

*PERSONNEL COMMISSION*  
HACIENDA LA PUENTE  
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda  
May 5, 2026

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

**AGENDA**  
REGULAR MEETING  
**May 5, 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>April 14, 2026</u> .	1.	Moved by _____ Seconded _____ Vote _____

3. Commissioner Budget Discussion Discussion Item Only
4. Adjourn regular meeting to a public hearing on the Personnel Commission Budget for the 2026-2027 fiscal year.
- Adjourned regular meeting at \_\_\_\_\_ p.m.  
 Reconvened regular meeting at \_\_\_\_\_ p.m.

5. Approve the Personnel Commission Budget for the 2026-2027 fiscal year. 2.      Moved by \_\_\_\_\_  
 Seconded      \_\_\_\_\_  
 Vote              \_\_\_\_\_

6. Director’s Report 3.      No Action Required

7. 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**

	<b><u>REFERENCE</u></b>	<b><u>ACTION</u></b>
1. Receive <u>Test Plan</u> information	4.	No Action Required
2. Receive <u>Provisional Assignment/Working Out of Class</u> Report	5.	No Action Required
3. Approve ratification of the following Eligibility list(s): Executive Director of Facilities, List #1744/0126 Human Resources Office Manager, List #0916/0226	Sep. Doc. A.	Moved by _____ Seconded      _____ Vote              _____
4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11: Instructional Aide I – Special Education, List #0260/0226 Eligible(s) #60993700, #35820182	Sep. Doc. B.	Moved by _____ Seconded      _____ Vote              _____

**III. CLASSIFICATION AND SALARY**

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

**IV. RULES AND REGULATIONS**

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

**V. CHARGES AND HEARINGS**

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

**VI. OTHER**

1. Approve resolution recognizing May 17-23, 2026, as "Classified School Employees' Week."

**REFERENCE**

**ACTION**

6.

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

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, June 2, 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

April 14, 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. Michelle Quiroz, Personnel Assistant

**OTHERS PRESENT**

See Visitor's Register

**I. GENERAL FUNCTIONS**

**APPROVED AGENDA AS SUBMITTED**

180. 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**

181. 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 March 3, 2026.

**DISCUSSION OF THE PERSONNEL  
COMMISSION 2026-2027 BUDGET**

182. Mr. Israel Cobos, Personnel Director, shared the proposed budget for the 2026-2027 fiscal year, explaining the annual process for budget approval. He explained that as requested by the District, the budget includes a 10% decrease of non-personnel funds. He noted that departments across the District are making the same cuts to their budgets.

Ms. Hernández asked for clarification regarding cuts to the budget in the previous year.

Mr. Cobos explained that the department budget was reduced by 20% as of the 2023-24 fiscal year; the proposed 10% reduction will be in addition to the existing cut.

Mr. Tse thanked staff for their hard work, and for doing more with less.

**DIRECTOR'S REPORT**

183. Mr. Cobos welcomed everyone and provided updates on completed, current, and upcoming recruitments.

184. 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 e-lists 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. The next meeting will be on April 17.
- This year’s Employee Service Awards are scheduled for Wednesday, April 22 at HLP Adult School, Willow Conference Center at 5 pm. All were invited to join in the celebration of Classified Employees’ years of service.

COMMUNICATIONS

185. Ms. Karen Worman, CSEA Vice President, expressed concern about the vacant Food Service Delivery Driver position, which has been filled by employees working provisionally or out of class over the last 2 years.

Ms. Worman shared that CSEA is looking forward to the upcoming Classified Employee Service Awards. She commented on the Board attending the celebration despite excluding Classified staff from the early retirement offered to Certificated employees.

186. Mr. Joseph Zepeda, Human Resources Director, spoke about the importance of timely and accurate employee performance evaluations.

Mr. Zepeda discussed the timeline for recruitment and hiring, noting the impact of the merit system, which ensures quality candidates and a fair process. He shared the methods his team has used to streamline some hiring processes. He offered to have a presentation created to outline the hiring process and timelines under Human Resources purview.

Mr. Zepeda shared his excitement for the impending graduation season as well as the Classified Employee Services Awards.

**II. SELECTION PROCESS**

RECEIVED TEST PLAN

187. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

189. 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):

- 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

RATIFIED REMOVAL OF ELIGIBLES

190. 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:

- 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

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

#### **APPROVED REVISED CLASS DESCRIPTION**

191. 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 Coordinator of Communications and Community Affairs to comply with Education Code 45109.

