

# *PERSONNEL COMMISSION*

HACIENDA LA PUENTE  
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda  
December 2, 2025

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

**AGENDA**  
REGULAR MEETING  
**December 2, 2025**  
4:30 P.M. Board Room & Virtual

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

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Andrew Tse

Sandra Hernández

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 the appointment of Ms. Elke Tapia to the Personnel Commission as the Union Appointee for a term from December 1, 2025 to November 30, 2028.		No Action Required
2. Oath of Office	1.	No Action Required
3. Resolution of the Personnel Commissioners Code of Professional Conduct.	2.	No Action Required
4. Election of Officers of the Personnel Commission for the term of December 1, 2025 to November 30, 2026.		

Election of the Chair

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

Election of the Vice Chair

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

5. Approve the agenda as submitted or amended.

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

6. Approve minutes of the regular meeting of November 4, 2025.

3. Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

7. Director's Report

4. No Action Required

8. Communications

*The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.*

- a. CSEA
- b. SEIU
- c. Administration
- d. Audience members who filed a request to speak

## II. SELECTION PROCESS

1. Receive Test Plan information

REFERENCE	ACTION
5.	No Action Required

2. Receive Provisional Assignment/Working Out of Class Report

6.	No Action Required
----	--------------------

3. Approve ratification of the following Eligibility list(s):

Bus Driver, List #1302/0822  
Employment Developer, List #1418/0825  
Police Officer, List #1105/0925

Sep. Doc. A.	Moved by _____ Seconded _____ Vote _____
-----------------	--

4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11:

Child Development Technician, List #0206/0825 Merged  
Eligible(s) #60865641  
  
Instructional Aide – Classroom, List #0211/0625  
Eligibles(s) #59340579, #55395105

Sep. Doc. B.	Moved by _____ Seconded _____ Vote _____
-----------------	--

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

Office Assistant – List # 0344/0524 Merged  
Previous expiration date: 12/9/2025  
New expiration date: 3/9/2026  
  
Site Supervision Aide – List #0270/0125  
Previous expiration date: 11/25/2025  
New expiration date: 2/25/2026

Sep. Doc. C.	Moved by _____ Seconded _____ Vote _____
-----------------	--

### **III. CLASSIFICATION AND SALARY**

1. Approve revised class description of Executive Director of Facilities to comply with Education Code 45109.

#### **REFERENCE**

7.

#### **ACTION**

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

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

1. Second reading and approval of Personnel Commission Rule 1.2 – Definitions
2. Second reading and approval of Personnel Commission Rule 2.1.1 – Terms of Office and General Selection Procedures
3. Second reading and approval of Personnel Commission Rule 4.1.2 – General Qualifications of Applicants
4. Second reading and approval of Personnel Commission Rule 7.1.3 – Discrimination Prohibited
5. Second reading and approval of Personnel Commission Rule 9.3.2 – Completion of Initial Probation
6. Second reading and approval of Personnel Commission Rule 2.8.4 – Consent for Legal Representation
7. First reading of Personnel Commission Rule 6.1.13 – Notification to Eligible of Removal from List.

#### **REFERENCE**

8.

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

9.

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

10.

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

11.

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

12.

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

13.

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

14.

No Action Required

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

1. None

#### **REFERENCE**

#### **ACTION**

### **VI. OTHER**

1. None

#### **REFERENCE**

#### **ACTION**

2. Unfinished Business

No Action Required

3. Commissioner's Comments

No Action Required

4. Adjourn to Closed Session

No Action Required

Government Code 54957:

Public Employee Discipline, Dismissal, Release

Adjourned to Closed Session \_\_\_\_\_ p.m.

Reconvened to regular meeting \_\_\_\_\_ p.m.

**NEXT REGULAR MEETING**

Date: **Tuesday, February 3, 2026**

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

# OATH OF OFFICE FOR PERSONNEL COMMISSIONER

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

---

Elke Tapia

Subscribed and sworn to before me

This 2<sup>nd</sup> day of December 2025

---

Israel Cobos, Personnel Director and Secretary

**Reference Item:**

**2**



## **COMMISSIONERS' CODE OF CONDUCT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

---

Signature

---

December 2, 2025

Date

**Reference Item:**

**3**

PERSONNEL COMMISSION  
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF  
**November 4, 2025**

**PRELIMINARY SECTION**

**CALL TO ORDER**

The meeting of the Personnel Commission of the Hacienda La Puente Unified School District was called to order by Mr. Felipe Arellano, Chair, at 4:30 p.m., in the Board Room, 15959 East Gale Avenue, City of Industry, California, and via teleconference / video conference.

