

*PERSONNEL COMMISSION*  
HACIENDA LA PUENTE  
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda  
February 3, 2026

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

**AGENDA**  
REGULAR MEETING  
**February 3, 2026**  
4:30 P.M. Board Room & Virtual

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

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Andrew Tse, Chair	_____
Sandra Hernández, Vice Chair	_____
Elke Tapia, Member	_____
	_____
Israel Cobos, Personnel Director	_____
Jennifer Chen, Personnel Analyst	_____
Michelle Quiroz, Personnel Assistant	_____

Meeting Procedures

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

**To join the meeting virtually with video and audio via MS Teams, follow this link:**

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

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

Passcode: **rZ2pA6dW**

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

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

**Procedures for Participation:** Should you wish to participate in public comments during the "Communications" portion of the agenda, you may speak when authorized by the Personnel Commission Chair after submitting a comment card if attending the meeting in person. For those participating in the meeting virtually or by phone, you may speak when authorized by the Personnel Commission Chair after submitting your request or comments electronically by completing the online form: <https://forms.gle/4jPU8wwwdfbnMeWY8>. In the event of a service disruption that prevents broadcasting of the meeting or a disruption that prevents public comment, the meeting will be stopped and continued at a time to be determined and based on the ability to successfully broadcast and allow public comment for the meeting.

**Accessibility:** Reasonable accommodations for individuals with disabilities will be handled on a case-by-case basis and in accordance with the Americans with Disabilities Act. Please call (626) 933-3920 to request an accommodation at least 72 hours in advance of the meeting.

**I. GENERAL FUNCTIONS**

	<u>REFERENCE</u>	<u>ACTION</u>
1. Approve the agenda as submitted or amended.		Moved by _____ Seconded _____ Vote _____
2. Approve minutes of the regular meeting of <u>December 2, 2025</u> .	1.	Moved by _____ Seconded _____ Vote _____
3. Director's Report	2.	No Action Required

4. Communications

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

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

**II. SELECTION PROCESS**

	<u>REFERENCE</u>	<u>ACTION</u>
1. Receive <u>Test Plan</u> information	3.	No Action Required
2. Receive <u>Provisional Assignment/Working Out of Class</u> Report	4.	No Action Required
3. Approve ratification of the following Eligibility list(s):  Associate Personnel Analyst, List #0920/1025 Bus Driver, List #1302/0822 Director of Fiscal Services, List #1720/1125 Health Care Assistant, List #0267/0925 Instructional Aide I – Special Education, List #0260/1025 Merged Instructional Aide II – Special Education, List #0262/1025 Merged Instructional Aide II – Special Education (Female), List #0265/1025 Merged Instructional Aide II – Special Education (Male), List #0264/1025 Pool Maintenance Worker, List #0803/1025 Senior Human Resources Assistant, List #0912/1025	Sep. Doc. A.	Moved by Seconded Vote
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11:  Bus Attendant, List #1301/0625 Eligible(s) #63811647  Director of Information Technology, List #1706/0525 Eligible(s) #37931963, #54756546  Employment Developer, List #1418/0825 Eligible(s) #52501536, #41829652, #40427393  Instructional Aide – Classroom, List #0211/0625 Eligibles(s) #62593188, #30805917, #63243914, #61332029, #63124066, #26111422, #36984096, #53929876, #55717978  Instructional Aide – II Special Education, List #0262/0925 Merged Eligible(s) #64376331, #26687695  Office Assistant, List #0344/1024 Merged Eligible(s) #43166225  Site Supervision Aide, List #0270/0125 Eligible(s) #56978416, #55173869, #57147341, #48417196, #59780680, #61303612, #55692166, #49980526, #57837790	Sep. Doc. B.	Moved by Seconded Vote
5. Notification of removal of the following eligible(s) in accordance with Personnel Commission Rule 4.2.1:  Child Development Technician, List #0206/0625 Eligible(s) #64032943	Sep. Doc. C.	No Action Required

6. Receive the following lateral transfer candidates:  
Secretary II to Human Resources Office Manager  
Secretary II to Personnel Assistant

Sep. Doc. No Action Required  
D.

