

*PERSONNEL COMMISSION*  
HACIENDA LA PUENTE  
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda  
November 4, 2025

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

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

Meeting called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Felipe Arellano, Chair  
Andrew Tse, Vice Chair  
Sandra Hernández, Member

Israel Cobos, Personnel Director  
Jennifer Chen, Personnel Analyst  
Michelle Quiroz, Personnel Assistant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting Procedures

Personnel Commissioners, Personnel Commission staff and the public will be able to participate in the Personnel Commission meeting in person and virtually. Participants in this meeting will be able to join virtually by using the link and information below.

**To join the meeting virtually with video and audio 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**

|                                                                            | <b><u>REFERENCE</u></b> | <b><u>ACTION</u></b>                           |
|----------------------------------------------------------------------------|-------------------------|------------------------------------------------|
| 1. Acknowledge service of Mr. Felipe Arellano to the Personnel Commission. |                         | No Action Required                             |
| 2. Approve the agenda as submitted or amended.                             |                         | Moved by _____<br>Seconded _____<br>Vote _____ |
| 3. Approve minutes of the regular meeting of <u>October 7, 2025</u> .      | 1.                      | Moved by _____<br>Seconded _____<br>Vote _____ |

- |                      |                       |
|----------------------|-----------------------|
| 4. Director's Report | 2. No Action Required |
|----------------------|-----------------------|
5. Communications
- The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.*
- a. CSEA
  - b. SEIU
  - c. Administration
  - d. Audience members who filed a request to speak

## II. SELECTION PROCESS

- |                                                                                                      | <u>REFERENCE</u> | <u>ACTION</u>      |
|------------------------------------------------------------------------------------------------------|------------------|--------------------|
| 1. Receive <u>Test Plan</u> information                                                              | 3.               | No Action Required |
| 2. Receive <u>Provisional Assignment/Working Out of Class</u> Report                                 | 4.               | No Action Required |
| 3. Approve ratification of the following Eligibility list(s):                                        | Sep. Doc.        | Moved by _____     |
| Director of Nutrition Services, List #1722/0825                                                      | A.               | Seconded _____     |
| Executive Director of Fiscal Services, List #1746/0425 Merged                                        |                  | Vote _____         |
| Instructional Aide I – Special Education, List #0260/0925 Merged                                     |                  |                    |
| Instructional Aide II – Special Education, List #0262/0925 Merged                                    |                  |                    |
| Instructional Aide II – Special Education (Female), List #0265/0725 Merged                           |                  |                    |
| Instructional Aide II – Special Education (Male), List #0264/0725                                    |                  |                    |
| 4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rules 6.1.11: | Sep. Doc.        | Moved by _____     |
| Bus Attendant, List #1301/0625                                                                       | B.               | Seconded _____     |
| Eligible(s) #44382154                                                                                |                  | Vote _____         |
| Cafeteria Worker I, List #0506/0125                                                                  |                  |                    |
| Eligible(s) #36932397                                                                                |                  |                    |
| Instructional Aide – Classroom, List #0211/0625                                                      |                  |                    |
| Eligible(s) #56146116                                                                                |                  |                    |
| Instructional Aide I – Special Education, List #0260/0525 Merged, 0725, 0925 Merged                  |                  |                    |
| Eligible(s) #39726323, #50324127, #45237338, #26687695                                               |                  |                    |
| Instructional Aide II – Special Education, List #0262/0725, 0925 Merged                              |                  |                    |
| Eligible(s) #39726323, #60906481                                                                     |                  |                    |
| Office Assistant, List #0344/1023 Merged                                                             |                  |                    |
| Eligible(s) #57747950, #33212519, #35912042, #50607946                                               |                  |                    |
| Site Supervision Aide, List #0270/0125                                                               |                  |                    |
| Eligible(s) #18514207, #49308890                                                                     |                  |                    |

## 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 Executive Director of Fiscal Services to comply with Education Code 45109.
3. Approve revised class description of Director of Transportation to comply with Education Code 45109.

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

#### **IV. RULES AND REGULATIONS**

1. Second reading and approval of Personnel Commission Rule 1.1.1 – Statutory Authority For These Rules
2. Second reading and approval of Personnel Commission Rule 18.4.24 – Commission Action
3. Second reading and approval of Personnel Commission Rule 18.4.27 – Compliance With Commission Decision
4. First reading of Personnel Commission Rule 1.2 – Definitions
5. First reading of Personnel Commission Rule 2.1.1 – Terms of Office and General Selection Procedures
6. First reading of Personnel Commission Rule 4.1.2 – General Qualifications of Applicants
7. First reading of Personnel Commission Rule 7.1.3 – Discrimination Prohibited
8. First reading of Personnel Commission Rule 9.3.2 – Completion of Initial Probation
9. First reading of Personnel Commission Rule 2.8.4 – Consent for Legal Representation

- | <b><u>REFERENCE</u></b> | <b><u>ACTION</u></b>                           |
|-------------------------|------------------------------------------------|
| 8.                      | Moved by _____<br>Seconded _____<br>Vote _____ |
| 9.                      | Moved by _____<br>Seconded _____<br>Vote _____ |
| 10.                     | Moved by _____<br>Seconded _____<br>Vote _____ |
| 11.                     | No Action Required                             |
| 12.                     | No Action Required                             |
| 13.                     | No Action Required                             |
| 14.                     | No Action Required                             |
| 15.                     | No Action Required                             |
| 16.                     | No Action Required                             |

#### **V. CHARGES AND HEARINGS**

1. None

| <b><u>REFERENCE</u></b> | <b><u>ACTION</u></b> |
|-------------------------|----------------------|
|-------------------------|----------------------|

#### **VI. OTHER**

1. None
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.

| <b><u>REFERENCE</u></b> | <b><u>ACTION</u></b> |
|-------------------------|----------------------|
|                         | No Action Required   |
|                         | No Action Required   |
|                         | No Action Required   |

**NEXT REGULAR MEETING**

Date: **Tuesday, December 2, 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  
**October 7, 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 4:31 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**

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

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

**APPROVED MINUTES AS SUBMITTED**

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

Mr. Andrew Tse, Vice Chair, moved to approve the minutes of the regular meeting of September 2, 2025.

**DIRECTOR'S REPORT**

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

63. 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 September 1<sup>st</sup> for Child Development Technician positions. Five (5) eligibles were added to the eligibility list for the position.
- Personnel Commission staff also partnered with Human Resources and the Special Education Department for a recruitment event over the last two days, on October 6 – 7. Fourteen (14) eligibles were added to the eligibility lists for these positions.
- The next Instructional Aide, Special Education recruitment event will be on December 9-10.

Mr. Cobos shared the following updates:

- Personnel Commission staff participated in the Fall Virtual WRIPAC meeting on September 18.
- Personnel Commission staff participated in the PC Director's Roundtable meeting on September 19.

- The Personnel Commission partnered with Human Resources and the bargaining units to host a New Employee Orientation on September 23. There were 14 participants. The next event will be in December.
- Personnel Commission staff, along with Commissioner Hernandez, participated in the PCASC (Personnel Commissions Association of Southern California) Conference on September 24. Mr. Cobos provided highlights from the conference which included an overview of the sessions.
- Personnel Commission staff participated in the Rio Hondo Fall Job Fair on September 30.
- Personnel Commission staff participated in the Pasadena City College Fall Job Fair on October 2.
- Mr. Cobos shared information about Personnel Commission Rule 1.1.8 – Application of Rules to Bargaining Unit Members. This information was shared at the recent New Employee Orientation and was also included in the monthly PC newsletter.
- Mr. Cobos provided details regarding Classified hires and separations from January 2022 to present: 643 new hires, 176 promotions, and 432 separations, demonstrating a net gain of 211 employees.