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

192. None.

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

193. None.

### **VI. OTHER**

#### **PRESENTATION: RECRUITMENT PROCESS TIMELINE**

194. Mr. Cobos provided a comprehensive presentation on the process and timeline for recruitments.

Mr. Tse asked if the rule to post a job announcement for 15 days was for both part-time and full-time positions. Mr. Cobos confirmed that the rule is for all positions, and explained that is a requirement of the California Education Code.

Mr. Tse asked if there was any accommodation within the education code for an emergency. Mr. Cobos explained that while you cannot shorten the posting timeline, there are rules to guide emergency appointments. Ms. Hernández shared her experience in her community college district, noting that substitutes can be appointed. Mr. Cobos explained that the merit system in a K-12 school district is much stricter than other public entities, sharing the example that for a new substitute to be hired, they must be on an active eligibility list. Existing substitutes that have been selected from an eligibility list in the past may pick up assignments as needed.

Ms. Tapia asked if there was detailed information on the recruitment timeline on the District's side of the process. (Mr. Zepeda addressed this in his comments) Mr. Cobos replied that the Personnel Commission's timeline is typically 7-8 weeks, including the mandatory 3-week job posting. He explained that after an eligibility list is delivered to Human Resources, there are many variabilities to consider, including the readiness of the hiring department and reference checks along with other considerations.

#### **COMMISSIONERS' COMMENTS**

195. Ms. Tapia expressed her gratitude for the opportunity to attend the CSPCA Merit Academy; she's looking forward to deepening her understanding of the merit system.

Ms. Tapia is also looking forward to attending the Classified Employee Services Awards, noting the importance of celebrating the service longevity of dedicated employees.

196. Ms. Hernández shared her enthusiasm for the upcoming Classified Employee Services Awards. She thanked Ms. Tapia for attending the Merit Academy. She is also looking forward to seeing the hiring process timeline from Human Resources. She thanked the Personnel Commission staff for all their work.

197. Mr. Tse spoke of his excitement for the upcoming Classified Employee Services Awards. He noted how gratifying it is to meet the employees being honored. He mentioned the employee who will be honored for 45 years of service, remarking on the fantastic accomplishment.

He thanked the Classified employees for keeping things running and providing a safe place to learn while also having to do more with less.

CLOSED SESSION

Adjourned to closed session.

Government Code 54957:

Public Employee Performance Evaluation

Title: Personnel Director

Adjourned to closed session: 5:08 p.m.

Reconvened to regular meeting: 5:48 p.m.

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

NEXT REGULAR MEETING

198. The next regular meeting is scheduled for **Tuesday, May 5, 2026 at 4:30 p.m.**

Meeting adjourned at 5:48 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**

## Personnel Commission Proposed 2026-2027 Salary Budget

POSITION	Current Salary	Bargaining Unit	Salary Increase %	With Salary Increase	STIP	% FTE	BU	MOS	YR SAL	26.400%	6.200%	1.450%	0.050%	0.000%	0.000%	TOTAL SAL	
										PERS	OASDI	MEDICARE	SUI	W/C	H & W	Ret. Ben.	
Commissioner	600	N/A				1.00	NE	12	600	0	37	9	0	0	116	0	762
Commissioner	600	N/A				1.00	NE	12	600	0	37	9	0	0	1,307	0	1,953
Commissioner	600	N/A				1.00	NE	12	600	0	37	9	0	0	1,307	0	1,953
Personnel Director	197,990	N/A	0.025	202,940	0	1.00	YY	12	202,940	53,576	12,582	2,943	101	0	1,307	0	273,449
Personnel Analyst	122,239	N/A	0.025	125,295		1.00	YY	12	125,295	33,078	7,768	1,817	63	0	12,900	0	180,921
									<b>330,035</b>	<b>86,654</b>	<b>20,462</b>	<b>4,786</b>	<b>165</b>	<b>0</b>	<b>16,937</b>	<b>0</b>	<b>459,038</b>

Assoc. Pers. Analyst	91,494	CSEA		91,494	0	1.00	BB	12	91,494	24,154	5,673	1,327	46	0	12,900	0	135,593
Personnel Asst.	82,449	SEIU	0.025	84,510	450	1.00	NN	12	84,960	22,429	5,268	1,232	42	0	1,307	0	115,239
Personnel Tech.	65,628	CSEA		65,628		1.00	BB	12	65,628	17,326	4,069	952	33	0	67	0	88,074
Personnel Tech.	58,920	CSEA		58,920	0	1.00	BB	12	58,920	15,555	3,653	854	29	0	67	0	79,079
									<b>301,002</b>	<b>79,464</b>	<b>18,662</b>	<b>4,365</b>	<b>151</b>	<b>0</b>	<b>14,341</b>	<b>0</b>	<b>417,984</b>