### III. CLASSIFICATION AND SALARY

1. Approve revised class description of Senior Financial Analyst to comply with Education Code 45109.

<u>REFERENCE</u>	<u>ACTION</u>
5.	Moved by _____ Seconded _____ Vote _____

### IV. RULES AND REGULATIONS

1. Second reading and approval of Personnel Commission Rule 6.1.13 – Notification to Eligible of Removal from List.

<u>REFERENCE</u>	<u>ACTION</u>
6.	Moved by _____ Seconded _____ Vote _____

### V. CHARGES AND HEARINGS

1. None

<u>REFERENCE</u>	<u>ACTION</u>
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1. None

### VI. OTHER

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, March 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  
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF

December 2, 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. Andrew Tse, 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. Andrew Tse, Chair  
Ms. Sandra Hernández, Vice Chair  
Ms. Elke Tapia, 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**

111. Mr. Andrew Tse, Chair, acknowledged 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.

112. Ms. Tapia took the oath of office.

113. Mr. Israel Cobos, Personnel Director, read aloud the *Personnel Commissioners Code of Professional Conduct*. The Personnel Commissioners, Mr. Tse, Ms. Sandra Hernández, and Ms. Tapia accepted and signed the Resolution of the Personnel Commissioners Code of Professional Conduct.

114. Vote 2-0 Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Hernández and seconded by Ms. Tapia to approve the election of Mr. Tse as Chair of the Personnel Commission for the term of December 1, 2025 to November 30, 2026.

Vote 2-0 Mr. Tse - Yes Ms. Tapia - Yes

Moved by Mr. Tse and seconded by Ms. Tapia to approve the election of Ms. Hernández as Vice Chair of the Personnel Commission for the term of December 1, 2025 to November 30, 2026.

115. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Hernández and seconded by Ms. Tapia to approve the agenda as amended to remove closed session.

116. Vote 2-0-1 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Abstain

Moved by Ms. Hernández and seconded by Mr. Tse to approve the minutes of the regular meeting of November 4, 2025.

**APPROVED AGENDA AS AMENDED**

**APPROVED MINUTES AS SUBMITTED**

## DIRECTOR'S REPORT

117. Mr. Israel Cobos, Personnel Director, welcomed everyone with well wishes of a wonderful Thanksgiving from the week before. He also provided updates on completed, current, and upcoming recruitments.

118. 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 on December 8.
- The Personnel Commission hosted a CalPERS *Planning Your Retirement* class on November 19 with 15 attendees. A CalPERS representative led the session. It was noted that the CalPERS website provides both virtual and in-person classes regularly for those who cannot attend a hosted event.
- Mr. Cobos wished everyone a happy holiday.

## COMMUNICATIONS

119. Ms. Margaret Caldera, CSEA President, thanked Ms. Tapia for her interest in serving as a Commissioner. She also thanked Ms. Hernández and Mr. Tse for their continued service and leadership. She noted that she looks forward to their collaborative working relationship.

Ms. Caldera wished everyone a happy holiday.

120. Ms. Joyce Garcia, Co-Chief Steward, welcomed Ms. Tapia to the Commission and stated that she was looking forward to working with all Commissioners.

Ms. Garcia wished everyone a happy holiday.

121. Mr. Joseph Zepeda, Human Resources Director, welcomed Ms. Tapia to the Commission and thanked her for her dedication to the District and the community.

Mr. Zepeda congratulated Mr. Tse on his appointment as Chair, mentioning that he was looking forward to working with all Commissioners.

Mr. Zepeda spoke of the continuing collaboration between Human Resources and the Personnel Commission and wished everyone a happy holiday.

