

*PERSONNEL COMMISSION*  
HACIENDA LA PUENTE  
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda  
March 3, 2026

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

**AGENDA**  
REGULAR MEETING  
**March 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>February 3, 2026</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): Bus Driver, List #1302/0822 Child Development Technician, List #0206/0126 Custodian I, List #0806/1225 Custodian II, List #0808/1225 Human Resources Assistant, List #0910/1125 Maintenance Worker, List #0624/1125	Sep. Doc. A.	Moved by _____ Seconded _____ Vote _____
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11: Assessment Technician, List #0251/0225 Eligible(s) #44876956 Child Development Technician, List #0206/0126 Eligible(s) #40119972 Instructional Aide I – Special Education, List #0260/1025 Merged Eligible(s) #59245642, #62858535 Office Assistant, List #0344/0524 Merged Eligible(s) #58433280	Sep. Doc. B.	Moved by _____ Seconded _____ Vote _____

**III. CLASSIFICATION AND SALARY**

	<u>REFERENCE</u>	<u>ACTION</u>
1. Approve revised class description of <u>Executive Assistant</u> to comply with Education Code 45109.	5.	Moved by _____ Seconded _____ Vote _____

**IV. RULES AND REGULATIONS**

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

**V. CHARGES AND HEARINGS**

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

**VI. OTHER**

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

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, April 14, 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

**February 3, 2026**

**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**

APPROVED AGENDA AS SUBMITTED

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

Moved by Ms. Elke Tapia, Member, and seconded by Ms. Sandra Hernández, Vice Chair, to approve the agenda as submitted.

APPROVED MINUTES AS SUBMITTED

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

Moved by Ms. Hernández and seconded by Ms. Tapia to approve the minutes of the regular meeting of December 2, 2025.

DIRECTOR'S REPORT

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

144. Ms. Jennifer Chen, Personnel Analyst, provided an update on the recent success of the Instructional Aide, Special Education recruitment event:

- Personnel Commission staff partnered with Human Resources and the Special Education Department for a recruitment event on December 9th 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.

Mr. Cobos clarified that he calls on Ms. Chen for the report on recruitment events as she directs them. He then shared the following updates:

- The next New Employee Orientation event will be on February 25, moved from 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.
- The Classified Employee Service Awards will take place on April 22 at the Adult Education Willow Conference Center, where employees will be recognized for their years of service to the District. This will include one employee who has completed an impressive 45 years of service.

COMMUNICATIONS

145. Ms. Karen Worman, CSEA Vice President, shared their concerns regarding probationary employee evaluations. She noted that the union has spoken to Mr. Cobos in order to have the issues brought to the Commissioners, and in one instance, a probationary employee received no evaluation at all. She commented that this member would be reinstated by the District.

146. Mr. Joseph Zepeda, Human Resources Director, wished everyone a Happy New Year, and mentioned that the District is excited to continue their negotiations with both CSEA and SEIU. He noted that there will again be opportunities to work over the summer for Classified staff.

Mr. Zepeda spoke about the Instructional Aide, Special Education positions and the collaborative work between Human Resources and the Personnel Commission to manage turnover and fill vacancies, sharing that exit interview statements would be reviewed closely to improve future employee retention. He also noted that he and Mr. Cobos recently attended the East San Gabriel Valley Personnel Administrators Association.

**II. SELECTION PROCESS**

RECEIVED TEST PLAN

147. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

149. 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 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

RATIFIED REMOVAL OF ELIGIBLES

150. 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 removal of the following eligible(s) in accordance with the 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

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

151. No Action Required.

Child Development Technician, List #0206/0625  
Eligible(s) #64032943

RECEIVED LATERAL TRANSFER CANDIDATE(S)  
SECRETARY II TO HUMAN RESOURCES OFFICE  
MANAGER  
SECRETARY II TO PERSONNEL ASSISTANT

152. No Action Required.

**III. CLASSIFICATION AND SALARY**

APPROVED REVISED CLASS DESCRIPTION

153. 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 Senior Financial Analyst to comply with Education Code 45109.

**IV. RULES AND REGULATIONS**

SECOND READING AND APPROVAL OF  
PERSONNEL COMMISSION RULE 6.1.13 –  
NOTIFICATION TO ELIGIBLE OF REMOVAL  
FROM LIST

154. 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 6.1.13 – Notification to Eligible of Removal from List.

**V. CHARGES AND HEARINGS**

155. None.

**VI. OTHER**

156. None.

COMMISSIONERS' COMMENTS

157. Ms. Tapia wished everyone a wonderful February and a Happy New Year.

158. Ms. Hernández welcomed everyone back and wished them a Happy New Year. She extended her welcome to Mr. Roach, the new Superintendent. She expressed her excitement about upcoming events for the second half of the school year.