**MEMBERS PRESENT**

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

**STAFF MEMBERS PRESENT**

Mr. Israel Cobos, Personnel Director  
Ms. Jennifer Chen, Personnel Analyst  
Ms. Michelle Quiroz, Personnel Assistant

**OTHERS PRESENT**

See Visitor's Register

**I. GENERAL FUNCTIONS**

**ACKNOWLEDGEMENT OF COMMISSIONER SERVICE**

82. Mr. Andrew Tse, Vice Chair, acknowledged the service provided by Mr. Felipe Arellano, Chair, to the Personnel Commission and Hacienda La Puente USD. He noted Mr. Arellano dedicated three years as a Commissioner ensuring students and staff are learning and working in safe, clean environments.

Mr. Tse spoke of Mr. Arellano's distinguished work at Los Angeles USD, where he has been honored as the Classified employee of the year more than once. He shared his thanks for his leadership and the work he has done for Hacienda La Puente USD.

Ms. Sandra Hernández, Member, shared her agreement with Mr. Tse's words of appreciation, thanking Mr. Arellano for his wisdom and collaborative spirit. She expressed gratitude for his service and wished him the best.

Mr. Tse presented Mr. Arellano with a plaque from the Personnel Commission to commemorate his service.

Mr. Arellano offered his sincere appreciation for the opportunity.

**APPROVED AGENDA AS AMENDED**

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

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

**APPROVED MINUTES AS SUBMITTED**

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

Ms. Hernández, moved to approve the minutes of the regular meeting of October 7, 2025.

**DIRECTOR'S REPORT**

85. Mr. Israel Cobos, Personnel Director, welcomed everyone and provided updates on completed, current, and upcoming recruitments.
86. Mr. Cobos shared the following updates:
- 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 was included in the email invitation.

Mr. Cobos wished everyone a happy Thanksgiving, noting that the holiday will occur before the next meeting.

Mr. Cobos expressed his appreciation for Mr. Arellano's service and leadership, emphasizing his influence in the department's recruiting accomplishments and employee service award events, and wished him all the best.

## COMMUNICATIONS

87. Ms. Margaret Caldera, CSEA President, thanked Mr. Arellano for his service as a Commissioner, stating that he will be missed, and wished him the best. She presented him with a commemorative gift on behalf of CSEA.

Ms. Karen Worman, thanked him for everything, sharing her appreciation for his clarifying questions.

Ms. Caldera shared that the District is planning to offer Certificated employees an early retirement incentive, and that the Classified employees will be excluded. She asked that the Commissioners write a letter to the Board of Education in support of Classified staff receiving an early retirement incentive as well. She mentioned the invaluable services rendered to the District by Classified employees.

Mr. Arellano asked a clarifying question about CSEA's communication to the District regarding the early retirement incentive.

Ms. Caldera explained that the District shared that the teachers' higher salaries will provide a greater savings with the early retirement incentive, while the lower Classified salaries would provide too little savings to justify including them.

Ms. Hernández asked a clarifying question about the terms of the early retirement incentive.

Ms. Caldara responded that it will be on the next Board agenda, but that she had no details regarding the terms.

Mr. Tse asked if the Board agenda was available online; Ms. Caldera confirmed that it was.

88. Mr. Joseph Zepeda, Human Resources Director, expressed gratitude to Mr. Arellano for his dedicated service as a Commissioner, sharing appreciation for his opinions and questions in support of the Classified employees and the District. He hopes that the open dialogue they have with the Personnel Commission will continue.

Mr. Tse asked a clarifying question regarding the early retirement incentive in relation to the California Public Employees' Pension Reform Act of 2013 (PEPRA).

Mr. Zepeda shared he did not have details on the incentive, but that the information would come out with the Board meeting.

## **II. SELECTION PROCESS**

## RECEIVED TEST PLAN

89. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND  
WORKING OUT OF CLASS REPORT

RATIFIED ELIGIBILITY LISTS

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

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

Mr. Tse moved to approve the ratification of the following Eligibility List(s):

Director of Nutrition Services, List #1722/0825

Executive Director of Fiscal Services, List #1746/0425 Merged

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

Ms. Hernández noted that the job descriptions for both Director of Nutrition Services and the Executive Director of Fiscal Services are to be updated later in the agenda. She asked to clarify if the applicants on the eligibility lists applied with the current job description or the new version.

Mr. Cobos replied that the changes to the job descriptions are minor and related only the requirement for a driver's license; there is no fundamental change to the positions.