## **II. SELECTION PROCESS**

### RECEIVED TEST PLAN

122. Received Test Plan. No Action Required.

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

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

### RATIFIED ELIGIBILITY LISTS

124. Vote 3-0   Mr. Tse - Yes   Ms. Hernández - Yes   Ms. Tapia - Yes

Moved by Ms. Tapia and seconded by Ms. Hernández to approve the ratification of the following Eligibility List(s):

Bus Driver, List #1302/0822

Employment Developer, List #1418/0825

Police Officer, List #1105/0925

RATIFIED REMOVAL OF ELIGIBLES

125. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Hernández and seconded by Ms. Tapia to approve the ratification of the removal of the following eligible(s) in accordance with the Personnel Commission Rule 6.1.11:

Child Development Technician, List #0206/0825 Merged  
Eligible(s) #60865641

Instructional Aide – Classroom, List #0211/0625  
Eligible(s) #59340579, #55395105

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

126. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Tapia and seconded by Ms. Hernández to approve the ratification of 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

Ms. Hernández asked for the reason behind the eligibility list extensions.

Mr. Cobos explained that both lists still had quite a few available eligibles remaining, noting that this is the last time these lists will be extended.

**III. CLASSIFICATION AND SALARY**

APPROVED REVISED CLASS DESCRIPTION

127. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Hernández and seconded by Ms. Tapia to approve the revised class description of Executive Director of Facilities to comply with Education Code 45109.

**IV. RULES AND REGULATIONS**

SECOND READING AND APPROVAL OF PERSONNEL COMMISSION RULE 1.2 – DEFINITIONS

128. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Tapia and seconded by Ms. Hernández to approve Personnel Commission Rule 1.2 – Definitions.

Mr. Cobos shared that there have been no changes to Personnel Commission Rules 1.2, 2.1.1, 4.1.2, 7.1.3, 9.3.2 and 2.8.4 since the first readings at the previous meeting.

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

129. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Tapia and seconded by Ms. Hernández to approve Personnel Commission Rule 2.1.1 – Terms of Office and General Selection Procedures.

SECOND READING AND APPROVAL OF PERSONNEL COMMISSION RULE 4.1.2 – GENERAL QUALIFICATIONS OF APPLICANTS

130. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Hernández and seconded by Mr. Tse to approve Personnel Commission Rule 4.1.2 – General Qualifications of Applicants.

SECOND READING AND APPROVAL OF  
PERSONNEL COMMISSION RULE 7.1.3 –  
DISCRIMINATION PROHIBITED

131. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Tapia and seconded by Ms. Hernández to approve Personnel Commission Rule 7.1.3 – Discrimination Prohibited.

Ms. Hernández requested a review of the proposed changes.

Mr. Cobos explained that updates to Personnel Commission Rules 2.1.1, 4.1.2, 7.1.3, and 9.3.2 are due to legislation connected to SB 1137, which clarifies discrimination on the basis of intersectionality within the California Civil Rights Act. The changes bring these rules into alignment with SB 1137. He noted that Personnel Commission Rule 1.2 was updated to include definitions for genetic information and intersectionality.

132. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Hernández and seconded by Ms. Tapia to approve Personnel Commission Rule 9.3.2 – Completion of Initial Probation.

133. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia - Yes

Moved by Ms. Tapia and seconded by Ms. Hernández to approve Personnel Commission Rule 2.8.4 – Consent for Legal Representation.

Mr. Cobos reviewed the proposed new Personnel Commission Rule 2.8.4 – Consent for Legal Representation.

134. Mr. Cobos reviewed the proposed changes to Personnel Commission Rule 6.1.13 – Notification to Eligible of Removal from List.

Mr. Cobos noted that the reference to California Education Code 44830.1 will be removed before the second reading due to the fact that the code is not relevant to the rule. He thanked CSEA for pointing this out.

**V. CHARGES AND HEARINGS**

135. None.

**VI. OTHER**

136. None.

137. Ms. Tapia expressed her gratitude to CSEA for entrusting her with the role of Personnel Commissioner. She emphasized the crucial role of Classified employees in the success of the District. She looks forward to upholding the principles of the Merit System with integrity, transparency, and fairness, noting the importance of the equitable treatment of every employee and candidate. She also anticipates successful collaboration with stakeholders throughout the District as well as her fellow Commissioners.

138. Ms. Hernández welcomed Ms. Tapia as a Commissioner, sharing that she is looking forward to working with her and hearing her perspectives on the issues affecting Classified employees.