Total Salary	Total PERS	Total OASDI	Total MEDICARE	Total SUI	Total W/C	Total H & W	Total PERS RED	TOTAL
<b>631,036</b>	<b>166,118</b>	<b>39,124</b>	<b>9,150</b>	<b>316</b>	<b>0</b>	<b>31,278</b>	<b>0</b>	<b>877,023</b>

## 2026-2027 Non-Personnel Budget

Proposed changes from the previous year's budget are noted, along with comments regarding why changes are being proposed.

Description	Acct. #	25-26 Budget	Revised 25-26 Budget*	Year to date Expenses*	Remaining Balance*	26-27 Proposed Budget	Comments
Materials and Supplies	4300	4,000	4,000	3980	20	4,254	
Non-Capitalized Equipment	4400	500	0	0	0	300	
Mileage	5210	400	361	43	318	300	
Conferences	5220	1,600	2,100	1649	451	2,000	
Dues and Memberships	5300	2,000	2,000	1604	396	1,700	
Rentals, Leases and Repairs	5600	800	800	450	350	1,156	Lease of copy machine and repairs.
Interprogram Printing	5712	600	600	0	600	600	
Interprogram Fingerprinting	5716	100	100	0	0	100	
Oth Contracted Services	5800	7,600	7,600	7573	27	5,600	This item includes CODESP and Biddle Testing Software.
Attorney Fees	5822	1,400	1,400	816	584	400	
Advertisement	5830	1,356	1,395	1395	0	400	
Other Services	5840	15,000	15,000	14586	414	15,000	This item includes NeoGov.
Communication Services	5900	100	100	0	0	100	
<b>Total Non-Personnel Budget:</b>		<b>\$35,456</b>	<b>\$35,456</b>	<b>\$32,096</b>	<b>\$3,160</b>	<b>\$31,910</b>	

\*As of 3/31/26

\*\*\*Budget includes a 10% reduction from 2025-2026)

Proposed budget 26-27 \$31,910.40

**Reference Item:**

**3**

## Director's Report: May 5, 2026

### Completed Recruitments with Date List Established

- Executive Director of Facilities (Open and Promotional) – 4/15
- Human Resources Office Manager (Open & Promotional w/Promotional Taking Precedence)-4/13

### Current Recruitments with Last Day to Apply

- ASB Secretary (Promotional Only) – 5/12
- Associate Superintendent of Business Services (Open and Promotional) – 4/13
- Bus Driver (Open and Promotional) – Continuous
- Cafeteria Worker I (Open and Promotional) – 4/29
- Coordinator of Communication & Community Affairs (Open and Promotional) – 5/8
- Grounds Worker II (Open and Promotional with Promotional Taking Precedence) – 3/26
- Locksmith (Open and Promotional) – 4/29
- Secretary II (Promotional Only) – 3/5
- Senior Financial Analyst (Open and Promotional) – 4/2
- Site Supervision Aide (Open and Promotional) – 4/27

### Upcoming Recruitments

- Attendance Clerk
- Office Assistant
- Instructional Aide Classroom

### Training/Other

- Personnel Commission staff attended LA County America's Job Center Career Fair at the Willow Conference Center on April 15.
- The Personnel Commission hosted an "Identity Theft Solutions" Lunch & Learn event on April 16 with the Credit Union of Southern California staff delivering the content.
- Personnel Commission staff participated in the PC Director's Roundtable Meeting on April 17.
- This year's Employee Service Awards celebration was a success! This year's class of honorees had a combined 1430 years of service. During the festivities, classified employees were honored with 10, 15, 20, 25, 30, 35 and 45 years of service. Fifteen employees also walked away with door prizes which were generously sponsored by Schools First Federal Credit Union, Credit Union of Southern California, Costco and Trader Joe's. The grand prizes given away were \$100 and \$150 gift cards. This was also our first event at the Willow Conference Center at HLPAGE. They were tremendous hosts! Thank you to all who came out to support the event and to celebrate the service of our classified employees.
- Personnel Commission staff conducted a second virtual lunch and learn session titled, Interview Skills Workshop, which is the second of two revamped modules that was kicked off last year.
- Personnel Commission staff attended the Pasadena City College spring job fair on April 30.