RATIFIED REMOVAL OF ELIGIBLES

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

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

Bus Attendant, List #1301/0625

Eligible(s) #44382154

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**

APPROVED REVISED CLASS DESCRIPTION

93. Vote 2-0 Mr. Tse - Yes Ms. Hernández – Yes

Mr. Tse moved to approve the revised class description of Director of Nutrition Services to comply with Education Code 45109.

APPROVED REVISED CLASS DESCRIPTION

94. Vote 2-0 Mr. Tse - Yes Ms. Hernández – Yes

Ms. Hernández moved to approve the revised class description of Executive Director of Fiscal Services to comply with Education Code 45109.

APPROVED REVISED CLASS DESCRIPTION

95. Vote 2-0 Mr. Tse - Yes Ms. Hernández – Yes

Ms. Hernández moved to approve the revised class description of Director of Transportation to comply with Education Code 45109.

**IV. RULES AND REGULATIONS**

SECOND READING AND APPROVAL OF PERSONNEL COMMISSION RULE 1.1.1 – STATUTORY AUTHORITY FOR THESE RULES

96. Vote 2-0 Mr. Tse - Yes Ms. Hernández – Yes

Ms. Hernández moved to approve Personnel Commission Rule 1.1.1 – Statutory Authority For These Rules.

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

SECOND READING AND APPROVAL OF PERSONNEL COMMISSION RULE 18.4.24 – COMMISSION ACTION

97. Vote 2-0 Mr. Tse - Yes Ms. Hernández – Yes

Mr. Tse moved to approve Personnel Commission Rule 18.4.24 – Commission Action.

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

SECOND READING AND APPROVAL OF PERSONNEL COMMISSION RULE 18.4.27 – COMPLIANCE WITH COMMISSION DECISION

98. Vote 2-0 Mr. Tse - Yes Ms. Hernández – Yes

Mr. Tse moved to approve Personnel Commission Rule 18.4.27 – Compliance With Commission Decision.

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

FIRST READING OF PERSONNEL COMMISSION RULE 1.2 – DEFINITIONS

99. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule 1.2 – Definitions.

FIRST READING OF PERSONNEL COMMISSION RULE 2.1.1 – TERMS OF OFFICE AND GENERAL SELECTION PROCEDURES

100. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule 2.1.1 – Terms of Office and General Selection Procedures.

FIRST READING OF PERSONNEL COMMISSION RULE 4.1.2 – GENERAL QUALIFICATIONS OF APPLICANTS

101. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule 4.1.2 – General Qualifications of Applicants.

FIRST READING OF PERSONNEL COMMISSION RULE 7.1.3 – DISCRIMINATION PROHIBITED

102. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule 7.1.3 – Discrimination Prohibited.

FIRST READING OF PERSONNEL COMMISSION RULE 9.3.2 – COMPLETION OF INITIAL PROBATION

103. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule 9.3.2 – Completion of Initial Probation.

FIRST READING OF PERSONNEL COMMISSION RULE 2.8.4 – CONSENT FOR LEGAL REPRESENTATION

104. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule 2.8.4 – Consent for Legal Representation.

**V. CHARGES AND HEARINGS**

105. None.

**VI. OTHER**

106. None.

COMMISSIONERS' COMMENTS

107. Mr. Tse thanked Mr. Arellano for his service to the Commission, expressing that he enjoyed working with him and his appreciation for his leadership and friendship.

Mr. Tse thanked all the Classified employees for their hard work keeping the schools clean and safe for students and staff. He wished everyone a Happy Thanksgiving as well as a Happy Veterans Day to those who have served.

108. Ms. Hernández thanked Mr. Arellano for his service to the Commission, noting how he shows his appreciation to everyone, and is grateful for all his contributions for the betterment of the students' education.

Ms. Hernández thanked Mr. Cobos and staff for all their hard work updating the Personnel Commission Rules. She wished everyone a Happy Thanksgiving as well as a Happy Veterans Day to those who have served. She welcomed Mr. Tse's son in the audience.

Ms. Hernández suggested that the Commission submit their one-day hiring event protocol to the PCASC innovation awards, noting how successful it has been.

109. Mr. Arellano thanked CSEA for the opportunity to serve as a Commissioner. He shared that it has been a wonderful and educational experience to serve the community where he was once a student. He spoke of how important it is to him to be able to support the students and staff in his own neighborhood.

Mr. Arellano thanked Ms. Hernández for her kindness as well as for the continual dialogue and for sharing her knowledge and experience.