139. Mr. Tse wished everyone a Merry Christmas and a Happy New Year. He thanked the Classified employees for their continued hard work supporting the students with a safe and clean learning environment.

COMMISSIONERS' COMMENTS

NEXT REGULAR MEETING

140. The next regular meeting is scheduled for  
**Tuesday, February 3, 2026 at 4:30 p.m.**  
Meeting adjourned at 5:01 p.m.

Submitted by

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Israel Cobos  
Personnel Director

Approved

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Date

By

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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: February 3, 2026

### Completed Recruitments with Date List Established

- Associate Personnel Analyst (Open and Promotional) – 12/12
- Bus Driver (Open and Promotional) – 12/19
- Director of Fiscal Services (Open and Promotional) – 1/14/26
- Health Care Assistant (Open and Promotional) – 12/15
- Instructional Aide I – Special Education (Open and Promotional) – 12/10
- Instructional Aide II – Special Education (Open and Promotional) – 12/10
- Instructional Aide II – Special Education Female (Open and Promotional) – 12/10
- Instructional Aide II – Special Education Male (Open and Promotional) – 12/10
- Pool Maintenance Worker (Open and Promotional with Promotional Taking Precedence) – 12/19
- Senior Human Resources Assistant (Open and Promotional) – 1/21/26

### Current Recruitments with Last Day to Apply

- Accounting Supervisor (Open and Promotional with Promotional Taking Precedence) – 1/12
- Bus Driver (Open and Promotional) – Continuous
- Child Development Technician (Open and Promotional) – 2/4
- Custodian I (Open and Promotional) – 1/20
- Custodian II (Open and Promotional) – 1/20
- Executive Director of Facilities (Open and Promotional) – 2/13
- Human Resources Assistant (Open and Promotional) – 11/26
- Maintenance Worker (Promotional Only) – 12/15
- Rehabilitation Program Assistant (Open and Promotional) – 2/2

### Upcoming Recruitments

- Secretary II
- Instructional Aide, Special Education, I/ II
- Cafeteria Worker II

### Training/Other

- Personnel Commission staff partnered with Human Resources and the Special Education Department for a recruitment event on December 9<sup>th</sup> for Instructional Aide, Special Education positions. Six (6) eligibles were added to eligibility lists for the position.
- The next Instructional Aide, Special Education recruitment event will be in March.
- The next Child Development Technician recruitment event will be on February 11.
- The next New Employee Orientation event will be on February 5.
- Personnel Commission staff participated in the East San Gabriel Valley Personnel Administrators Association Meeting on January 9.
- Personnel Commission staff participated in the PCASC (Personnel Commissions Association of Southern California) Board Meeting on January 22.
- Personnel Commission staff participated in the PC Director's Roundtable Meeting on January 23.
- Personnel Commission staff participated in the Winter Virtual WRIPAC meeting on January 29.

### Active Eligibility List Report

See next page

## Active Eligibility Lists with Expiration Dates

1/31/2026

Classification	Date Established	Eligibility List Expiration Date
Assessment Technician	5/7/2025	5/7/2026
Associate Personnel Analyst*	12/12/2025	12/12/2026
Bus Attendant	8/28/2025	8/28/2026
Bus Driver*	12/19/2025	12/19/2026
Cafeteria Manager I	4/8/2025	4/8/2026
Child Development Technician	9/11/2025	3/11/2026
Director of Fiscal Services*	1/14/2026	1/14/2027
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
Health Care Assistant*	12/15/2025	12/15/2026
Instructional Aide I - Special Education^*	12/10/2025	6/10/2026
Instructional Aide II- Special Education^*	12/10/2025	6/10/2026
Instructional Aide II - Special Education (Female)^*	12/10/2025	6/10/2026
Instructional Aide II - Special Education (Male)^*	12/10/2025	6/10/2026
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
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
Pool Maintenance Worker*	12/19/2025	12/19/2026
School Office Manager I	9/17/2025	9/17/2026
Senior Human Resources Assistant*	1/21/2026	1/21/2027
Site Supervision Aide^	2/25/2025	2/25/2026