## COMMUNICATIONS

64. Ms. Susan Lopez, SEIU Secretary, introduced Ms. Joyce Garcia, SEIU Co-Chief Steward, who spoke about approving of the suggestion to revise Nutrition Services class titles to agree with other department updates. Ms. Lopez mentioned concerns about SEIU vacancies. She also commented on the impending update to the District's COVID vaccination policy and how it may have impacted previous applicants.

Mr. Felipe Arellano, Chair, asked a clarifying question about the vaccination policy affecting applicants.

Ms. Lopez explained that the vaccine mandate may have deterred unvaccinated qualified candidates from applying to the District.

Ms. Hernández asked a clarifying question about the number of SEIU vacancies.

Ms. Lopez did not have the number of vacancies available.

65. Ms. Margaret Caldera, CSEA President, commented on the impending update to the District's COVID vaccination policy and her preference that employees terminated due to the policy be reinstated.

Ms. Caldera remarked on Nutrition Services class titles as well as the department's promotional interview and selection practices related to the fact that supervisors report to other supervisors in the same union.

Ms. Caldera shared her appreciation of the proposed rule changes. She asked why Personnel Commission Rule 18.2.4 does not reference the California Education Code. She also questioned timeline requirements as well as the use of the word "forthwith" in Personnel Commission Rule 18.4.27.

Mr. Tse asked a clarifying question regarding Ms. Caldera's timeline preferences.

Ms. Caldera replied that she would need to talk about it and spoke about the legal definition of "forthwith".

Ms. Hernández advised that Commissioners can't engage in discussion at this point in the agenda and recommended having the conversation when the appropriate section of the agenda is reached.

Ms. Caldera noted that the Facilities has been working employees outside of their classifications. CSEA has been working with Human Resources to resolve the issue and asked that the Personnel Commission remind the District to work staff within their assigned classification.



Ms. Hernández asked a clarifying question regarding employees working outside of their classification.

Ms. Caldera explained that the employees are not working out of class with the appropriate compensation, but they are being assigned overtime doing work not contained in their assigned job description. She also referenced Custodians assigned as rovers.

Ms. Caldera mentioned the Reprographics Supervisor vacancy and the impact on the remaining Reprographics employee. She asked the Personnel Commission to look into this situation.

Mr. Arellano asked a clarifying question about overtime outside their classification.

Ms. Caldera confirmed that the overtime was not offered to the employees whose classifications included the duties performed during the overtime assignments.

Ms. Caldera also mentioned concerns about the rover positions and how they are being used in Maintenance and Operations.

66. Mr. Joseph Zepeda, Human Resources Director, thanked everyone for attending and shared his enthusiasm for the positive recruitment numbers shared by Mr. Cobos.

Mr. Zepeda noted the many changes at the District and praised both CSEA and SEIU for meeting regularly with Human Resources while they work through issues.

Mr. Zepeda mentioned the recent New Employee Orientation along with the information that was covered and the emphasis placed on HLPUSD being a great place to work.

Mr. Zepeda mentioned the job fairs attended this fall and the positive relationship it fosters with the community.

## **II. SELECTION PROCESS**

### **RECEIVED TEST PLAN**

67. Received Test Plan. No Action Required.

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

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

### **RATIFIED ELIGIBILITY LISTS**

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

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

Bus Attendant, List #1301/0625

Child Development Technician, List #0206/0825 Merged

Instructional Aide – Classroom, List #0211/0625

Instructional Aide – Classroom Bilingual, List #0212/0625

School Office Manager I, List #0340/0725

### **RATIFIED REMOVAL OF ELIGIBLES**

70. 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) #26941198, #15879318, #54073079, #49036390

Campus Security Officer, List #1102/1124  
Eligible(s) #18917570, #26985995

Child Development Technician, List #0206/0625 Merged, 0825  
Eligible(s) #57622243, #46653068, #64113364

Director of Information Technology, List #1706/0525  
Eligible(s) #62982470

GED Examiner, List #0255/0425  
Eligible(s) #46395209

Instructional Aide – Classroom, List #0211/0625  
Eligible(s) #26935491, #39726323, #38588149, #33942663, #59592172,  
#57849127, #62358890

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

71. No Action Required

Cafeteria Manager I, List #0500/0225  
Eligible(s) #39663172

Instructional Aide II – Special Education, List #0262/0525  
Eligible(s) #37956583

**III. CLASSIFICATION AND SALARY**

72. None.

**IV. RULES AND REGULATIONS**

FIRST READING OF PERSONNEL COMMISSION  
RULE 1.1.1 – STATUTORY AUTHORITY FOR  
THESE RULES

73. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule 1.1.1  
– Statutory Authority for These Rules

FIRST READING OF PERSONNEL COMMISSION  
RULE 18.4.24 – COMMISSION ACTION

74. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule  
18.4.24 – Commission Action

FIRST READING OF PERSONNEL COMMISSION  
RULE 18.4.27 – COMPLIANCE WITH  
COMMISSION DECISION

75. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule  
18.4.27 – Compliance With Commission Decision

Ms. Hernández noted the many steps necessary for the Board to comply with a  
Commission decision to explain the decision to provide up to thirty business  
days for compliance.

Mr. Arellano explained that while thirty business days is the limit for  
compliance, the requirement can be met at anytime during that period.

Mr. Tse mentioned that the timing of Board meetings relative to notification of  
a decision can impact how quickly the District is able to comply.

Mr. Cobos shared that the many issues affecting timing were discussed when  
selecting the limit of thirty business days. He referenced previous hearings and  
decisions, noting extended time taken to complete the process.

**V. CHARGES AND HEARINGS**

76. None.

**VI. OTHER**

77. None.

COMMISSIONERS' COMMENTS

78. Mr. Tse wished everyone a safe Halloween celebration. He thanked the Certificated and Classified employees for their work throughout the year.
79. Ms. Hernández thanked everyone for attending the meeting. She thanked the Personnel Commission for the opportunity to attend the PCASC conference, which she found to be valuable. She congratulated Mr. Cobos for being well-regarded within the PCASC organization. She referenced the keynote speaker's presentation on generational differences in the current workforce.
- Ms. Lopez asked for Ms. Hernández to repeat the name of the organization.
- Ms. Hernández reiterated the information about PCASC and shared more information about the activities at the conference.
- Ms. Hernández also commented on the fantastic hiring numbers that were shared.
80. Mr. Arellano thanked everyone for attending the meeting, noting that meeting in person improves communication.
- Mr. Arellano spoke about how all District employees are important members of the team with unique contributions.
- Mr. Arellano mentioned is support for hiring alumni and promoting from within, highlighting the opportunity to connect with former students at local job fairs.
- Mr. Arellano mentioned his hope to increase employee retention and his appreciation of the upcoming rescission of the vaccine mandate. He thanked all employees for their hard work.

