establish participation eligibility in the State School Facilities Program.
- Assist Business Services and Human Resources staff in preparing annual enrollment projections used for staffing, school capacity, and budgeting.
- Research, field check, and maintain current information on development and land use within the District.
- Communicate with county and city planning departments, County Assessor's Office and other state and local agencies to gather information.
- Attend and present at Board of Education and community meetings regarding District planning, improvement and modernization projects.
- Prepare and direct the preparation and maintenance of a variety of reports, records, files, and periodic special reports for District personnel on school planning.
- Maintain inventory of diagrams of facilities.
- Prepare and maintain revenue projections and cost analysis for planning, construction, developer fees and other funding plans.
- Prepare maps, notices, public information documents, information pieces and other correspondence.
- Utilize a geographic information system.
- Attends various meetings and trainings and represents the District in related county and statewide activities.
- Respond to and provide leadership in the preparation of notices of exemption, negative declarations and other environmental documents.
- Provide leadership in the preparation of facility master plans, updates and fee justification studies.
- Research and maintain current knowledge of laws, codes, rules, and regulations related to assigned activities.
- Supervise and evaluate the performance of assigned personnel.
- Assist in the selection of assigned facilities personnel.
- Drives to various District sites to conduct work.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree from an accredited university or college with a major in Business Administration, Engineering, Architecture, Facilities Planning/Management, Construction Management, or closely related field.

Experience:

Three years of professional experience in facilities planning or technical planning in a related field. Experience in educational facility planning is preferred.

Special:

- Possession of a valid California Class C Driver License.
- Evidence of adequate insurance for a motor vehicle, which meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.
- Use of an automobile.
- Positions in this classification that require driving a District vehicle are subject to participating in the District's drug testing procedures.

EMPLOYMENT STANDARDS

Knowledge of:

- Procedures and practices used in the planning, design, construction, modernization and maintenance of school buildings and facilities.
- Applicable Federal, State and local laws, codes, and regulations including the LeRoy F. Green School Facilities Act, and the Emergency Portables Classroom Act.
- Facility programs such as the State School Facilities Program, Lease-Purchase Program, and State Emergency Relocatable Program.
- Public agencies responsible for planning and development of the local geographic area.
- Site selection and acquisition procedures.
- School facilities funding sources and funding application procedures.
- Budget preparation, administration and control; principles of cost analysis.
- General purchasing procedures, including preparing and obtaining bids and quotes.
- Project planning principles and techniques.
- Laws and regulations pertaining to the construction, repair, and maintenance of school facilities.
- Record keeping and report preparation techniques.
- Research techniques and procedures.
- Statistical computations.
- Modern office practices and procedures.
- Principles and practices of supervision and training.
- Operation of a computer and assigned software.
- Public speaking techniques. Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Plan and coordinate the functions involved in the maintenance of school facilities.
- Plan, manage, supervise, organize and direct the work of others.
- Communicate effectively with the Board of Education members, staff, the business community and governmental agencies both orally and in writing.
- Evaluate the performance of assigned staff.
- Analyze, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- Prepare a variety of comprehensive narrative and statistical reports.
- Prepare and deliver oral presentations.
- Research alternate funding sources and assure completion of funding applications procedures.
- Establish and maintain positive and cooperative working relationships with employees, administrators, outside agencies, and business representatives.

- Communicate effectively both orally and in writing.
- Implement verbal and written direction.
- Operate a computer and current relevant software programs, including but not limited to accounting, cost and inventory control.
- Meet schedules and time lines.
- Work independently with little supervision and direction.
- Analyze and interpret complex technical documentation.
- Operate a District vehicle safely.

PHYSICAL DEMANDS

Employees in this classification see clearly to review drawings, plans, blueprints, records and reports; agility sufficient to walk and move in and around building constructions in progress which may include bending, kneeling, stooping and climbing a ladder; use a computer and telephone; use both hands simultaneously; use fingers-repetitive; rapid mental/muscular coordination; speak clearly; hear normal voice conversation; see small details; maintain balance; reach overhead; color vision/distinguish wire colors; drive a vehicle; stand; walk; sit; carry; stoop/bend; repetitive twisting or pressure involving wrists or hands; lift and carry up to 50 lbs.

WORK ENVIRONMENT

Employees in this classification work directly with District staff, students and 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; continuously changing priorities; continuous interruptions; temperature changes; confined spaces; heights; and electrical hazards.

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.

Revised: 09/02/25

Salary Range: M-18