

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda
April 14, 2026

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

AGENDA
REGULAR MEETING
April 14, 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>March 3, 2026</u> .	1.	Moved by _____ Seconded _____ Vote _____

- | | | |
|---|-------------|----------------------|
| 3. Preliminary discussion of the Personnel Commission budget for the 2026-2027 fiscal year (Personnel Commission proposed draft only). | Sep. Doc. A | Discussion Item Only |
| 4. Director's Report | 2. | No Action Required |
| 5. Communications
<i>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.</i> | | |
| 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 Report</u> | 4. | No Action Required |
| 3. Approve ratification of the following Eligibility list(s):
Accounting Supervisor, List #0114/1225
Bus Driver, List #1302/0822 Merged
Cafeteria Worker II, List #0508/0226
Instructional Aide I – Special Education, List #0260/0226
Instructional Aide II – Special Education, List #0262/0226 Merged
Instructional Aide II – Special Education (Female), List #0265/0226 Merged
Instructional Aide II – Special Education (Male), List #0264/0226
Rehabilitation Program Assistant, List #0248/0126 | Sep. Doc. B. | Moved by _____
Seconded _____
Vote _____ |
| 4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11:
Bus Driver, List #1302/0822 Merged
Eligible(s) #61670952, #7753869

Instructional Aide - Classroom, List #0211/0625
Eligible(s) #63070968, #60542173

Instructional Aide II – Special Education, List #0262/0925 Merged
Eligible(s) #44586590

Rehabilitation Program Assistant, List #0248/0126
Eligible(s) #7075137, #33769408, #65821219 | Sep. Doc. C. | Moved by _____
Seconded _____
Vote _____ |

III. CLASSIFICATION AND SALARY

- | | <u>REFERENCE</u> | <u>ACTION</u> |
|---|------------------|--|
| 1. Approve revised class description of <u>COORDINATOR OF COMMUNICATIONS AND COMMUNITY AFFAIRS</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

1. None

REFERENCE

ACTION

VI. OTHER

1. Presentation: Recruitment Process Timeline

REFERENCE

ACTION

6.

No Action Required

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 Performance Evaluation

Title: Personnel Director

Adjourned to Closed Session _____ p.m.

Reconvened to regular meeting _____ p.m.

NEXT REGULAR MEETING

Date: **Tuesday, May 5, 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

March 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

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

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

APPROVED MINUTES AS SUBMITTED

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

Moved by Ms. Tapia and seconded by Ms. Hernández to approve the minutes of the regular meeting of February 3, 2026.

DIRECTOR'S REPORT

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

164. Ms. Jennifer Chen, Personnel Analyst, provided an update on the recent success of the recruitment event:

- Personnel Commission staff partnered with Human Resources and the Child Development Department for a recruitment event on December 9 for Child Development Technicians.
- The next Instructional Aide, Special Education recruitment event will be on March 23 & 24.
- Mr. Cobos commented that the low number of eligibles on the Child Development Technician list is not unusual for a December event, emphasizing that recruitment events will continue to be held for both Child Development and Special Education roles.

Mr. Cobos shared the following updates:

- The Personnel Commission partnered with the District and the bargaining units to host a New Employee Orientation on February 25. There will be one more orientation before the end of the school year.
- 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. Mr. Cobos spoke about the Hacienda La Puente USD alumni that were eager to come back to the District as employees
- This year's Employee Service Awards are scheduled for Wednesday, April 22 at HLP Adult School, Willow Conference Center. The event will begin at 5:00 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!

COMMUNICATIONS

165. Ms. Margaret Caldera, CSEA President, spoke about the probationary performance review requirements, noting that the due dates for these reviews should be included on the employee action sheet. She mentioned that some probationary employees are not receiving their evaluations when due as per the Personnel Commission rules (9.3.1 – 9.3.3) and the collective bargaining agreement. She asks that the Commissioners assist with ensuring compliance with the related rules.

Ms. Caldera commented on the limited rights of probationary employees who have been released from their assignment and requested additional grounds for them to appeal.

Ms. Caldera requested that future Classified New Employee Orientations are scheduled for earlier in the day.

Ms. Hernández asked clarifying questions regarding adding evaluation dates to employee action sheets. Ms. Caldera confirmed that she would like to see the actual dates included.

Ms. Hernández asked clarifying questions regarding employees receiving their probationary performance evaluations at the correct intervals. Ms. Caldera explained that some probationary employees are not receiving one or both of the required evaluations.