Mr. Arellano thanked Mr. Tse for sharing his knowledge and experience over the last year, stating that it was wonderful to work with him.

Mr. Arellano thanked Mr. Cobos for his support and guidance, and for following through with their recommendations.

Mr. Arellano thanked Ms. Jennifer Chen, Personnel Analyst, and Ms. Michelle Quiroz, Personnel Assistant, for their warm welcome and constant support every month.

Mr. Arellano thanked the administrative team for attending the meetings, listening to concerns and taking collaborative action.

Mr. Arellano shared that hoped the students and staff enjoyed their Halloween festivities and reminded them to take a moment to be thankful as Thanksgiving approaches. He also thanked Veterans for their service.

NEXT REGULAR MEETING

110. The next regular meeting is scheduled for  
**Tuesday, December 2, 2025 at 4:30 p.m.**  
Meeting adjourned at 5:08 p.m.

Submitted by

---

Israel Cobos  
Personnel Director

Approved

Date

By

Chair

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

**Reference Item:**

**4**



## Director's Report: December 2, 2025

### Completed Recruitments with Date List Established

- Bus Driver (Open and Promotional) – 10/31
- Employment Developer (Open and Promotional) – 11/12
- Police Officer (Open and Promotional) – 11/6

### 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
- Director of Fiscal Services (Open and Promotional) – 12/8
- Health Care Assistant (Open and Promotional) – 10/24
- Human Resources Assistant (Open and Promotional) – 11/26
- 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
- Pool Maintenance Worker (Open and Promotional with Promotional Taking Precedence) – 11/10
- Senior Human Resources Assistant (Open and Promotional) – 11/12

### Upcoming Recruitments

- Maintenance Worker
- Rehab Program Assistant
- Cafeteria Worker II

### 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 on December 8.
- The Personnel Commission hosted a CalPERS, Planning Your Retirement event, on November 19. A CalPERS representative led the session.

### Active Eligibility List Report

See next page

## Active Eligibility Lists with Expiration Dates

11/30/2025

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*	10/31/2025	10/31/2026
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
Employment Developer*	11/12/2025	11/12/2026
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
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	3/9/2026
Painter	5/2/2025	5/2/2026
Police Officer*	11/6/2025	11/6/2026
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	2/25/2026

\* = Pending Commission Ratification

^ = Six (6) month eligibility list

**Reference Item:**

**5**

## PERSONNEL COMMISSION TEST PLAN

[illegible]

**Reference Item:**

**6**

# PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT

## December 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
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:
Pacheco	Alejandro	Cafeteria Worker I	Food Services Delivery Driver	Nutrition Services	8/4/25	5/21/26
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
Godina	Maria	Cafeteria Worker I	Cafeteria Worker II	Valinda School of Academics	9/8/25	5/21/26
Hernandez	Karen	Cafeteria Worker I	Cafeteria Worker II	Palm ES	10/1/25	5/21/26
Munoz Jimenez	Maria Guadalupe	Cafeteria Worker I	Cafeteria Worker II	Kwis ES	10/20/25	5/21/26

**Reference Item:**

**7**

## CLASSIFICATION SPECIFICATION REVISION

### Executive Director of Facilities

Report Date: December 2, 2025

I. SUBJECT: Classification Specification Revision – Executive Director of Facilities

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 duties section.
2. Revision of “Minimum Qualifications” section.
3. Revision of “Employment Standards” section.
4. 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 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 of this classification 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.

Revisions were made to the employment standards section 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 Executive Director of Facilities classification specification.