Ms. Hernández thanked Ms. Chen and Personnel Commission staff for the work they have contributed to the recruitment events. She expressed to Mr. Zepeda that she is interested in the results of the study of employee exit interviews.

159. Mr. Tse welcomed everyone back for the second half of the school year. He shared the hope that 2026 is a good year for everyone in the District, stating the importance of supporting others.

CLOSED SESSION

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

Adjourned to closed session: 4:50 p.m.  
Reconvened to regular meeting: 5:42 p.m.

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

NEXT REGULAR MEETING

160. The next regular meeting is scheduled for  
**Tuesday, March 3, 2026 at 4:30 p.m.**  
Meeting adjourned at 5:42 p.m.

Submitted by

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Israel Cobos  
Personnel Director

Approved \_\_\_\_\_

Date

By \_\_\_\_\_

Chair

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

**Reference Item:**

**2**

## Director's Report: March 3, 2026

### Completed Recruitments with Date List Established

- Bus Driver (Open and Promotional) – 2/19
- Child Development Technician (Open and Promotional) – 2/12
- Custodian I (Open and Promotional) – 2/24
- Custodian II (Open and Promotional) – 2/24
- Human Resources Assistant (Open and Promotional) – 2/6
- Maintenance Worker (Promotional Only) – 2/11

### Current Recruitments with Last Day to Apply

- Accounting Supervisor (Open and Promotional with Promotional Taking Precedence) – 1/12
- Bus Driver (Open and Promotional) – Continuous
- Cafeteria Worker II (Open and Promotional w/Promotional Taking Precedence) – 3/13
- Executive Director of Facilities (Open and Promotional) – 2/13
- Human Resources Office Manager (Open & Promotional w/Promotional Taking Precedence)-2/27
- Instructional Aide I, Special Education (Open and Promotional) – 3/10
- Instructional Aide II, Special Education (Open and Promotional) – 3/10
- Instructional Aide II, Special Education-Female (Open and Promotional) – 3/10
- Instructional Aide II, Special Education-Male (Open and Promotional) – 3/10
- Rehabilitation Program Assistant (Open and Promotional) – 2/2
- Secretary II (Promotional Only) – 3/5

### Upcoming Recruitments

- Bus Attendant
- Grounds Worker II
- Associate Superintendent of Business Services

### Training/Other

- Personnel Commission staff partnered with Human Resources and the Child Development Department for a recruitment event on December 9<sup>th</sup> for Child Development Technicians.
- The next Instructional Aide, Special Education recruitment event will be on March 23 & 24.
- The Personnel Commission partnered with the District and the bargaining units to host a New Employee Orientation on February 25.
- Personnel Commission staff participated in the PC Director's Roundtable Meeting on February 20.
- Personnel Commission staff participated in the Rio Hondo College Spring Job Fair on March 3.
- This year's Employee Service Awards are scheduled for Wednesday, April 22 at HLP Adult School, Willow Conference Center. The event will begin at 5 pm and will honor classified employees with 10, 15, 20, 25, 30, 35 and 45 years of service. Everyone is invited to attend this celebration!

### Active Eligibility List Report

See next page

## Active Eligibility Lists with Expiration Dates

2/28/2026

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*	2/19/2026	2/19/2027
Cafeteria Manager I	4/8/2025	4/8/2026
Child Development Technician*	2/12/2026	8/12/2026
Custodian I*	2/24/2026	8/24/2026
Custodian II*	2/24/2026	8/24/2026
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
GED Examiner	6/25/2025	6/25/2026
Health Care Assistant	12/15/2025	12/15/2026
Human Resources Assistant*	2/6/2026	2/6/2027
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
Maintenance Worker*	2/11/2026	2/11/2027
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