166. Mr. Joseph Zepeda, Human Resources Director, greeted everyone and shared his excitement that the District has settled their new successor agreement with CSEA.

Mr. Zepeda noted that leadership is committed to effective communication and mentioned a recent budget presentation for SEIU. He noted that negotiations with SEIU for 2025-2026 continue.

Mr. Zepeda shared that this is the second year that every elementary school has had a summer program. Notices have been sent to Office Assistants and Site Supervision Aides about summer work opportunities.

Mr. Zepeda stated that he attended a meeting at REEP with HLPTA and SEIU to discuss medical benefits. He said that the insurance committee will be meeting tomorrow to discuss benefits for the upcoming year.

On behalf of Mr. Raymond James, Director of Transportation, working out of class with Mr. Joel Duarte, Director of Purchasing, to cover the duties of the Executive Director of Facilities, Mr. Zepeda thanked the Personnel Commission for running the many recruitments needed to staff Maintenance and Operations.

Mr. Zepeda thanked Superintendent, Mr. John Roach and the other participating administrators for attending the Classified New Employee orientation.

Mr. Zepeda shared that Human Resources and Personnel Commission attended a successful job fair at Rio Hondo College earlier in the day.

167. Ms. Adriana Quiñones, Board of Education Vice President, greeted everyone and welcomed Ms. Tapia to the Personnel Commission.

Ms. Quiñones proposed that a Personnel Commission representative regularly present updates at Board meetings, and that a representative from the Board of Education regularly present updates at the Personnel Commission meetings. She explained that a member of the community expressed concern about the amount of time it takes to be hired, and she hopes collaboration can help identify and solve issues such as this. She is excited about the possibilities with the new Superintendent's vision.

II. SELECTION PROCESS

RECEIVED TEST PLAN

168. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

170. 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

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

RATIFIED REMOVAL OF ELIGIBLES

171. 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:

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

III. CLASSIFICATION AND SALARY

APPROVED REVISED CLASS DESCRIPTION

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

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

At Ms. Hernández's request, Mr. Cobos provided an overview and background for the class description revisions.

IV. RULES AND REGULATIONS

173. None.

V. CHARGES AND HEARINGS

174. None.

VI. OTHER

175. None.

COMMISSIONERS' COMMENTS

176. Ms. Hernández thanked everyone for attending, especially Board Vice President Ms. Quiñones. She expressed her excitement for the idea of a Personnel Commission report at the Board of Education meetings. She also requested that the Personnel Commission give a presentation of the recruitment process at an upcoming Personnel Commission meeting, or at a Board meeting.

Ms. Hernández thanked Mr. Zepeda and Mr. Cobos for attending the job fair at Rio Hondo College.

Ms. Hernández stated that she would carefully consider the information shared in the meeting regarding probationary employee performance evaluations.

177. Ms. Tapia thanked everyone for attending, and thanked Board Vice President Ms. Quiñones for her welcome and good wishes. She wished everyone a nice spring break.

Ms. Tapia said that she would also carefully consider the information shared in the meeting regarding probationary employee performance evaluations. She expressed her support for the idea of a Personnel Commission report at the Board of Education meetings as well.

178. Mr. Tse welcomed Board Vice President Ms. Quiñones and thanked her for attending. He shared that he too is excited about Superintendent, Mr. Roach and the new direction for the District.

Mr. Tse noted how quickly the school year is passing and spoke of how many people it takes to make quality education happen for the students. He thanked all employees for their hard work.

Mr. Tse assured Ms. Caldera that her concerns regarding probationary employee performance evaluations were heard and will be looked into.

CLOSED SESSION

Adjourned to closed session.

Government Code 54957:

Public Employee Discipline, Dismissal, Release

Adjourned to closed session: 5:00 p.m.

Reconvened to regular meeting: 5:38 p.m.