NEXT REGULAR MEETING

81. The next regular meeting is scheduled for  
**Tuesday, November 4, 2025 at 4:30 p.m.**  
Meeting adjourned at 5:23 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: November 4, 2025

### Completed Recruitments with Date List Established

- Director of Nutrition Services (Open and Promotional) – 10/9
- Executive Director of Fiscal Services (Open and Promotional) – 10/6
- Instructional Aide I – Special Education (Open and Promotional) – 10/15
- Instructional Aide II – Special Education (Open and Promotional) – 10/10
- Instructional Aide II – Special Education Female (Open and Promotional) – 10/10
- Instructional Aide II – Special Education Male (Open and Promotional) – 10/10

### Current Recruitments with Last Day to Apply

- Associate Personnel Analyst (Open and Promotional) – 10/22
- Bus Driver (Open and Promotional) – Continuous
- Child Development Technician (Open and Promotional) – 11/24
- Employment Developer (Open and Promotional) – 9/5
- Executive Director of Fiscal Services (Open and Promotional) – Continuous
- Health Care Assistant (Open and Promotional) – 10/24
- Instructional Aide I – Special Education (Open and Promotional) – 11/21
- Instructional Aide II – Special Education (Open and Promotional) – 11/21
- Instructional Aide II – Special Education Female (Open and Promotional) – 11/21
- Instructional Aide II – Special Education Male (Open and Promotional) – 11/21
- Police Officer (Open and Promotional) – 10/15
- Pool Maintenance Worker (Open and Promotional with Promotional Taking Precedence) – 11/5
- Senior Human Resources Assistant (Open and Promotional) – 11/12

### Upcoming Recruitments

- Human Resources Assistant
- Maintenance Worker
- Rehab Program Assistant

### Training/Other

- The next Child Development Technician recruitment event will be on December 5.
- The next Instructional Aide, Special Education recruitment event will be on December 9-10.
- The next New Employee Orientation event will be in December. Final date is being finalized.
- The Personnel Commission will be hosting a CalPERS, Planning Your Retirement event, on November 19 at 3 pm. A CalPERS representative will be leading the session. More detailed information will be included in the email invite.

### Active Eligibility List Report

See next page

## Active Eligibility Lists with Expiration Dates

10/31/2025

| Classification                                              | Date Established | Eligibility List Expiration Date |
|-------------------------------------------------------------|------------------|----------------------------------|
| Assessment Technician                                       | 5/7/2025         | 5/7/2026                         |
| Bus Attendant                                               | 8/28/2025        | 8/28/2026                        |
| Bus Driver                                                  | 5/14/2025        | 5/14/2026                        |
| Cafeteria Manager I                                         | 4/8/2025         | 4/8/2026                         |
| Cafeteria Worker II                                         | 12/18/2024       | 12/18/2025                       |
| Campus Security Officer                                     | 1/24/2025        | 1/24/2026                        |
| Child Development Technician                                | 9/11/2025        | 3/11/2026                        |
| Director of Information Technology                          | 7/24/2025        | 7/24/2026                        |
| Director of Nutrition Services*                             | 10/9/2025        | 10/9/2026                        |
| Executive Director of Fiscal Services*                      | 10/6/2025        | 10/6/2026                        |
| Family Services Specialist                                  | 2/3/2025         | 2/3/2026                         |
| GED Examiner                                                | 6/25/2025        | 6/25/2026                        |
| Instructional Aide I - Special Education^*                  | 10/15/2025       | 4/15/2026                        |
| Instructional Aide II- Special Education^*                  | 10/10/2025       | 4/10/2026                        |
| Instructional Aide II - Special Education (Female)^*        | 10/10/2025       | 4/10/2026                        |
| Instructional Aide II - Special Education (Male)^*          | 10/10/2025       | 4/10/2026                        |
| Instructional Aide II - Special Education, Hearing Impaired | 6/20/2025        | 6/20/2026                        |
| Instructional Aide - Classroom                              | 9/4/2025         | 9/4/2026                         |
| Instructional Aide - Classroom Bilingual                    | 9/5/2025         | 9/5/2026                         |
| 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         | 12/9/2025                        |
| Painter                                                     | 5/2/2025         | 5/2/2026                         |
| Rehabilitation Program Assistant                            | 1/7/2025         | 1/7/2026                         |
| School Office Manager I                                     | 9/17/2025        | 9/17/2026                        |
| Site Supervision Aide^                                      | 2/25/2025        | 11/25/2025                       |
| Speech Language Pathology Assistant                         | 11/8/2024        | 11/8/2025                        |

\* = Pending Commission Ratification

^ = Six (6) month eligibility list

**Reference Item:**

**3**

## PERSONNEL COMMISSION TEST PLAN

[illegible]



**Reference Item:**

**4**

# PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT

## November 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: |
|-------------|----------|-------------------------------|----------------------------------|--------------------|-------------|-----------|
| Rodriguez   | Brittney | Nutrition Services Supervisor | Director of Nutrition Services   | Nutrition Services | 9/1/25      | 1/2/26    |
| Figueroa    | Natalie  | Human Resources Assistant     | Senior Human Resources Assistant | Human Resources    | 10/20/25    | 11/19/25  |
| Consiglio   | DeAnna   | Human Resources Assistant     | Senior Human Resources Assistant | Human Resources    | 11/20/25    | 12/23/25  |
| Maris Arias | Rosalia  | Human Resources Assistant     | Senior Human Resources Assistant | Human Resources    | 1/2/26      | 1/30/26   |

### Working Out of Classification

| Last          | First           | Current Classification   | WOC as:                       | Location:                   | Start Date: | End Date: |
|---------------|-----------------|--------------------------|-------------------------------|-----------------------------|-------------|-----------|
| 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  |
| Godina        | Maria           | Cafeteria Worker I       | Cafeteria Worker II           | Valinda School of Academics | 9/8/25      | 5/21/26   |
| De Anda       | Ruben S.        | Athletic P.E. Technician | Maintenance Worker            | Facilities                  | 10/1/25     | 12/31/25  |
| Hernandez     | Karen           | Cafeteria Worker I       | Cafeteria Worker II           | Palm ES                     | 10/1/25     | 5/21/26   |

**Reference Item:**

**5**

## CLASSIFICATION SPECIFICATION REVISION

**Director of Nutrition Services**

**Executive Director of Fiscal Services**

Report Date: November 4, 2025

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

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 “Definition” section.
2. Revisions to duties section.
3. Revision of “Minimum Qualifications” section (Director of Nutrition Services only).
4. Revision of “Employment Standards” section (Director of Nutrition Services only).
5. 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 two management classifications and determined that the need for a driver’s license satisfies the two requirements above. Accordingly, the revisions made in the definition and duties sections of these classifications reflect the need for a driver’s license.

Revisions were made to the minimum qualifications section of the Director of Nutrition Services position 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 Nutrition Services job description.

Revisions were made to the employment standards section of the Director of Nutrition Services position to reflect the driving of a District vehicle.

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 Nutrition Services and Executive Director of Fiscal Services classification specifications.

## DIRECTOR OF NUTRITION SERVICES

### DEFINITION

Under the general direction of the Associate Superintendent, Business Services, plans, organizes, and directs a **district-wide** 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 **throughout the District.**
- **Evaluate operating facilities and makes recommendations regarding improvements in the safety and productivity of cafeteria operations.**
- **Attends and represents the District in a variety of meetings, conferences, and trainings.**
- **Drives to various District sites to conduct work.**
- 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.
- **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.**
- 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.
- **Operate a District vehicle safely.**

## 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.

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

Revised: 9/2/2025 11/4/2025  
Range: M-37

— Salary



## **DIRECTOR OF NUTRITION SERVICES**

### **DEFINITION**

Under the general direction of the Associate Superintendent, Business Services, plans, organizes, and directs a district-wide 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 throughout the District.
- Evaluate operating facilities and makes recommendations regarding improvements in the safety and productivity of cafeteria operations.
- Attends and represents the District in a variety of meetings, conferences, and trainings.
- Drives to various District sites to conduct work.
- 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.
- 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.
- 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.
- Operate a District vehicle safely,

**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.

**REASONABLE ACCOMMODATIONS**

In accordance with the Americans with Disabilities Act (ADA), the Hacienda La Puente USD provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. Requests for reasonable accommodations must be signed by your medical doctor or psychologist as appropriate, and must be on provider letterhead with the actual signature of the provider of services.