\* = Pending Commission Ratification

^ = Six (6) month eligibility list

**Reference Item:**

**3**

**PERSONNEL COMMISSION TEST PLAN**

	<i>Req to test received</i>	<i>Posted</i>	<i>Closed</i>	<i>Days Posted</i>	<i>Field of Competition</i>	<i>Written Test/T &amp; E</i>	<i>Perf. Test</i>	<i>S.I.</i>	<i>List Established</i>	<i>Bus. Days From Closing</i>	<i>Bus. Days from Posting</i>	<i>Assistant</i>	<i>Recruiter</i>	<i>Analyst</i>	<i>Status</i>
Accounting Supervisor	11/3/25	12/11	01/12	15	OPP	1/27	2/12	2/12					MM	JC	Active
Bus Driver	n/a	08/19	Continuous		O&P	n/a	n/a	TBD					MM	JC	Active
Cafeteria Worker II	4/23/25	02/20	03/13	15	OPP	n/a	n/a	TBD					MM	AG	Active
Executive Director of Facilities	n/a	01/22	02/13	15	O&P	n/a	3/2	3/16					SL	JC	Active
Human Resources Office Manager	1/15/26	02/04	02/27	15	OPP	n/a	3/12	TBD					SL	JC	Active
Instructional Aide I - Special Ed (Recruitment Event) (1)	Calendared	02/17	03/10	15	O&P	3/17	n/a	3/23 & 3/24					MM	JC	Active
Instructional Aide II - Special Ed (Female/Male) (Recruitment Event) (1)	Calendared	02/17	03/10	15	O&P	3/17	n/a	3/23 & 3/24					MM	JC	Active
Rehabilitation Program Assistant	9/10/24	01/09	02/02	15	O&P	n/a	n/a	2/17 & 2/18					SL	JC	Active
Secretary II	11/30/25	02/11	03/05	15	P	n/a	TBD	TBD					AG	JC	Active

(1) - Merged

2/26/2026

**Reference Item:**

**4**

**PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT**

**March 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:
Verite	Thomas	Office Assistant	Senior Office Assistant	Facilities	1/5/26	5/14/26
Figueroa	Natalie	Human Resources Assistant	Human Resources Office Manager	Human Resources	1/20/26	3/5/26
Serrano	Lisa	Human Resources Assistant	Human Resources Office Manager	Human Resources	3/6/26	4/21/26

**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
Esquivel	Steffenie	Budget Supervisor	Senior Financial Analyst	Accounting	1/12/26	6/30/26

**PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT**  
**March 2026**

<b>Last</b>	<b>First</b>	<b>Current Classification</b>	<b>WOC as:</b>	<b>Location:</b>	<b>Start Date:</b>	<b>End Date:</b>
Cerda	Sasha	Cafeteria Worker II	Cafeteria Manager I	Mesa Robles	2/2/26	5/21/26
Raso	Yvonne	Cafeteria Worker I	Cafeteria Worker II	Workman HS	2/2/26	5/21/26
Rocha	Arlene	Cafeteria Worker II	Cafeteria Manager I	Sunset ES	2/2/26	5/21/26
Villegas	Zancy	Cafeteria Worker I	Cafeteria Worker II	Fairgrove Academy	2/2/26	5/21/26

**Reference Item:**

**5**

## CLASSIFICATION SPECIFICATION REVISION

### Executive Assistant

Report Date: March 3, 2026

I. SUBJECT: Classification Specification Revision – Executive Assistant (Confidential/Not Represented)

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 the Superintendent.

IV. DISCUSSION:

Changes to the classification description includes 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. Addition of “Reasonable Accommodations” section.
5. Formatting changes throughout.

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 Executive Assistant position and determined that a driver’s license is not required, as it does not satisfy the two requirements outlined above.

The revisions made in the duties section of this classification clarifies one of the listed duties. The incumbent does not perform this duty for other administrators.

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.

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

Formatting changes were made throughout to reflect current departmental standards.

These changes are not sufficient to alter the salary allocation.

V. RECOMMENDATION:

Personnel Commission staff recommends that the Personnel Commission approve revisions to the Executive Assistant classification specification.

## EXECUTIVE ASSISTANT

### DEFINITION

Under the direction of the Superintendent, performs highly complex and confidential administrative functions on behalf of the Superintendent and Board of Education.

### ESSENTIAL DUTIES

**The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.**

- Plans, organizes, and prioritizes the activities and functions of the Superintendent's office.
- Receives and responds to phone calls, public inquiries, emails, voice mails, complaints and information from Board members, attorneys, parents, students and associations.
- Prepares, develops, and maintains Superintendent's and Board members' calendars, confidential files, official records, correspondence, and reports.
- Analyzes and develops office procedures for effective and efficient office operations.
- Schedules and attends Board of Education meetings and develops, prepares, and supervises the preparation of agenda materials and official minutes.
- Makes arrangements for conferences, speaking engagements, administrative meetings and travel plans for the Superintendent and Board Members.
- Prepares, maintains, and oversees confidentiality of sensitive issues such as materials and assignments related to personnel, students, negotiations, and district policies.
- Composes difficult correspondence and communicates orally with state, federal, school district administrators and elected officials.
- Ensures that Board meetings comply with Brown Act regulations.
- Oversees compliance with Conflict of Interest Code filings for Board of Education **and**, Superintendent **and other administrators**.
- Works with other administrative units to ensure compliance with timelines.
- Researches, compiles, and types various information on legal, legislative or technical subjects as requested by the Superintendent and responds to questions from offices and school sites.
- Maintains, interprets, and provides information to others concerning office functions, Board policies, District administrative directives, handbooks and procedures.
- Maintains communication with administrators and principals to keep their offices fully informed on all Board of Education or Superintendent requests, actions, and policies for the purpose of ensuring proper follow-up.
- Assists in budget planning and control for the Superintendent's office.
- Supervises and evaluates the performance of assigned staff.
- Performs other related duties as directed.