## EXECUTIVE DIRECTOR OF FACILITIES

### DEFINITION

Under the general direction of the Associate Superintendent of Business Services, provides leadership, implementation, development, direction, assessment, and evaluation of the District's facilities, operations, capital projects and related activities; oversees the improvement, modernization, and new construction of District facilities; reviews, analyzes, and audits implementation of various capital and specialized facilities and maintenance projects; assists the Associate Superintendent of Business Services 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, implements, and administers **district-wide** comprehensive program in the areas of facility development, planning, acquisition, and utilization assuring compliance with applicable laws, codes, rules, and regulations.
- Organizes, coordinates, and directs activities related to the facilities maintenance, capital and operations functions **throughout the District**.
- Organizes, coordinates, monitors and directs the District's Facility Use agreements and activities in accordance with Board Policy and Administrative Regulations, related to the rental and use of school facilities by district residents and community groups for the purposes specified in the Civic Center Act.
- Assists the Associate Superintendent of Business Services, Superintendent, Board of Trustees and district administration to formalize long-range facilities plans, evaluate available resources, analyze funding mechanisms, and project enrollment trends.
- Oversees the preparation and presentation of studies, analysis, and reports critical to effective decision-making by the Board of Trustees, Superintendent, Associate Superintendent of Business Services, staff, administrators and/or the public.
- Attends and presents at Board of Education and community meetings regarding District planning, facilities improvement, capital and modernization projects.
- Develops, implements, and monitors budget for facilities projects and departmental budget; controls and authorizes expenditures in accordance with established limitations and fiscal policies.
- Researches alternate funding sources and directs the development of applications to State and other agencies to obtain funding including State bonds, energy incentives, and joint use funds.
- Administers various funds related to facilities and operations functions to ensure their accuracy, integrity, and availability for authorized use and conformance to applicable statutes.
- Prepares financial projections to determine necessary budgets to carry out facility and operations master plans.
- Coordinates the submission of state applications for new construction, modernization, state relocatable programs, and determines District eligibility.
- Establishes and maintains systems for monitoring and reporting progress on construction, site improvement, and remodeling projects.
- Oversees the analysis of sites, acquisition of property, and the development of designs and plans.
- Works with project architects to coordinate construction and the general administration of construction contracts.
- Acts as planning liaison with State Department of Education, the Office of Public School Construction and other governmental agencies.
- Directs the District's custodial program operations.
- Reviews and approves workforce allotments, work schedules, and performance standards.
- Develops and maintains up-to-date comprehensive inventory and control of all record drawings for the District.
- Inspects work completed by departmental employees and/or contractors for compliance with established standards and requirements.
- Manages the district real estate program and plans, including the existing leases, purchase agreements, and excess property utilization.

- Represents the district to the Office of Public School Construction, the State Department of Education, the County Office of Education and with other agencies for the purpose of presenting, garnering support for and gaining funding and approval for, and tracking applications for documentation necessary to obtain State approval and funding.
- Coordinates with Fiscal Services to prepare audit schedules related to fixed assets and work-in progress.
- Serves as a participating member and leads District facilities, capital project oversight, safety committees, and community groups as applicable to ensure efficient, sound and safe facility operations and maintenance.
- Oversees capital project approval and bid specifications, evaluations, and recommendations.
- Facilitates meetings for the purpose of receiving and conveying information and supporting the district's position on assigned issues.
- Researches, compiles, analyzes and interprets technical data related to large-scale maintenance and operations projects.
- Provides technical expertise, recommendations, information, and assistance to the Associate Superintendent of Business Services regarding assigned functions.
- Oversees training, supervision, selection, and performance evaluations of assigned personnel.
- Maintains a variety of records and files.
- Prepares various reports, attends meetings and workshops, and makes oral presentations as necessary.
- Directs and assigns appropriate personnel to accomplish planned and approved projects.
- Monitors and ensures compliance with a variety of state, federal and local construction laws, regulations, codes, and regulations related to health and safety.

#### **OTHER RELATED DUTIES**

- Attends and represents the District in a variety of meetings, conferences, and governmental hearings related to assigned activities.
- Drives to various District sites to conduct work.
- Assists the Associate Superintendent, Business Services with other school related tasks.
- Performs other related duties as directed.

#### **MINIMUM QUALIFICATIONS**

##### Education:

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

##### Experience:

Six years of experience in large-scale capital projects, facilities planning, construction management, maintenance, and operations at a community college district or school district, including four years of experience in a management or supervisory role.

##### Special:

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

#### **EMPLOYMENT STANDARDS**

##### Knowledge of:

- Methods, practices, modern theories, equipment, and materials used in capital projects, construction, design, custodial, and maintenance and operations of school buildings and facilities.
- High performance and sustainable facility designs.
- Building codes, materials, and techniques related to construction and building maintenance.

- Rules and regulations including, but not limited to: Title 8, 17, 19, 21, and 24, OSHA, the Office of the State Architect, and state and federal codes for the handicapped.
- Public agencies responsible for planning and development of the local geographic area.
- Basic relationships between federal, state, county, and city planning programs.
- Principles of leadership, supervision, training, performance evaluation, and motivating personnel.
- Hazardous chemicals and waste disposal methods.
- Energy conservation methods.
- Preparation and review of California Environmental Quality Act (CEQA) documents.
- Health and safety regulations.
- Training requirements and regulations governing the handling of asbestos containing building materials (ACBM).
- Deferred maintenance regulations, procedures, and requirements.
- Modern office practices and procedures.
- Budget preparation, administration and control; principles of cost analysis.
- General purchasing procedures, including preparing and obtaining bids and quotes.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Project planning principles and techniques.
- Principles and practices of program development and administration.
- Laws and regulations pertaining to the construction, repair, and maintenance of school facilities.