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

Revised: 11/4/2025

Salary Range: M-37

**Reference Item:**

**6**

## EXECUTIVE DIRECTOR OF FISCAL SERVICES

### DEFINITION

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

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

## MINIMUM QUALIFICATIONS

### Education:

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

### Experience:

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

### Special:

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

## EMPLOYMENT STANDARDS

### Knowledge of:

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

### Ability to:

- Administer, plan, coordinate, direct, and supervise the complex fiscal services functions of the District.
- Interpret and apply statutes, regulations, policies, and provisions of the State Education Code and various regulatory agencies concerning the fiscal legal responsibilities of a school district.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines by planning and organizing work.
- Analyze work methods, schedules, equipment, and staffing levels to increase efficiency.
- Lead in a team-oriented environment.
- Train, motivate, coordinate, evaluate, and supervise personnel.

- Communicate effectively both orally and in writing, including preparing and presenting detailed analyses, recommendations, and conclusions.
- Collect and analyze complex financial data.
- Establish and maintain cooperative and effective working relationships.
- Develop and implement financial procedures and controls at the departmental level.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little supervision and direction.

## **PHYSICAL DEMANDS**

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

## **WORK ENVIRONMENT**

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

## **REASONABLE ACCOMMODATIONS**

In accordance with the Americans with Disabilities Act (ADA), the Hacienda La Puente USD provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. Requests for reasonable accommodations must be signed by your medical doctor or psychologist as appropriate and must be on provider letterhead with the actual signature of the provider of services.

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

**Created**~~Revised~~: 12/3/2411/4/2025

Salary Range: 46-M

## EXECUTIVE DIRECTOR OF FISCAL SERVICES

### DEFINITION

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

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



## MINIMUM QUALIFICATIONS

### Education:

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

### Experience:

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

### Special:

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

## EMPLOYMENT STANDARDS

### Knowledge of:

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

### Ability to:

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

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

### **PHYSICAL DEMANDS**

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

### **WORK ENVIRONMENT**

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

### **REASONABLE ACCOMMODATIONS**

In accordance with the Americans with Disabilities Act (ADA), the Hacienda La Puente USD provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. Requests for reasonable accommodations must be signed by your medical doctor or psychologist as appropriate and must be on provider letterhead with the actual signature of the provider of services.

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

Revised: 11/4/2025

Salary Range: 46-M

**Reference Item:**

**7**

## CLASSIFICATION SPECIFICATION REVISION

### Director of Transportation

Report Date: November 4, 2025

I. SUBJECT: Classification Specification Revision – Director of Transportation

II. BACKGROUND INFORMATION:

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

III. METHODOLOGY:

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

- Reviewed the current version of the aforementioned classification description.
- Collected input from the incumbent in the position.
- Collected input from Human Resources.

IV. DISCUSSION:

Changes to the classification description includes the following:

1. Revisions to “Definition” section.
2. Revisions to duties section.
3. Revision of “Minimum Qualifications” section.
4. Revision of “Employment Standards” section.
5. Revision of “Work Environment” section.
6. Addition of “Reasonable Accommodations” section.
7. Formatting changes throughout.

Revisions were made to the definition section to reflect the current reporting relationship, updating the correct title from Chief Business Officer to Associate Superintendent of Business Services.

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 this management classification and determined that the need for a driver’s license satisfies the two requirements above. Accordingly, the revisions made in the duties section 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 job description. Additional revisions were made to the special requirements section. The language was updated

to clarify that the Department of Motor Vehicles issues only Class A or B California Driver Licenses and not medical certificates. The reference to a minimum restriction of a 66-passenger bus or larger for the Type-1 School Bus Driver Certificate was removed, as no such restriction exists. Lastly, possession of a California School Bus Driver Instructor Certificate was added as highly desirable to align with typical standards for this type of position.

Revisions were made to the employment standards section to reflect the driving of a District vehicle.

Revisions were made to the work environment section to ensure that they are up-to-date and to reflect current departmental standards.

The section for reasonable accommodations was added to reflect current departmental standards.

Formatting changes were made throughout 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 Transportation classification specification.

## DIRECTOR OF TRANSPORTATION

### DEFINITION

Under general direction of the ~~Chief Business Officer~~Associate Superintendent of Business Services, plans, coordinates, supervises, and directs the District's transportation, vehicle and power driven equipment maintenance programs; selects, supervises and evaluates the performance of department personnel;~~and performs other related duties as directed.~~

### 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, routes and schedules for regular home-to-school students, special education students, field trips, athletic events and summer school throughout the District.
- Dispatches special buses or adjusts routes due to bus breakdown, accidents or other emergencies.
- Assigns transportation personnel work schedules.
- Develops and prepares the annual preliminary budget for the Transportation Department.
- Plans and evaluates bus routes and bus stops.
- Processes and submits department payroll, charges for field trips and athletic events and uniform allowance documents to appropriate department for processing and payment as required.
- Prepares and maintains a variety of records and reports related to accidents, costs, legal compliance, department personnel, certifications and registrations, hazardous materials, pupil counts, budgets and inventories.
- Plans, organizes and directs the District transportation and vehicle maintenance programs.
- Interviews, selects, trains, counsels, evaluates and disciplines transportation personnel.
- Plans, develops, and implements inservice programs and personnel utilization procedures to ensure the effective use of departmental personnel.
- Plans and directs the inspection of the transportation equipment to ensure that buses, trucks and other automotive equipment comply with federal and California Highway Patrol motor vehicle safety standards.
- Develops and directs district-wide vehicle maintenance program and assures vehicles are in proper operating condition.
- Confers with District personnel, State and law enforcement officials, and parents regarding pupil transportation policies, problems and procedures se at various locations.
- Assists in the development of District policies, procedures and guidelines relating to the transportation of District students.
- Assigns substitute personnel as needed.
- Uses standard office equipment, including computer and appropriate software.
- Schedules and coordinates the District motor pool.
- Conducts bus evacuation drills and enforces safety rules.
- Determines pupil transportation needs and establishes transportation priorities for the District.
- Supervises the management and work of transportation and vehicle maintenance department personnel.
- Assists in the preparation of department budget.
- Administers the paid busing program.
- Coordinates the utilization of the District transportation equipment.
- Supervises the establishment and maintenance of departmental files and records.
- Coordinates the scheduling of bus repairs and maintenance.
- Ensures that transportation personnel obtain and maintain required licenses and certificates.
- Develops long- and short-term goals for department.
- Determines pupil walking distances.
- Drives transportation vehicles as needed.
- Drives to various District sites to conduct work.
- Attends and represents the District in a variety of meetings, conferences, and trainings.

- Prepares departmental statistical and financial reports and daily logs as required.⚡
- Develops and implements a preventive maintenance program for District vehicles.⚡
- Supervises the expenditure of departmental funds.

## MINIMUM QUALIFICATIONS EMPLOYMENT STANDARDS

### Training and Experience:

~~Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein:~~

Four years of responsible experience dispatching or supervising pupil transportation programs, including experience as a bus driver trainer/instructor or in heavy equipment repair. Workshops, conferences, seminars or college courses in supervision or transportation management are highly desirable.

### Special:

- Possession of a valid Class A or B California Driver License, issued by Department of Motor Vehicles, and a current medical certificate for commercial vehicle operation.
- 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.
- This classification has been designated as safety-sensitive in accordance with Public Law 102-143 and requires a pre-employment drug test as well as a continued drug-free lifestyle for continued employment in this classification. Positions in this classification that require driving a District vehicle are subject to participating in the District's drug testing procedures.
- Successfully complete a pre-employment physical examination.
- Possession, or ability to obtain within six (6) months, of a Type-1 school bus driver certificate issued by California Highway Patrol.
- Standard First Aid Certificate or successful completion of California Highway Patrol written first aid test.
- Applicants must provide the Personnel Commission Office with a copy of their driving record, obtainable from any office of the Department of Motor Vehicles, at the time of application.
- Possession of a California School Bus Driver Instructor Certificate is highly desirable.