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

NEXT REGULAR MEETING

179. The next regular meeting is scheduled for
Tuesday, April 14, 2026 at 4:30 p.m.
Meeting adjourned at 5:38 p.m.

Submitted by

Israel Cobos
Personnel Director

Approved

Date

By

Chair

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

Reference Item:

2

Director's Report: April 14, 2026

Completed Recruitments with Date List Established

- Accounting Supervisor (Open and Promotional with Promotional Taking Precedence) – 2/26
- Bus Driver (Open and Promotional) – 3/13
- Cafeteria Worker II (Open and Promotional w/Promotional Taking Precedence) – 4/7
- Instructional Aide I, Special Education (Open and Promotional) – 4/1
- Instructional Aide II, Special Education (Open and Promotional) – 4/1
- Instructional Aide II, Special Education-Female (Open and Promotional) – 4/1
- Instructional Aide II, Special Education-Male (Open and Promotional) – 4/1
- Rehabilitation Program Assistant (Open and Promotional) – 3/3

Current Recruitments with Last Day to Apply

- Associate Superintendent of Business Services (Open and Promotional) – 4/13
- Bus Driver (Open and Promotional) – Continuous
- Cafeteria Worker I (Open and Promotional) – 4/29
- Executive Director of Facilities (Open and Promotional) – 2/13
- Grounds Worker II (Open and Promotional with Promotional Taking Precedence) – 3/26
- Human Resources Office Manager (Open & Promotional w/Promotional Taking Precedence)-2/27
- Locksmith (Open and Promotional) – 4/23
- Secretary II (Promotional Only) – 3/5
- Senior Financial Analyst (Open and Promotional) – 4/2
- Site Supervision Aide (Open and Promotional) – 4/27

Upcoming Recruitments

- Coordinator of Communications & Community Affairs
- ASB Secretary
- Attendance Clerk
- Instructional Aide Classroom

Training/Other

- Personnel Commission staff partnered with Human Resources and the Special Education Department for a recruitment event on March 23-24 for Instructional Aide I/II, Special Education positions. Eleven (11) eligibles were added to the elists for these positions.
- The Personnel Commission hosted a "Saving with a Purpose" Lunch & Learn event on March 10 with the Credit Union of Southern California staff delivering the content. A second session is scheduled for April 16 focusing on identity theft solutions.
- Personnel Commission staff participated in the AALRR Employment Law Conference on March 19.
- Personnel Commission staff participated in the PC Director's Roundtable Meeting on March 20.
- This year's Employee Service Awards are scheduled for Wednesday, April 22 at HLP Adult School, Willow Conference Center at 5 pm. Come join us in the celebration of our Classified Employees' years of service.

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

3/31/2026

Classification	Date Established	Eligibility List Expiration Date
Accounting Supervisor*	2/26/2026	2/26/2027
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*	3/13/2026	3/13/2027
Cafeteria Manager I	4/8/2025	4/8/2026
Cafeteria Worker II*	4/7/2026	4/7/2027
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^*	4/1/2026	10/1/2026
Instructional Aide II- Special Education^*	4/1/2026	10/1/2026
Instructional Aide II - Special Education (Female)^*	4/1/2026	10/1/2026
Instructional Aide II - Special Education (Male)^*	4/1/2026	10/1/2026
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
Painter	5/2/2025	5/2/2026
Police Officer	11/6/2025	11/6/2026
Pool Maintenance Worker	12/19/2025	12/19/2026
Rehabilitation Program Assistant*	3/3/2026	3/3/2027
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

Reference Item:

4

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT

April 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
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:
Apodaca	Desiree	Benefits Technician	Coordinator of Risk Management	Risk Management	8/1/25	4/22/26
Rosales	Ana	Benefits Technician	Coordinator of Risk Management	Risk Management	8/1/25	4/22/25
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

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT
April 2026

Working Out of Classification (continued)

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
Esquivel	Steffenie	Budget Supervisor	Senior Financial Analyst	Accounting	1/12/26	6/30/26
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
De Anda	Ruben S.	Athletic P.E. Technician (Male)	Maintenance Worker	Facilities	3/2/26	6/30/26
Sanchez	Michelle	Custodian I	Athletic P.E. Technician (Female)	Workman HS	3/2/26	4/29/26

Reference Item:

5

CLASSIFICATION SPECIFICATION REVISION

Coordinator of Communications and Community Affairs

Report Date: April 14, 2026

- I. SUBJECT: Classification Specification Revision – Coordinator of Communications and Community Affairs (Management Classification)

- II. BACKGROUND INFORMATION:
Revisions were made to the classification specification to prepare for recruitment. The class specification for Coordinator of Communications and Community Affairs has not been updated or changed since it was created in 2014. Revisions were also made to update the listed classification description to be in compliance with SB 1100 and to bring the specification up to current departmental standards.

- III. METHODOLOGY:
In carrying out the analysis, staff conducted the following activities:
 - Reviewed the current version of the classification specification.
 - Collected input from Human Resources.
 - Collected input from Executive Cabinet.