\* = Pending Commission Ratification

^ = Six (6) month eligibility list

**Reference Item:**

**3**

## PERSONNEL COMMISSION TEST PLAN

**Reference Item:**

**4**

# PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT

February 2026

## 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:
De Anda	Ruben S.	Athletic P.E. Technician	Maintenance Worker	Facilities	10/1/25	2/20/26
Verite	Thomas	Office Assistant	Senior Office Assistant	Facilities	1/5/26	5/14/26

## 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
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
Raygoza Arellano	David	Accounting Technician	Accounting Supervisor	Finance	11/17/25	6/30/26
Paz	Melanie	Office Assistant	ASB Secretary	Wilson HS	12/1/25	5/29/26
Duarte	Joel	Director of Purchasing & Warehouse	Executive Director of Facilities	Facilities	12/15/25	6/30/26
James	Raymond	Director of Transportation	Executive Director of Facilities	Facilities	12/15/25	6/30/26
Niesta	Bernice	Office Assistant	Secretary II	Student & Family Services	1/5/26	5/21/26
Rodriguez	Brittney	Nutrition Services Supervisor	Director of Nutrition Services	Nutrition Services	1/5/26	6/30/26
Ruiz	Jennifer	Nutrition Services Supervisor	Director of Nutrition Services	Nutrition Services	1/5/26	6/30/26
Figueroa	Natalie	Human Resources Assistant	Human Resources Office Manager	Human Resources	1/21/26	4/21/26
Serrano	Lisa	Human Resources Assistant	Human Resources Office Manager	Human Resources	1/21/26	4/21/26

**Reference Item:**

**5**

## CLASSIFICATION SPECIFICATION REVISION

### Senior Financial Analyst

Report Date: February 3, 2026

I. SUBJECT: Classification Specification Revision – Senior Financial Analyst

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.
- Collected input from management.

IV. DISCUSSION:

Changes to the classification descriptions include the following:

1. Revisions to duties section.
2. Removal of “Distinguishing Characteristics Among Related Classes” section no longer in use to reflect current departmental standards.
3. Revision of “Minimum Qualifications” section.
4. Revision of “Physical Demands” section.

Recent legislation, known as SB 1100, states that if an employer includes 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 Senior Financial Analyst and determined that a driver’s license is not required, as it does not satisfy the two requirements outlined above. Accordingly, the revisions made in the duties section of this classification clarifies one of the listed duties and reflects that a driver’s license is not required.

The “Distinguishing Characteristics Among Related Classes” section was removed because it is no longer in use and to align with current departmental standards.

Since it was determined that a driver’s license is not required, the minimum qualifications section was revised to remove all references to a driver’s license. Similarly, the physical demands section was revised to remove any language related to driving a vehicle.

These changes are not sufficient to alter the salary allocation.

V. RECOMMENDATION:

Personnel Commission staff recommends that the Personnel Commission approve revisions to the Senior Financial Analyst classification specification.

## SENIOR FINANCIAL ANALYST

### DEFINITION

Under the general direction of the Director of Fiscal Services, analyzes and interprets budgetary and fiscal policies, procedures, and records to provide service and assistance to District staff in the management of school finance cost and budget analysis, account and program receivable tracking, and internal fiscal control; plans, directs, and participates in a broad internal auditing program and specific audits of the District's financial and operational functions to assure adherence to established policies and procedures and to offer constructive analysis and appraisal of the District's financial and operational policies, procedures, and systems of internal control.