#### Ability to:

- Plan and coordinate the functions involved in the maintenance of school facilities and capital projects.
- Plan, manage, supervise, organize and direct the work of others.
- Prepare engineering, construction, maintenance, and operations reports, construction plans, specifications, and schedules.
- Develop preliminary or projected costs; accurately estimate costs of custodial, grounds, maintenance, and capital project construction work.
- Analyze work methods, schedules, equipment and staffing levels to increase efficiency.
- Develop and implement comprehensive custodial, grounds, maintenance and capital projects.
- Effectively serve as a resource to employees pertaining to facilities-related problems.
- Communicate effectively, both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Read and interpret blueprints, shop drawings and sketches.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Assure compliance with safety precautions and various code requirements.
- Establish, maintain, positive, effective and cooperative working relationships with employees, administration and business and community representatives.
- Prepare clear and concise reports.
- Maintain comprehensive records.
- Train, supervise, coordinate, and evaluate the work of staff.
- Provide leadership and direction to short and long term District facilities and operations programs, and capital projects.
- Operate a computer and current relevant software programs, including but not limited to accounting, cost and inventory control.
- Meet schedules and timelines.
- Work independently with little supervision and direction.
- Analyze and interpret complex technical documentation.
- Operate a District vehicle safely.
- ~~Drive a vehicle to conduct work.~~

#### **PHYSICAL DEMANDS**

Employees in this classification see clearly to review drawings, plans, blueprints, records and reports; agility sufficient to walk and move in and around building constructions in progress which may include bending, kneeling, stooping and climbing a ladder; use a computer and telephone; use both hands simultaneously; use fingers-repetitive; rapid mental/muscular coordination; speak clearly; hear normal voice conversation; see small details;

maintain balance; reach overhead; color vision/distinguish wire colors; drive a vehicle; stand; walk; sit; carry; stoop/bend; repetitive twisting or pressure involving wrists or hands; lift and carry up to 50 lbs.

## **WORK ENVIRONMENT**

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

## **REASONABLE ACCOMMODATIONS**

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

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

**Created**~~Revised~~: **11-1-2022**12/2/2025

Salary Range: M-47

## EXECUTIVE DIRECTOR OF FACILITIES

### DEFINITION

Under the general direction of the Associate Superintendent of Business Services, provides leadership, implementation, development, direction, assessment, and evaluation of the District's facilities, operations, capital projects and related activities; oversees the improvement, modernization, and new construction of District facilities; reviews, analyzes, and audits implementation of various capital and specialized facilities and maintenance projects; assists the Associate Superintendent of Business Services 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, implements, and administers district-wide comprehensive program in the areas of facility development, planning, acquisition, and utilization assuring compliance with applicable laws, codes, rules, and regulations.
- Organizes, coordinates, and directs activities related to the facilities maintenance, capital and operations functions throughout the District.
- Organizes, coordinates, monitors and directs the District's Facility Use agreements and activities in accordance with Board Policy and Administrative Regulations, related to the rental and use of school facilities by district residents and community groups for the purposes specified in the Civic Center Act.
- Assists the Associate Superintendent of Business Services, Superintendent, Board of Trustees and district administration to formalize long-range facilities plans, evaluate available resources, analyze funding mechanisms, and project enrollment trends.
- Oversees the preparation and presentation of studies, analysis, and reports critical to effective decision-making by the Board of Trustees, Superintendent, Associate Superintendent of Business Services, staff, administrators and/or the public.
- Attends and presents at Board of Education and community meetings regarding District planning, facilities improvement, capital and modernization projects.
- Develops, implements, and monitors budget for facilities projects and departmental budget; controls and authorizes expenditures in accordance with established limitations and fiscal policies.
- Researches alternate funding sources and directs the development of applications to State and other agencies to obtain funding including State bonds, energy incentives, and joint use funds.
- Administers various funds related to facilities and operations functions to ensure their accuracy, integrity, and availability for authorized use and conformance to applicable statutes.
- Prepares financial projections to determine necessary budgets to carry out facility and operations master plans.
- Coordinates the submission of state applications for new construction, modernization, state relocatable programs, and determines District eligibility.
- Establishes and maintains systems for monitoring and reporting progress on construction, site improvement, and remodeling projects.
- Oversees the analysis of sites, acquisition of property, and the development of designs and plans.
- Works with project architects to coordinate construction and the general administration of construction contracts.
- Acts as planning liaison with State Department of Education, the Office of Public School Construction and other governmental agencies.
- Directs the District's custodial program operations.
- Reviews and approves workforce allotments, work schedules, and performance standards.
- Develops and maintains up-to-date comprehensive inventory and control of all record drawings for the District.
- Inspects work completed by departmental employees and/or contractors for compliance with established standards and requirements.
- Manages the district real estate program and plans, including the existing leases, purchase agreements, and excess property utilization.