- IV. DISCUSSION:
Changes to the classification description includes the following:
 1. Revisions to the “Definition” and “Duties” sections.
 2. Revision of the “Minimum Qualifications” section.
 3. Revision of the “Employment Standards” section.
 4. Revision of the “Physical Demands” section.
 5. Revision of the “Work Environment” section.
 6. Addition of a “Reasonable Accommodations” section.
 7. Formatting changes throughout.

Revisions were made to the wording in the “Definition” section to expand on the District-wide responsibilities of the position.

Revisions were made to the “Duties” section to update the job description to the most current standards based on comparisons made with job descriptions in other districts. The changes made in the description reflect the best-in-class for this type of role. Language was also updated in this section to be in compliance with SB 1100 (additional information immediately below).

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 the Coordinator of Communications and Community Affairs position and determined that a driver's license is required, as it satisfies both requirements outlined above.

Revisions were made to the "Minimum Qualifications" section to align with market standards for the position. Language was also updated to align with current departmental standards and to add verbiage for optional second language. Lastly, this section was reviewed for compliance with SB 1100.

Minor updates were made to the "Employment Standards", "Physical Demands", and "Work Environment" sections to align with current departmental standards and to align with updates made to other sections mentioned above.

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 Coordinator of Communications and Community Affairs classification specification.

COORDINATOR OF COMMUNICATIONS AND COMMUNITY AFFAIRS

DEFINITION

Under general direction of the Superintendent or designee, gathers, plans, coordinates and implements a comprehensive public, District, and staff information program; **plans and carries out public relations activities to achieve District and departmental communication and outreach objectives.**

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.

- Provides leadership in the cooperative development of an overall plan for keeping all segments of the public and community informed of school programs and activities.
- Prepares and disseminates news releases, information materials, brochures and pamphlets concerning Board policies and actions, educational programs and activities, and general information about the school District.
- Manages news media relations, and maintains an information service for handling questions concerning the District's programs and activities.
- Coordinates activities with various departments, as well as outside agencies, to effectively utilize technology-based communications and online marketing tools, and to develop information distribution plans.
- Serves as a communications consultant for District staff and school sites and assists with the **creation and dissemination** of information such as brochures, newsletters and other publications using traditional and electronic mediums.
- **Develops and maintains social media accounts for the District as a whole and specific units, as directed by supervisors.**
- Engages and communicates with outside sponsors and vendors to develop partnerships for special programs and activities.
- Coordinates staff and support functions for special events.
- **Prepares and sends press releases on school and District related events.**
- Analyzes communication, public relations and marketing needs of the District.
- Prepares and presents reports to the Board of Education.
- **Monitors local, state, and national public information related to education.**
- Develops drafts of online communication plans, makes recommendations for online resources, identifies and evaluates customer needs, facilitates interdepartmental collaboration for website, and updates website.
- Screens correspondence, records, and other documents, **including public records requests**, for appropriate action and works with administrators to determine proper response or to resolve problems.
- Researches and recommends operational guidelines for the use of social media concerning HLPUSD interests, and presents information to users.
- **Takes photographs or videos suitable for use on social media, websites, in publications, or by the media.**
- **Collaborates with the Superintendent or designee to prepare communication's budget.**
- **Attends and represents the District in a variety of trainings, conferences and meetings in the community with parents, business groups and organizations to promote and share information about the District.**
- **Drives to various sites to conduct work.**

OTHER RELATED DUTIES

- ~~• May represent the District as spokesperson to the media.~~
- ~~• May represent the Superintendent at meetings with a variety of community and business groups and organizations.~~
- ~~• May take photographs or videos suitable for use on websites, in publications, or by the media.~~
- ~~• May collaborate with the Superintendent or designee to prepare communication's budget.~~

- ~~Represents the District as spokesperson to the media as needed.~~
- ~~_____~~
- ~~May s~~Selects, supervises, trains and evaluates subordinate staff as needed.
- ~~Performs~~ other related duties as directed.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's degree in Public Relations, Journalism, Marketing, Communications, or related field.

Experience:

~~Two~~**Five** years of professional experience in public information, public relations or related media services, including one year of experience working with online communications media. Experience performing similar duties in a public school system preferred.