## EMPLOYMENT STANDARDS

### Knowledge of:

- California transportation laws, rules and regulations, and appropriate sections of the California Vehicle Code.⚡
- Safe driving practices.⚡
- Principles of bus driver training.⚡
- Safe and protective transportation methods and procedures.⚡
- Principles of efficient and economical transportation scheduling and routing methods and techniques and scheduling of employees.⚡
- Supervisory principles and practices including selection, training, discipline and evaluation.⚡
- DIRECTOR OF TRANSPORTATION—Page 2

### Knowledge of: (Cont'd.)

- Interpersonal skills using tact, patience and courtesy.⚡
- Health and safety regulations.⚡
- Transportation operations involving the use of a large number and variety of automotive vehicles.⚡
- Modern office practices, procedures and equipment for the operation of a school district transportation system.⚡
- Methods, practices, equipment and supplies used in an automotive and heavy equipment maintenance

- programs.;
- Preventive maintenance principles, policies and programs.;
- Common mechanical problems and repair methods.;
- Inventory methods and practices.;
- Special transportation State reimbursements.;
- Computers including computer terminals and data entry techniques.;
- Budget preparation and control.

Ability to:

- Select, train, supervise and evaluate personnel.;
- Effectively plan, organize and coordinate the work of the transportation department.;
- Observe legal and defensive driving practices.;
- Plan, coordinate and supervise a complex pupil busing and transportation program including regular bus schedules, emergency routings and special events.;
- Analyze situations accurately and adopt an effective course of action.;
- Prepare accurate, meaningful and concise reports.;
- Operate a school bus and a District vehicle safely.;
- Provide, understand and carry out oral and written directions.;
- Work independently with little direction.;
- Plan, coordinate and supervise the maintenance and repair programs for District vehicles.;
- Establish and maintain a records management system.;
- Gather, read, analyze and interpret data and explain rules, regulations, policies and procedures.;
- Establish and maintain, cooperative and effective working relationships.;
- Train drivers in the safe and efficient operation of school buses and vehicles.;
- Maintain safe driving record.;
- Quickly learn and apply District policies, rule, regulations, procedures and collective bargaining agreement.;
- Maintain current knowledge of program rules, regulations, requirements and restrictions.;
- Assist with preparation of department budget recommendations.

~~License Requirement: Possession of a valid Class A or B California Driver License, including current medical certificate issued by Department of Motor Vehicles;~~  
~~Possession, or ability to obtain within six (6) months, of a Type 1 school bus driver certificate issued by California Highway Patrol for minimum restriction, 66 passenger bus or larger.~~

~~First Aid Requirement: Standard First Aid Certificate or successful completion of California Highway Patrol written first aid test.~~

~~Insurance Requirement: Must be able to be insured, and continue to be insurable, by the District's liability insurance carrier.~~

~~Driving Record Requirement: Applicants must provide the Personnel Commission Office with a copy of their driving record, obtainable from any office of the Department of Motor Vehicles, at the time of application.~~

~~Special Requirement: This classification has been designated as safety-sensitive in accordance with Public Law 102-143 and requires a pre-employment drug test as well as a continued drug-free lifestyle for continued employment in this classification.~~

~~Physical Requirement: Successfully complete a pre-employment physical examination.~~



**PHYSICAL DEMANDS**

Employees in this classification stand, walk, sit, lift and carry up to 50 lbs., push, pull, climb stairs, stoop/bend, kneel, reach over head, use fingers repetitively, repetitively use wrists or hands in a twisting motion or while applying pressure, use both hand/legs simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision/distinguish shades, see long distances, drive a vehicle, use a computer and a telephone.

**WORKING CONDITIONS****WORK ENVIRONMENT**

Employees in this classification work, both inside and outside, in confined spaces, with fumes, with moving vehicles, loud noises\*, fumes\* over 40 hours/week, exposed to ~~minor~~ contagious illnesses ~~(colds, flu, etc.)~~, in direct contact with public, students and other District staff, with a high volume of work and tight deadlines, in continuous changing priorities and intermittent diversions.

\*From buses and mechanic area, chemical and gas odors from mechanic area

**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.

## **DIRECTOR OF TRANSPORTATION**

### **DEFINITION**

Under general direction of the Associate Superintendent of Business Services, plans, coordinates, supervises, and directs the District's transportation, vehicle and power driven equipment maintenance programs; selects, supervises and evaluates the performance of department 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.*

- Plans, routes and schedules for regular home-to-school students, special education students, field trips, athletic events and summer school throughout the District.
- Dispatches special buses or adjusts routes due to bus breakdown, accidents or other emergencies.
- Assigns transportation personnel work schedules.
- Develops and prepares the annual preliminary budget for the Transportation Department.
- Plans and evaluates bus routes and bus stops.
- Processes and submits department payroll, charges for field trips and athletic events and uniform allowance documents to appropriate department for processing and payment as required.
- Prepares and maintains a variety of records and reports related to accidents, costs, legal compliance, department personnel, certifications and registrations, hazardous materials, pupil counts, budgets and inventories.
- Plans, organizes and directs the District transportation and vehicle maintenance programs.
- Interviews, selects, trains, counsels, evaluates and disciplines transportation personnel.
- Plans, develops, and implements inservice programs and personnel utilization procedures to ensure the effective use of departmental personnel.
- Plans and directs the inspection of the transportation equipment to ensure that buses, trucks and other automotive equipment comply with federal and California Highway Patrol motor vehicle safety standards.
- Develops and directs district-wide vehicle maintenance program and assures vehicles are in proper operating condition.
- Confers with District personnel, State and law enforcement officials, and parents regarding pupil transportation policies, problems and procedures at various locations.
- Assists in the development of District policies, procedures and guidelines relating to the transportation of District students.
- Assigns substitute personnel as needed.
- Uses standard office equipment, including computer and appropriate software.
- Schedules and coordinates the District motor pool.
- Conducts bus evacuation drills and enforces safety rules.
- Determines pupil transportation needs and establishes transportation priorities for the District.
- Supervises the management and work of transportation and vehicle maintenance department personnel.
- Assists in the preparation of department budget.
- Administers the paid busing program.
- Coordinates the utilization of the District transportation equipment.
- Supervises the establishment and maintenance of departmental files and records.
- Coordinates the scheduling of bus repairs and maintenance.
- Ensures that transportation personnel obtain and maintain required licenses and certificates.
- Develops long- and short-term goals for department.
- Determines pupil walking distances.
- Drives transportation vehicles as needed.
- Drives to various District sites to conduct work.
- Attends and represents the District in a variety of meetings, conferences, and trainings.
- Prepares departmental statistical and financial reports and daily logs as required.

- Develops and implements a preventive maintenance program for District vehicles.
- Supervises the expenditure of departmental funds.

## **MINIMUM QUALIFICATIONS**

### Experience:

Four years of responsible experience dispatching or supervising pupil transportation programs, including experience as a bus driver trainer/instructor or in heavy equipment repair. Workshops, conferences, seminars or college courses in supervision or transportation management are highly desirable.