- Represents the district to the Office of Public School Construction, the State Department of Education, the County Office of Education and with other agencies for the purpose of presenting, garnering support for and gaining funding and approval for, and tracking applications for documentation necessary to obtain State approval and funding.
- Coordinates with Fiscal Services to prepare audit schedules related to fixed assets and work-in progress.
- Serves as a participating member and leads District facilities, capital project oversight, safety committees, and community groups as applicable to ensure efficient, sound and safe facility operations and maintenance.
- Oversees capital project approval and bid specifications, evaluations, and recommendations.
- Facilitates meetings for the purpose of receiving and conveying information and supporting the district's position on assigned issues.
- Researches, compiles, analyzes and interprets technical data related to large-scale maintenance and operations projects.
- Provides technical expertise, recommendations, information, and assistance to the Associate Superintendent of Business Services regarding assigned functions.
- Oversees training, supervision, selection, and performance evaluations of assigned personnel.
- Maintains a variety of records and files.
- Prepares various reports, attends meetings and workshops, and makes oral presentations as necessary.
- Directs and assigns appropriate personnel to accomplish planned and approved projects.
- Monitors and ensures compliance with a variety of state, federal and local construction laws, regulations, codes, and regulations related to health and safety.
- Attends and represents the District in a variety of meetings, conferences, and governmental hearings related to assigned activities.
- Drives to various District sites to conduct work.
- Assists the Associate Superintendent, Business Services with other school related tasks.
- Performs other related duties as directed.

## **MINIMUM QUALIFICATIONS**

### Education:

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

### Experience:

Six years of experience in large-scale capital projects, facilities planning, construction management, maintenance, and operations at a community college district or school district, including four years of experience in a management or supervisory role.

### Special:

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

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Methods, practices, modern theories, equipment, and materials used in capital projects, construction, design, custodial, and maintenance and operations of school buildings and facilities.
- High performance and sustainable facility designs.
- Building codes, materials, and techniques related to construction and building maintenance.
- Rules and regulations including, but not limited to: Title 8, 17, 19, 21, and 24, OSHA, the Office of the State Architect, and state and federal codes for the handicapped.

- Public agencies responsible for planning and development of the local geographic area.
- Basic relationships between federal, state, county, and city planning programs.
- Principles of leadership, supervision, training, performance evaluation, and motivating personnel.
- Hazardous chemicals and waste disposal methods.
- Energy conservation methods.
- Preparation and review of California Environmental Quality Act (CEQA) documents.
- Health and safety regulations.
- Training requirements and regulations governing the handling of asbestos containing building materials (ACBM).
- Deferred maintenance regulations, procedures, and requirements.
- Modern office practices and procedures.
- Budget preparation, administration and control; principles of cost analysis.
- General purchasing procedures, including preparing and obtaining bids and quotes.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Project planning principles and techniques.
- Principles and practices of program development and administration.
- Laws and regulations pertaining to the construction, repair, and maintenance of school facilities.

Ability to:

- Plan and coordinate the functions involved in the maintenance of school facilities and capital projects.
- Plan, manage, supervise, organize and direct the work of others.
- Prepare engineering, construction, maintenance, and operations reports, construction plans, specifications, and schedules.
- Develop preliminary or projected costs; accurately estimate costs of custodial, grounds, maintenance, and capital project construction work.
- Analyze work methods, schedules, equipment and staffing levels to increase efficiency.
- Develop and implement comprehensive custodial, grounds, maintenance and capital projects.
- Effectively serve as a resource to employees pertaining to facilities-related problems.
- Communicate effectively, both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Read and interpret blueprints, shop drawings and sketches.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Assure compliance with safety precautions and various code requirements.
- Establish, maintain, positive, effective and cooperative working relationships with employees, administration and business and community representatives.
- Prepare clear and concise reports.
- Maintain comprehensive records.
- Train, supervise, coordinate, and evaluate the work of staff.
- Provide leadership and direction to short and long term District facilities and operations programs, and capital projects.
- Operate a computer and current relevant software programs, including but not limited to accounting, cost and inventory control.
- Meet schedules and timelines.
- Work independently with little supervision and direction.
- Analyze and interpret complex technical documentation.
- Operate a District vehicle safely.