Special:

- ~~Possession of a valid California Class C Driver License, and use of private or alternative means of transportation.~~
- 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.
- ~~Must be able to be insured, and continue to be insurable, by the District's liability insurance carrier.~~

Optional Second Language:

Some positions in this classification require the ability to speak, read, and write a second language in addition to English, and may require bilingual proficiency, for which selective certification may apply (Education Code 45277)

EMPLOYMENT STANDARDS

Knowledge of:

- ~~Principles, methods and theory of communication, public relations, and marketing.~~
- ~~Procedures, methods, and techniques of effective production and dissemination of public information.~~
- ~~English grammar, syntax, punctuation, sentence structure, and spelling.~~
- ~~Laws, rules, regulations, and Board policies and procedures related to the use of social media.~~
- ~~Research, analysis and evaluation methods~~
- Public relations industry best practices and trends.
- ~~Television and radio production processes.~~
- ~~Website development and online software tools.~~
- Social media tools, programs, outlets and effects.

Ability to:

- ~~Plan and organize multiple projects and priorities simultaneously, prioritizing tasks with respect to importance and deadlines.~~
- ~~Work under the stress of conflicting goals and timelines.~~
- ~~Establish and maintain cooperative and effective working relationships with employees, administration, community representatives, and media outlets.~~
- ~~Exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential issues.~~
- ~~Understand the inner workings and interrelationships of the organization, and to get things done through formal channels and informal networks.~~
- ~~Analyze complex situations accurately and develop effective and efficient alternative solutions.~~

- Apply appropriate theory, rules, laws, and policies to specific situations.
- Understand the factors that are shaping the industry and anticipate the opportunities that will be opening and closing.
- Develop novel, resourceful, or imaginative approaches to problems or opportunities.
- Deal with interpersonally and/or politically challenging situations calmly and diplomatically, diffusing tension.
- -Formally deliver oral presentations to audiences of various size and type.
- Develop and deliver comprehensive, clear, and concise written reports.
- Design and publish **digital and social media newsletters** and other public information materials.
- Operate computer and applicable software and peripherals.
- Communicate effectively both orally, and in writing, with others at various levels of understanding.
- Present oneself as a positive representative of the school District by projecting confidence, energy, and grasping the nuances of appropriate behavior for the situation.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.
- Be trustworthy and responsible for one's own actions, and doing the difficult but right thing.
- Take responsibility for developing oneself and his/her career.
- Work independently with little direction.
- Manage the performance of others, and take responsibility for improving their effectiveness.

PHYSICAL DEMANDS

Employees in this classification speak clearly, hear normal voice conversation; have depth perception and color vision, distinguish shades, see small details, see long distances; stand, walk, sit, use fingers, wrists, or hands in a twisting motion or while applying pressure; use both hands simultaneously; have rapid mental/muscular coordination; use a computer and a telephone; **drive a vehicle.**

WORK ENVIRONMENT

Employees in this classification work inside, with direct contact with the public, students, and District staff, with exposure to ~~minor~~ contagious illnesses (~~colds, flu, etc.~~), without direct supervision, and over 40 hours a week with 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.

COORDINATOR OF COMMUNICATIONS AND COMMUNITY AFFAIRS

DEFINITION

Under general direction of the Superintendent or designee, gathers, plans, coordinates and implements a comprehensive public, District, and staff information program; plans and carries out public relations activities to achieve District and departmental communication and outreach objectives.

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.

- Provides leadership in the cooperative development of an overall plan for keeping all segments of the public and community informed of school programs and activities.
- Prepares and disseminates news releases, information materials, brochures and pamphlets concerning Board policies and actions, educational programs and activities, and general information about the school District.
- Manages news media relations, and maintains an information service for handling questions concerning the District's programs and activities.
- Coordinates activities with various departments, as well as outside agencies, to effectively utilize technology-based communications and online marketing tools, and to develop information distribution plans.
- Serves as a communications consultant for District staff and school sites and assists with the creation and dissemination of information such as brochures, newsletters and other publications using traditional and electronic mediums.
- Develops and maintains social media accounts for the District as a whole and specific units, as directed by supervisors.
- Engages and communicates with outside sponsors and vendors to develop partnerships for special programs and activities.
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- Drives to various sites to conduct work.

OTHER RELATED DUTIES

- Represents the District as spokesperson to the media as needed.
- Selects, supervises, trains and evaluates subordinate staff as needed.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's degree in Public Relations, Journalism, Marketing, Communications, or related field.