### Special:

- Possession of a valid Class A or B California Driver License, issued by Department of Motor Vehicles, and a current medical certificate for commercial vehicle operation.
- 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.
- This classification has been designated as safety-sensitive in accordance with Public Law 102-143 and requires a pre-employment drug test as well as a continued drug-free lifestyle for continued employment in this classification. Positions in this classification that require driving a District vehicle are subject to participating in the District's drug testing procedures.
- Successfully complete a pre-employment physical examination.
- Possession, or ability to obtain within six (6) months, of a Type-1 school bus driver certificate issued by California Highway Patrol.
- Standard First Aid Certificate or successful completion of California Highway Patrol written first aid test.
- Applicants must provide the Personnel Commission Office with a copy of their driving record, obtainable from any office of the Department of Motor Vehicles, at the time of application.
- Possession of a California School Bus Driver Instructor Certificate is highly desirable.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- California transportation laws, rules and regulations, and appropriate sections of the California Vehicle Code.
- Safe driving practices.
- Principles of bus driver training.
- Safe and protective transportation methods and procedures.
- Principles of efficient and economical transportation scheduling and routing methods and techniques and scheduling of employees.
- Supervisory principles and practices including selection, training, discipline and evaluation.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Transportation operations involving the use of a large number and variety of automotive vehicles.
- Modern office practices, procedures and equipment for the operation of a school district transportation system.
- Methods, practices, equipment and supplies used in an automotive and heavy equipment maintenance programs.
- Preventive maintenance principles, policies and programs.
- Common mechanical problems and repair methods.
- Inventory methods and practices.
- Special transportation State reimbursements.
- Computers including computer terminals and data entry techniques.
- Budget preparation and control.

### Ability to:

- Select, train, supervise and evaluate personnel.
- Effectively plan, organize and coordinate the work of the transportation department.

- Observe legal and defensive driving practices.
- Plan, coordinate and supervise a complex pupil busing and transportation program including regular bus schedules, emergency routings and special events.
- Analyze situations accurately and adopt an effective course of action.
- Prepare accurate, meaningful and concise reports.
- Operate a school bus and a District vehicle safely.
- Provide, understand and carry out oral and written directions.
- Work independently with little direction.
- Plan, coordinate and supervise the maintenance and repair programs for District vehicles.
- Establish and maintain a records management system.
- Gather, read, analyze and interpret data and explain rules, regulations, policies and procedures.
- Establish and maintain, cooperative and effective working relationships.
- Train drivers in the safe and efficient operation of school buses and vehicles.
- Maintain safe driving record.
- Quickly learn and apply District policies, rule, regulations, procedures and collective bargaining agreement.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Assist with preparation of department budget recommendations.

### **PHYSICAL DEMANDS**

Employees in this classification stand, walk, sit, lift and carry up to 50 lbs., push, pull, climb stairs, stoop/bend, kneel, reach over head, use fingers repetitively, repetitively use wrists or hands in a twisting motion or while applying pressure, use both hand/legs simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision/distinguish shades, see long distances, drive a vehicle, use a computer and a telephone.

### **WORK ENVIRONMENT**

Employees in this classification work, both inside and outside, in confined spaces, with fumes, with moving vehicles, loud noises\*, fumes\* over 40 hours/week, exposed to contagious illnesses, in direct contact with public, students and other District staff, with a high volume of work and tight deadlines, in continuous changing priorities and intermittent diversions.

\*From buses and mechanic area, chemical and gas odors from mechanic area

### **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**

## RULE REVIEW AND PROPOSED RULE CHANGE

### 1.1.1 STATUTORY AUTHORITY FOR THESE RULES

SECOND READING

Report Date: 11/4/25

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for second reading and vote, the proposed change to Personnel Commission Rule 1.1.1 STATUTORY AUTHORITY FOR THESE RULES.

II. Background and Analysis

This proposed rule change clarifies and underscores the statutory authority of the Personnel Commission to administer the merit system in Hacienda La Puente Unified School District. Key language that was added includes the portion of the Education Code that references the Personnel Commission's authority to administer the merit system along with a link to the Education Code itself.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 1.1.1 should be amended as follows:

1.1.1 STATUTORY AUTHORITY FOR THESE RULES

Article 6 (Merit System) of Chapter 5, Part 25, Division 3 of the California Education Code (commencing with Section 45240 **through 45320**) provides the Personnel Commission with the right and responsibility for establishing rules and regulations to govern the District's classified employees. **The Personnel Commission is an independent body, separate from the Board of Education, tasked with administering the merit system in the District.** [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=45240&lawCode=EDC](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=45240&lawCode=EDC)

REFERENCE: Education Code 45241, 45260

The following is the amended rule with the change:

1.1.1 STATUTORY AUTHORITY FOR THESE RULES

Article 6 (Merit System) of Chapter 5, Part 25, Division 3 of the California Education Code (commencing with Section 45240 through 45320) provides the Personnel Commission with the right and responsibility for establishing rules and regulations to govern the District's classified employees. The Personnel Commission is an independent body, separate from the Board of Education, tasked with administering the merit system in the District. [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=45240&lawCode=EDC](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=45240&lawCode=EDC)

REFERENCE: Education Code 45241, 45260

**Reference Item:**

**9**

## RULE REVIEW AND PROPOSED RULE CHANGE

### 18.4.24 COMMISSION ACTION

SECOND READING

Report Date: 11/4/25

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for second reading and vote, the proposed change to Personnel Commission Rule 18.4.24 COMMISSION ACTION.

II. Background and Analysis

This proposed rule change adds a reference to the Education Code which grants authority to the Personnel Commission to conduct disciplinary hearings and appeals. The Education Code further establishes that the Personnel Commission is authorized to take action in disciplinary hearings and appeals as stated in related Personnel Commission rules for Hacienda La Puente Unified School District in Section 18.

Furthermore, Personnel Commission rule 18.4.27 goes on to describe District compliance with the Commission's decision in reference to disciplinary appeal matters.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 18.4.24 should be amended as follows:

18.4.24 COMMISSION ACTION

**The Personnel Commission's authority in rendering a decision in disciplinary matters for classified employees is authorized by the California Education Code, Article 6 (Merit System) Part 25, Division 3.** The Commission may sustain or reject any or all of the charges against the employee. The Commission may sustain, modify or reject the disciplinary action taken against the employee. The Commission shall not invoke a more stringent discipline against the employee than that taken by the Board.

The following is the amended rule with the change:

18.4.24 COMMISSION ACTION

The Personnel Commission's authority in rendering a decision in disciplinary matters for classified employees is authorized by the California Education Code, Article 6 (Merit System) Part 25, Division 3. The Commission may sustain or reject any or all of the charges against the employee. The Commission may sustain, modify or reject the disciplinary action taken against the employee. The Commission shall not invoke a more stringent discipline against the employee than that taken by the Board.



**Reference Item:**

**10**

## RULE REVIEW AND PROPOSED RULE CHANGE

### 18.4.27 COMPLIANCE WITH COMMISSION DECISION

SECOND READING

Report Date: 11/4/25

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for second reading and vote, the proposed change to Personnel Commission Rule 18.4.27 COMPLIANCE WITH COMMISSION DECISION.

II. Background and Analysis

This proposed rule change adds additional language for the District to acknowledge the receipt of the Personnel Commission's decision in reference to an employee disciplinary appeal hearing. Language has also been added to address the timeline for adopting the decision of the Personnel Commission. Lastly, additional language has been added to address additional actions that the Personnel Commission is authorized to take in order to enforce their decision.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 18.4.27 should be amended as follows:

18.4.27 COMPLIANCE WITH COMMISSION DECISION

Upon receipt of the Commission's written decision, the Board shall forthwith comply with the provisions thereof. **The Board of Education, or its designee, shall acknowledge receipt of the Personnel Commission's decision within 5 business days of receiving the decision and shall adopt the decision within 30 business days. In the event the Board of Education elects not to adopt the Personnel Commission's decision, the Personnel Commission shall take further remedial action(s) as provided by the Education Code and/or the Personnel Commission Rules and Regulations, and other local, State, and Federal laws. The Board shall notify the Commission in writing when it has fully complied with the decision of the Commission.**

REFERENCE: Education Code 45307

The following is the amended rule with the change:

18.4.27 COMPLIANCE WITH COMMISSION DECISION

Upon receipt of the Commission's written decision, the Board shall forthwith comply with the provisions thereof. The Board of Education, or its designee, shall acknowledge receipt of the Personnel Commission's decision within 5 business days of receiving the decision and shall adopt the decision within 30 business days. In the event the Board of Education elects not to adopt the Personnel Commission's decision, the Personnel Commission shall take further remedial action(s) as provided by the Education Code and/or the Personnel Commission Rules and Regulations, and other local, State, and Federal laws.