## **PHYSICAL DEMANDS**

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

## **WORK ENVIRONMENT**



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

### **REASONABLE ACCOMMODATIONS**

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

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

Revised: 12/2/2025

Salary Range: M-47

**Reference Item:**

**8**

## RULE REVIEW AND PROPOSED RULE CHANGE

### 1.2 DEFINITIONS

#### SECOND READING

Report Date: December 2, 2025

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for second reading and vote, 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:**

**9 - 12**

## **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**

#### **SECOND READING**

Report Date: December 2, 2025

#### **I. Recommendation**

The Personnel Director recommends that the Personnel Commission consider for second reading and vote, 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:**

**13**

## RULE REVIEW AND PROPOSED RULE CHANGE

### 2.8.4 CONSENT FOR LEGAL REPRESENTATION

#### SECOND READING

Report Date: December 2, 2025

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for second reading and vote, 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

**Reference Item:**

**14**

## RULE REVIEW AND PROPOSED RULE CHANGE

### 6.1.13 NOTIFICATION TO ELIGIBLE OF REMOVAL FROM LIST

FIRST READING

Report Date: December 2, 2025

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for first reading, the proposed change to Personnel Commission Rule 6.1.13 NOTIFICATION TO ELIGIBLE OF REMOVAL FROM LIST.

II. Background and Analysis

This proposed rule change adds language to identify timelines for the appeal process for eligibles who have been removed from the eligibility list. These timelines will keep the appeal process moving along so there is a reasonable response time in the communication back to the eligible and throughout the entire process. The amended language also corrects titles that are referenced in the rule.

III. Recommendation

AMENDMENT:

Personnel Commission Rule 6.1.13 should be added to read as follows:

6.1.13 NOTIFICATION TO ELIGIBLE OF REMOVAL FROM LIST

Notice shall be given to an eligible of **his their** removal from an eligibility list, the reason therefore, and any period of disqualification. An eligible may request an administrative review of the removal or disqualification decision to the Personnel Director within five (5) **working business** days. The decision of the Personnel Director shall be final unless the decision is appealed to the Commission. The Director's decision must be appealed within five (5) **working business** days of receipt. The decision of the Commission shall be final.

If an eligible has been removed from an eligibility list as a result of information disclosed on the Department of Justice criminal record report, Commission staff shall notify the individual of the action taken by the District and the reasons. An individual may request, in writing, an administrative review of the removal or disqualification decision to the District's Custodian of Record (**Associate Assistant** Superintendent, Human Resources) within **five (5) working business** days of receipt of **their his/her** removal. **The Custodian of Record shall respond to the written appeal of the eligible within 10 business days.** The decision of the Custodian of Record (~~Associate Superintendent, Human Resources~~) shall be final unless the decision is appealed to the Personnel Commission **within five (5) business days.** The Commission shall hear the appeal and, through a hearing officer, would subpoena the individual's Department of Justice criminal offender record report. The decision of the Commission shall be final.

REFERENCE: Education Code 44830.1, 45125  
Penal Code 11077

The following is the amended rule with the change:

6.1.13 NOTIFICATION TO ELIGIBLE OF REMOVAL FROM LIST

Notice shall be given to an eligible of their removal from an eligibility list, the reason therefore, and any period of disqualification. An eligible may request an administrative review of the removal or disqualification decision to the Personnel Director within five (5) business days. The decision of the Personnel Director shall be final unless the decision is appealed to the Commission. The Director's decision must be appealed within five (5) business days of receipt. The decision of the Commission shall be final.

If an eligible has been removed from an eligibility list as a result of information disclosed on the Department of Justice criminal record report, Commission staff shall notify the individual of the action taken by the District and the reasons. An individual may request, in writing, an administrative review of the removal or disqualification decision to the District's Custodian of Record (Assistant Superintendent, Human Resources) within five (5) business days of receipt of their removal. The Custodian of Record shall respond to the written appeal of the eligible within 10 business days. The decision of the Custodian of Record shall be final unless the decision is appealed to the Personnel Commission within five (5) business days. The Commission shall hear the appeal and, through a hearing officer, would subpoena the individual's Department of Justice criminal offender record report. The decision of the Commission shall be final.

REFERENCE: Education Code 44830.1, 45125  
Penal Code 11077