Experience:

Five years of professional experience in public information, public relations or related media services, including one year of experience working with online communications media. Experience performing similar duties in a public school system preferred.

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- Possession of a valid California Class C Driver License.
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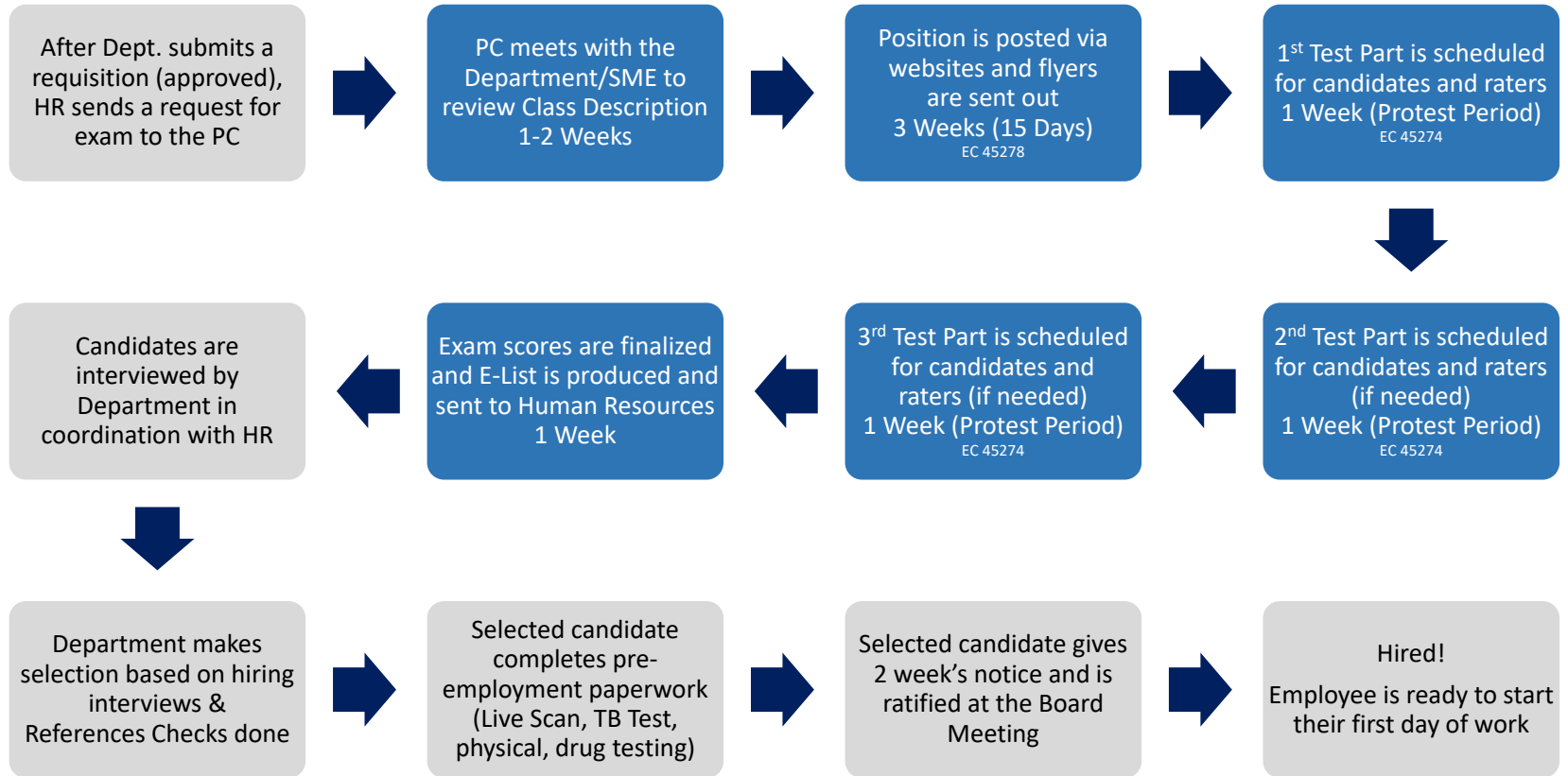
Revised: 4/14/2026

Salary Range: M-22

Reference Item:

6

Recruitment Process Timeline



Note: Additional time is needed for the following:

- >Class Description revision
- >Candidate protests (Add 1 additional week)
- >Heavy recruitment schedule
- >Rater Availability
- >Virtual testing processes