REFERENCE: Education Code 45307

**Reference Item:**

**11**

## RULE REVIEW AND PROPOSED RULE CHANGE

### 1.2 DEFINITIONS

FIRST READING

Report Date: 11/4/25

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for first reading, the proposed change to Personnel Commission Rule 1.2 DEFINITIONS.

II. Background and Analysis

This proposed rule change provides new definitions for “genetic information” and for “intersectionality”. These definitions provide support and clarity for other related rule changes that come out of recent legislation (SB 1137). The related and proposed rule changes that connect to these definitions are 2.1.1 – Terms of Office and General Selection Procedures, 4.1.2 – General Qualifications of Applicants, 7.1.3 – Discrimination Prohibited, and 9.3.2 – Completion of Initial Probation.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 1.2 should be amended as follows:

1.2     DEFINITIONS

Unless otherwise required by context and/or prevailing law, words used in these rules are understood to have the following meanings:

**GENETIC INFORMATION: Information about a person’s health, family, history, etc. that is known as a result of examining their pattern of genes.**

**INTERSECTIONAILITY: The interconnected nature of social categorizations and aspects of a person’s identity such as race, class, ethnicity, and gender as they apply to a given individual or group, regarded as creating overlapping and independent systems of discrimination or disadvantage.**

REFERENCE: Education Code 45103, 45127, 45194, 45256, 45260, 45261, 45262, 45269, 45270, 45275, 45285, 45286, 45287, 45290, 45292, 45294, 45296, 45298, 45301, 45302, 45305, 45307, 45309

The following is the amended rule with the change:

1.2     DEFINITIONS

Unless otherwise required by context and/or prevailing law, words used in these rules are understood to have the following meanings:

GENETIC INFORMATION: Information about a person’s health, family, history, etc. that is known as a result of examining their pattern of genes.

INTERSECTIONAILITY: The interconnected nature of social categorizations and aspects of a person’s identity such as race, class, ethnicity, and gender as they apply to a given

individual or group, regarded as creating overlapping and independent systems of discrimination or disadvantage.

REFERENCE: Education Code 45103, 45127, 45194, 45256, 45260, 45261, 45262, 45269, 45270, 45275, 45285, 45286, 45287, 45290, 45292, 45294, 45296, 45298, 45301, 45302, 45305, 45307, 45309

**Reference Items:**

**12 - 15**

## **RULE REVIEW AND PROPOSED RULE CHANGE**

### **2.1.1 TERMS OF OFFICE AND GENERAL SELECTION PROCEDURES**

#### **4.1.2 GENERAL QUALIFICATIONS OF APPLICANTS**

#### **7.1.3 DISCRIMINATION PROHIBITED**

### **9.3.2 COMPLETION OF INITIAL PROBATION**

FIRST READING

Report Date: 11/4/25

#### **I. Recommendation**

The Personnel Director recommends that the Personnel Commission consider for first reading, the proposed change to Personnel Commission Rules 2.1.1 TERMS OF OFFICE AND GENERAL SELECTION PROCEDURES, 4.1.2 GENERAL QUALIFICATIONS OF APPLICANTS, 7.1.3 DISCRIMINATION PROHIBITED, and 9.3.2 COMPLETION OF INITIAL PROBATION.

#### **II. Background and Analysis**

These four proposed rule changes incorporate recent updates tied to SB 1137 where the legislature recognizes the concept of intersectionality in California's civil rights laws. Intersectionality is an analytical framework that sets forth that different forms of inequality operate together and can result in amplified forms of prejudice and harm. In addition to incorporating language in the Personnel Commission rules to address the concept of intersectionality, these rules have also been updated to include other protected classes not previously incorporated.

In reference to PC Rule 2.1.1, a section "D" has been added to promote equality in the selection process of Personnel Commissioners. This new section also incorporates the recent updates tied to SB 1137.

#### **III. Recommendation**

##### **AMENDMENTS:**

Personnel Commission Rule 2.1.1 should be amended as follows:

##### **2.1.1 TERMS OF OFFICE AND GENERAL SELECTION PROCEDURES**

The Personnel Commission is composed of three individuals who must be registered voters; reside within the territorial jurisdiction of the Hacienda La Puente Unified School District, and be a known adherent to the principle of the merit system. One member of the Commission is appointed by the Board of Education, one member is appointed by the classified employee organization which represents the largest number of the District's classified employees and the third member is appointed by the sitting two (2) members.

- A. No member of the governing board of any school district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the Commission. During a commissioner's term of office, a member of the Personnel Commission shall not be an employee of the Hacienda La Puente Unified School District.
- B. As used in this chapter, known adherent to the principle of the merit system, with respect to a new appointee, shall mean a person who by the nature of his/her prior public or private service has given evidence that he/she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this chapter, known adherent to the principles of the merit system, with respect to a candidate for reappointment, shall mean a commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system as defined by the California Education Code and its operation.

- C. The term of office for each of the commissioners is for a three (3) year period and expires at noon on December 1 of the third year. The terms of the Commissioners are staggered.
- D. No applicant for commissioner shall be discriminated against because of their political or religious opinions or affiliations, race, color, national origin or ancestry, gender, age, marital status, employee organization membership or legal activities related thereto, physical or mental disability, medical condition, genetic information, military or veteran status, reproductive health decision-making, sexual orientation, or any combination of these characteristics (See intersectionality definition in PC Rule 1.2 Definitions), as well as any other protected status under applicable laws.**

REFERENCE: Education Code 45244, 45245, 45246, 45247

The following is the amended rule with the change:

#### 2.1.1 TERMS OF OFFICE AND GENERAL SELECTION PROCEDURES

The Personnel Commission is composed of three individuals who must be registered voters; reside within the territorial jurisdiction of the Hacienda La Puente Unified School District, and be a known adherent to the principle of the merit system. One member of the Commission is appointed by the Board of Education, one member is appointed by the classified employee organization which represents the largest number of the District's classified employees and the third member is appointed by the sitting two (2) members.

- A. No member of the governing board of any school district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the Commission. During a commissioner's term of office, a member of the Personnel Commission shall not be an employee of the Hacienda La Puente Unified School District.
- B. As used in this chapter, known adherent to the principle of the merit system, with respect to a new appointee, shall mean a person who by the nature of his/her prior public or private service has given evidence that he/she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this chapter, known adherent to the principles of the merit system, with respect to a candidate for reappointment, shall mean a commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system as defined by the California Education Code and its operation.
- C. The term of office for each of the commissioners is for a three (3) year period and expires at noon on December 1 of the third year. The terms of the Commissioners are staggered.
- D. No applicant for commissioner shall be discriminated against because of their political or religious opinions or affiliations, race, color, national origin or ancestry, gender, age, marital status, employee organization membership or legal activities related thereto, physical or mental disability, medical condition, genetic information, military or veteran status, reproductive health decision-making, sexual orientation, or any combination of these characteristics (See intersectionality definition in PC Rule 1.2 Definitions), as well as any other protected status under applicable laws.

REFERENCE: Education Code 45244, 45245, 45246, 45247

Personnel Commission Rule 4.1.2 should be amended as follows:

#### 4.1.2 GENERAL QUALIFICATIONS OF APPLICANTS

Applicants must be permanent residents of, or must otherwise prove their right to work in the United States as specified by the U.S. Department of Immigration and Naturalization. Applicants



must possess all other requirements that are specified in the qualifications established for the class. Every applicant must be able to competently perform the duties of the position for which applying.