### 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.*

- Coordinates and assists in projecting, administering, reporting and auditing the districts budgets.
- Conducts internal audits of District funds and accounts to determine if record keeping process is in compliance with federal, state, county, and District program procedures and regulations, and makes recommendations to improve such processes.
- Examines transactions and activities such as cash collections/deposits, payroll, and accounts payable.
- Plans and conducts the investigation of district procedures and internal controls to safeguard assets such as equipment and buildings and to comply with legal financial reporting requirements.
- Develops and/or modifies accounting standards and manuals for general accounting and student body funds accounting.
- Writes and edits audit reports to present findings, appraisals, conclusions, and recommendations.
- Audits student body funds at schools to determine that appropriate accounting procedures on collections and disbursements are followed.
- Keeps up-to-date on District accounting and financial policies and procedures and incorporates relevant additions/changes into the audit procedures and programs.
- Works with auditors facilitating review of District records and develops methods to implement suggestions arising from such audits.
- Completes audit fieldwork efficiently, effectively and in a professional manner and presents findings which are clearly stated, valid and supported by well documented and adequately referenced materials.
- Prepares budget projections and budget development.
- Reviews a variety of budget and fiscal documents to determine the status of the organization's financial position.
- Designs, develops, and maintains forms, charts, graphics, and status boards that depict the processes and status of an organization's budget, staffing, and programs.
- Coordinates the accounting function for Fiscal Services including fixed asset accounting system, payroll, student accounts, attendance and general accounting.
- Coordinates the preparation of budget, financial reports, and documents.
- Presents reports regarding budgets, as well as current and anticipated financial conditions to senior management or Board of Education.
- Reviews and appraises the soundness, adequacy, and application of financial and operational controls.
- Reviews excessive cost expenditures, operating inefficiencies and fraud.
- Determines if District assets are properly utilized, accounted for and safeguarded.
- Makes independent judgments regarding budget processes according to established procedures and guidelines.
- Recommends policies and procedures for budgeting and cost control.
- Assists in the development of financial procedures for new programs which requires analyzing laws and program requirements.
- Researches and investigates questions/issues as requested by District related to fiscal services and provides problem solving direction and solutions.
- Develops plans to maximize funding and use of funds by researching and implementing solutions for a more effective performance in terms of dollars and time.
- Plans, organizes, directs, trains and evaluates the performance of assigned supervisors and staff.
- Monitors performance and provides coaching for performance improvement and development.
- Monitors and maintains financial system security.

- Assists with the preparation and analysis of reports for negotiation team.
- Assumes responsibility for the Fiscal Services department in the absence of the Director of Fiscal Services.
- ~~Drives a vehicle to various District sites to conduct work.~~

## OTHER RELATED DUTIES

- Serve on the negotiation team for collective bargaining as needed.
- Performs other related duties as directed.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

~~A Budget Supervisor performs complex technical activities involved in observing the processes related to the development and control of the District budget; assists schools and District staff in monitoring transactions related to categorical projects, programs, and the general fund; and supervises and evaluates the performance of assigned staff.~~

~~A Financial Analyst performs specialized professional-level activities in the development, analysis, preparation and administration of District fiscal resources in areas such as position control, internal audits, budget, accounting, payroll, facilities and special projects administration. Individuals in this classification will train, supervise and evaluate the performance of assigned staff and may provide work guidance to assigned supervisors.~~

~~A Senior Financial Analyst supervises and coordinates the operational and administrative activities related to District fiscal management in areas such as the analysis, auditing and maintenance of financial data and budgets. Individuals in this classification will need to exercise independent technical judgement when preparing highly complex and difficult accounting, budget reports, statements and claims. Individuals in this classification will also train, supervise and evaluate the performance of the assigned supervisors and staff, and provide work guidance to the Financial Analyst.~~

## MINIMUM QUALIFICATIONS

### Education:

A Bachelor's degree from an accredited college or university with a major in accounting, financial, business administration, public administration, auditing, economics or closely related field.

### Experience:

Five years of experience involving financial analysis, such as analysis of District, program or school-level budgets, cash flows, or income and appropriation statements, including three years of supervisory experience in a financial environment. Experience in a school district is desirable.

### 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.~~

## EMPLOYMENT STANDARDS

### Knowledge of:

- Financial system and management information systems.
- Fixed asset accounting system.
- Principles, procedures and methods related to public school budget, accounting, payroll, fiscal, and financial analysis, and research.
- Applicable laws and regulations governing public fiscal and financial systems.
- Financial reporting preparation and presentation techniques.
- Advanced audit and fiscal control procedures and practices.
- Internal control and audit principles and techniques.
- Statistical analysis and projection methods and techniques.
- Complex financial, statistical and comparative analysis techniques.
- Advanced financial record-keeping methods.