### ~~DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES~~

~~An Executive Assistant reports to the Superintendent and receives limited direction on all but the most sensitive, complex and controversial assignments; regularly has contact with Board members, management, community groups, elected officials, District's legal counsel and press representatives. Consequence of error is exceptionally high (e.g. releasing confidential data to the wrong party, having Board actions declared illegal for failure to properly post agendas or list agenda items, or failing to properly retain legal documents).~~

~~An Administrative Assistant performs complex and highly specialized secretarial duties to relieve executive staff of clerical and administrative details to accomplish District goals.~~

## MINIMUM QUALIFICATIONS

### Education:

Graduation from high school, or equivalent. College-level coursework is desirable.

### Experience:

Five years of clerical experience, including two years of experience working in a secretary level position or higher for a high school principal, director, or executive level administrator.

### Special:

~~Possession of a valid California Class C Driver license.  
Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement and the ability to maintain insurability.~~

## EMPLOYMENT STANDARDS

### Knowledge of:

- Office practices and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, proofreading, and office equipment.
- Rules, regulations, laws, and policies governing the District.
- District organization, operations, policies and objectives.
- Basic research methods.
- Business correspondence, minutes, record keeping and report preparation and composition.

### Ability to:

- Compose difficult correspondence and other written materials independently using correct vocabulary, grammar, sentence structure, spelling, and punctuation when constructing written correspondence, reports, or other documentation.
- Provide excellent customer service by showing interest and understanding of the needs, expectations, and circumstances of internal and external customers.
- Exercise tact and judgment in meeting and dealing with sensitive, complex and confidential issues.
- Work independently with little direction, maintaining confidentiality and using discretion.
- Establish and maintain cooperative and effective working relationships with employees, administration, and community representatives.
- Speak clearly and communicate effectively on a one-to-one basis for the purpose of obtaining information.
- Deal with interpersonally and/or politically challenging situations calmly and diplomatically, diffusing tension when needed.
- Stay informed and share information with those who need it in a timely manner.
- Work under the stress of conflicting goals and timelines.
- Understand the inner workings and interrelationships of the organization, and how to get things done through formal channels and informal networks.
- Organize office activities to relieve the Superintendent of routine administrative details.
- Perform complex secretarial duties involving independent judgment and a thorough knowledge of District policies, rules and regulations, and selected sections of the Education Code.
- Prioritize tasks with respect to importance and deadlines.
- Adjust and adapt well to changes in assignments and priorities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Keyboard at a net corrected speed of 50 words per minute.
- Analyze situations accurately and adopt an effective course of action.
- Develop others by showing insight into causes of poor performance and how performance can be improved.
- Operate a computer using a variety of software, such as spreadsheets, word processors, project scheduling tools, databases, etc.

## PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, occasionally lift and carry up to 25 lbs., maintain balance, stoop/bend, kneel, use fingers-repetitively, repetitively twist or apply pressure using wrists or hands, use both hands and legs simultaneously, have rapid mental coordination, speak clearly, hear normal conversation, use depth perception, see small details, use a computer and telephone.

## WORK ENVIRONMENT

Employees in this classification work inside exclusively, exposed to temperature changes, inadequate lighting, working over 40 hours a week, in direct contact with public, District staff and students, without guidance from a supervisor, in difficult interpersonal situations, with a high volume of work and tight deadlines, continuously changing priorities, and interruptions.

## REASONABLE ACCOMMODATIONS

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

Revised: ~~5/3/11~~3/3/26

Salary Range: 43-C

## EXECUTIVE ASSISTANT

### DEFINITION

Under the direction of the Superintendent, performs highly complex and confidential administrative functions on behalf of the Superintendent and Board of Education.

### ESSENTIAL DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plans, organizes, and prioritizes the activities and functions of the Superintendent's office.
- Receives and responds to phone calls, public inquiries, emails, voice mails, complaints and information from Board members, attorneys, parents, students and associations.
- Prepares, develops, and maintains Superintendent's and Board members' calendars, confidential files, official records, correspondence, and reports.
- Analyzes and develops office procedures for effective and efficient office operations.
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- Ensures that Board meetings comply with Brown Act regulations.
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- Maintains, interprets, and provides information to others concerning office functions, Board policies, District administrative directives, handbooks and procedures.
- Maintains communication with administrators and principals to keep their offices fully informed on all Board of Education or Superintendent requests, actions, and policies for the purpose of ensuring proper follow-up.
- Assists in budget planning and control for the Superintendent's office.
- Supervises and evaluates the performance of assigned staff.
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