- A. Qualified applicants shall have an opportunity to seek, obtain and hold District employment without discrimination because of race, religious creed, color, national origin, ancestry, **genetic information**, medical condition, **military or veteran status**, physical disability, mental disability, marital status, **reproductive health decision-making**, gender, **sexual orientation**, ~~or~~ **age, or any combination of these characteristics (See intersectionality definition in PC Rule 1.2 Definitions), as well as any other protected status under applicable laws.**
- B. Residency within the District shall not be a condition for filing an application or for employment.
- C. No maximum age limit shall be set as a condition for initial or continued employment in the District.
- D. Persons with a physical and/or mental disability shall be given equal employment opportunities and reasonable accommodation in testing and employment.

REFERENCE: Education Code 45111, 45260, 45272  
Government Code 12920, 12920.5, 12921

The following is the amended rule with the change:

#### 4.1.2 GENERAL QUALIFICATIONS OF APPLICANTS

Applicants must be permanent residents of, or must otherwise prove their right to work in the United States as specified by the U.S. Department of Immigration and Naturalization. Applicants must possess all other requirements that are specified in the qualifications established for the class. Every applicant must be able to competently perform the duties of the position for which applying.

- A. Qualified applicants shall have an opportunity to seek, obtain and hold District employment without discrimination because of race, religious creed, color, national origin, ancestry, genetic information, medical condition, military or veteran status, physical disability, mental disability, marital status, reproductive health decision-making, gender, sexual orientation, age, or any combination of these characteristics (See intersectionality definition in PC Rule 1.2 Definitions), as well as any other protected status under applicable laws.
- B. Residency within the District shall not be a condition for filing an application or for employment.
- C. No maximum age limit shall be set as a condition for initial or continued employment in the District.
- D. Persons with a physical and/or mental disability shall be given equal employment opportunities and reasonable accommodation in testing and employment.

REFERENCE: Education Code 45111, 45260, 45272  
Government Code 12920, 12920.5, 12921

Personnel Commission Rule 7.1.3 should be amended as follows:

#### 7.1.3 DISCRIMINATION PROHIBITED

No applicant or eligible certified for appointment shall be discriminated against because of **his** **their** political or religious opinions or affiliations, race, color, national origin or ancestry, gender, **age**, marital status, employee organization membership or legal activities related thereto,

physical or mental ~~disability~~**handicap, medical condition, genetic information, military or veteran status, reproductive health decision-making, sexual orientation, or any combination of these characteristics (See intersectionality definition in PC Rule 1.2 Definitions), as well as any other protected status under applicable laws.** No questions shall be asked relating to these matters during the selection or employment process.

REFERENCE: Education Code 45293

The following is the amended rule with the change:

#### 7.1.3 DISCRIMINATION PROHIBITED

No applicant or eligible certified for appointment shall be discriminated against because of their political or religious opinions or affiliations, race, color, national origin or ancestry, gender, age, marital status, employee organization membership or legal activities related thereto, physical or mental disability, medical condition, genetic information, military or veteran status, reproductive health decision-making, sexual orientation, or any combination of these characteristics (See intersectionality definition in PC Rule 1.2 Definitions), as well as any other protected status under applicable laws. No questions shall be asked relating to these matters during the selection or employment process.

REFERENCE: Education Code 45293

Personnel Commission Rule 9.3.2 should be amended as follows:

#### 9.3.2 COMPLETION OF INITIAL PROBATION

Each probationary employee shall be evaluated at least by the end of the third month and at least by the end of the fifth month. In addition, employees with a one (1) year probation shall be evaluated at least by the end of the ninth month and at least by the end of the eleventh month.

- A. When a probationary employee is to be disqualified, the immediate supervisor shall prepare a recommendation to disqualify. The recommendation shall be discussed with the employee and forwarded to Personnel Services for action.
- B. Written notice of disqualification shall be given to the probationary employee prior to the end of probation and a copy shall be forwarded to the Commission Office.
- C. A probationary employee shall not have the right to appeal disqualification, suspension or dismissal unless the appeal is based on a claim of discrimination because of race, color, national origin, age, marital status, gender, sexual harassment, ancestry, **genetic information, medical condition, physical or mental disability, ~~handicapping condition~~, military or veteran status, reproductive health decision-making, sexual orientation,** religion or protected political or employee organization activities, **or any combination of these characteristics, as well as any other protected status under applicable laws.** The employee must provide evidence that disqualification was a result of discrimination prior to a hearing being granted.
- D. Should the work for which a probationary employee has been appointed prove temporary instead of permanent, the employee may be laid off.

REFERENCE: Education Code 45269, 45270, 45272, 45281, 45301, 45302, 45305

The following is the amended rule with the change:

#### 9.3.2 COMPLETION OF INITIAL PROBATION

Each probationary employee shall be evaluated at least by the end of the third month and at least by the end of the fifth month. In addition, employees with a one (1) year probation shall be evaluated at least by the end of the ninth month and at least by the end of the eleventh month.

- A. When a probationary employee is to be disqualified, the immediate supervisor shall prepare a recommendation to disqualify. The recommendation shall be discussed with the employee and forwarded to Personnel Services for action.
- B. Written notice of disqualification shall be given to the probationary employee prior to the end of probation and a copy shall be forwarded to the Commission Office.
- C. A probationary employee shall not have the right to appeal disqualification, suspension or dismissal unless the appeal is based on a claim of discrimination because of race, color, national origin, age, marital status, gender, sexual harassment, ancestry, genetic information, medical condition, physical or mental disability, military or veteran status, reproductive health decision-making, sexual orientation, religion or protected political or employee organization activities, or any combination of these characteristics, as well as any other protected status under applicable laws. The employee must provide evidence that disqualification was a result of discrimination prior to a hearing being granted.
- D. Should the work for which a probationary employee has been appointed prove temporary instead of permanent, the employee may be laid off.

REFERENCE: Education Code 45269, 45270, 45272, 45281, 45301, 45302, 45305

**Reference Item:**

**16**

## RULE REVIEW AND PROPOSED RULE CHANGE

### 2.8.4 CONSENT FOR LEGAL REPRESENTATION

FIRST READING

Report Date: November 4, 2025

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for first reading, the proposed change to the Personnel Commission rules with the addition of new rule – 2.8.4 CONSENT FOR LEGAL REPRESENTATION.

II. Background and Analysis

This proposed new rule falls under the existing section 2.8 – LEGAL COUNSEL FOR THE PERSONNEL COMMISSION. The purpose of this rule is to ensure that the Personnel Commission, as a body, has time to consider whether or not they wish to seek legal representation before entering into any formal agreement for legal services. This rule also underscores the notion that all commissioners have a voice on deciding whether the Personnel Commission should pursue legal representation while also reiterating that the chair serves as the official voice of the Personnel Commission.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 2.8.4 should be added to read as follows:

**2.8.4 CONSENT FOR LEGAL REPRESENTATION**

**The Commission may call for a special meeting before committing to legal representation. The terms of the agreement for legal representation shall be reviewed by the Commissioners with the Chair serving as the official voice of the Commission with respect to interactions with the contracted legal representative.**

REFERENCE: Education Code 45313

The following is the amended rule with the change:

**2.8.4 CONSENT FOR LEGAL REPRESENTATION**

The Commission may call for a special meeting before committing to legal representation. The terms of the agreement for legal representation shall be reviewed by the Commissioners with the Chair serving as the official voice of the Commission with respect to interactions with the contracted legal representative.

REFERENCE: Education Code 45313