- Supervisory principles and practices.
- Personal computer and related software including advanced Microsoft Word and Excel.

Ability to:

- Plan, organize and coordinate a complex budget management program and procedures to meet mandated regulations and requirement of law, quality standards and rigid deadlines.
- Become an expert user of the District's financial system, including financials, budget and reporting.
- Interpret, apply and explain laws, rules and regulations of the District budget accounting, and fiscal procedures and policies.
- Analyze and interpret data by using appropriate statistical analysis techniques to draw conclusions and meaning.
- Communicate effectively both orally and in writing with others at various levels of understanding.
- Perform difficult and complex fiscal functions with minimal supervision.
- Review the details of work content, work steps and final work products to ensure completeness and accuracy.
- Display honesty, adherence to principles, and personal accountability.
- Delegate and plan work for others.
- Meet the needs and expectations of internal and external customers.
- Lead, develop, supervise, train and evaluate assigned personnel.
- Lead and work effectively in a team-oriented environment.
- Perform complex arithmetical calculations with accuracy.
- Collect assimilate and evaluate data to prepare sound recommendations.
- Prepare and write clear and conclusive audit reports and statistical and financial data.
- Prepare and present clear and comprehensive oral and written reports.
- Analyze, evaluate and resolve problems and issues with tact and proficiency.
- Work under pressure of constant deadlines with changing priorities.
- Understand and carry out oral and written instruction.
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Operate a computer and appropriate software applications.
- Learn District and County computer applications.
- Identify information by locating appropriate sources and incisively search for the best quality information.
- Manage interpersonally strained situations calmly and diplomatically, while diffusing tension.
- Identify opportunities for improvement and come up with resourceful approaches to problems.
- Demonstrate leadership by creating a positive work environment in which all staff is motivated to do their best, and have the means and skills to accomplish their tasks.

#### **PHYSICAL DEMANDS**

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

#### **WORK ENVIRONMENT**

Employees in this classification work inside, with exposure to contagious illnesses, in direct contact with the public and other District staff, in the absence of direct supervision, with a high volume of work and tight deadlines, continuous interruptions, and changing priorities.

#### **REASONABLE ACCOMMODATIONS**

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

## SENIOR FINANCIAL ANALYST

### DEFINITION

Under the general direction of the Director of Fiscal Services, analyzes and interprets budgetary and fiscal policies, procedures, and records to provide service and assistance to District staff in the management of school finance cost and budget analysis, account and program receivable tracking, and internal fiscal control; plans, directs, and participates in a broad internal auditing program and specific audits of the District's financial and operational functions to assure adherence to established policies and procedures and to offer constructive analysis and appraisal of the District's financial and operational policies, procedures, and systems of internal control.

### 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.*

- Coordinates and assists in projecting, administering, reporting and auditing the districts budgets.
- Conducts internal audits of District funds and accounts to determine if record keeping process is in compliance with federal, state, county, and District program procedures and regulations, and makes recommendations to improve such processes.
- Examines transactions and activities such as cash collections/deposits, payroll, and accounts payable.
- Plans and conducts the investigation of district procedures and internal controls to safeguard assets such as equipment and buildings and to comply with legal financial reporting requirements.
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- Assists with the preparation and analysis of reports for negotiation team.
- Assumes responsibility for the Fiscal Services department in the absence of the Director of Fiscal Services.

## **OTHER RELATED DUTIES**

- Serve on the negotiation team for collective bargaining as needed.
- Performs other related duties as directed.

## **MINIMUM QUALIFICATIONS**

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Revised: 02/03/2026

Salary Range: 49-C

**Reference Item:**

**6**

## RULE REVIEW AND PROPOSED RULE CHANGE

### 6.1.13 NOTIFICATION TO ELIGIBLE OF REMOVAL FROM LIST

#### SECOND READING

Report Date: February 3, 2026

I. Recommendation

The Personnel Director recommends that the Personnel Commission consider for second reading and vote, 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 45125  
Penal Code 11077