### Active Eligibility List Report

See next page

## Active Eligibility Lists with Expiration Dates

4/30/2026

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 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 Facilities*	4/15/2026	4/15/2027
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
Human Resources Office Manager*	4/13/2026	4/13/2027
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
Maintenance Worker	2/11/2026	2/11/2027
Occupational Therapist	5/23/2025	5/23/2026
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:**

**4**

**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>
ASB Secretary	11/7/25	04/21	05/12	15	P	n/a	TBD	TBD					SL	JC	Active
Associate Supt. of Business Services	10/28/25	03/16	04/13	19	O&P	n/a	n/a	4/28 & 4/29					SL	JC	Active
Attendance Clerk	10/6/25	05/01	05/22	15	P	n/a	TBD	TBD					SL	AG	Active
Bus Driver	n/a	08/19	Continuous		O&P	n/a	n/a	TBD					MM	JC	Active
Cafeteria Worker I	10/31/25	04/07	04/29	15	O&P	5/6 & 5/7	n/a	5/26					MM	JC	Active
Coordinator of Communication & Community Affairs	n/a	04/17	05/08	15	O&P	n/a	TBD	TBD					MM	AG	Active
Grounds Worker II	10/2/24	03/05	03/26	15	OPP	4/9	4/30	4/30					MM	AG	Active
Locksmith	10/29/24	04/01	04/29	19	O&P	n/a	5/11	5/11					MM	JC	Active
Secretary II	11/30/25	02/11	03/05	15	P	n/a	3/19 & 3/20 (4/6 TP)	4/23					AG	JC	Active
Senior Financial Analyst	2/11/26	03/12	04/02	15	O&P	n/a	4/20 & 4/21	TBD					SL	JC	Active
Site Supervision Aide	8/8/25	04/03	04/27	15	O&P	n/a	n/a	5/5					SL	AG	Active

(1) - Merged

4/28/2026

**Reference Item:**

**5**

**PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT  
May 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
Palafox	Myriam	Payroll Technician	Payroll Supervisor	Payroll	4/6/26	5/8/26
Paz	Melanie	Office Assistant	ASB Secretary	Wilson HS	4/17/26	5/30/26

**Working Out of Classification**

Last	First	Current Classification	WOC as:	Location:	Start Date:	End Date:
Pacheco	Alejandro	Cafeteria Worker I	Food Services Delivery Driver	Nutrition Services	8/4/25	5/21/26
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
Mejia	Steven	Financial Analyst	Senior Financial Analyst	Fiscal	11/19/25	TBD
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
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

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

**Working Out of Classification (continued)**

<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>
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:**

**6**

# **RECOGNIZING CLASSIFIED SCHOOL EMPLOYEES' WEEK**

**MAY 17-23, 2026**

**WHEREAS**, the third full week in May has traditionally been designated as Classified School Employees' Week in California by the California State Legislature; and

**WHEREAS**, the education of youth is essential to the future of our community, state, country and world; and

**WHEREAS**, Classified Employees are the backbone of our public education system; and

**WHEREAS**, Classified Employees continue to serve in essential functions post-pandemic, as they always have, keeping campuses and offices clean, preparing, and serving nutritious meals to our students, delivering school supplies, supporting a positive learning environment, providing technology and related tools for learning, patrolling to keep district sites safe and secure, and creating the foundation for safe, supportive, and digitally secure school sites; and

**WHEREAS**, Classified Employees execute the smooth operation of offices, the safety and maintenance of buildings and property, and the safe transportation, healthy nutrition and direct instruction of students; and

**WHEREAS**, Classified Employees work directly with students, fellow staff members, educators, parents, volunteers, business partners and community members; and

**WHEREAS**, our community depends upon and trusts Classified Employees to serve students and support the schools of the Hacienda La Puente Unified School District; and

**WHEREAS**, Classified Employees, with their diverse skills and true dedication, support the mission of Hacienda La Puente Unified School District by nurturing the talents, interests, and abilities of all students throughout their school years.

**NOW, THEREFORE, BE IT RESOLVED** that the Personnel Commission of the Hacienda La Puente Unified School District expresses its gratitude and commends all Classified Employees for their service and joins the California State Legislature to proclaim May 17-23, 2026, to be **CLASSIFIED SCHOOL EMPLOYEES' WEEK**; and

**BE IT FURTHER RESOLVED** that the Personnel Commission of the Hacienda La Puente Unified School District strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of all classified employees.

Adopted this 5<sup>th</sup> day of May 2026.

Signed:

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Andrew Tse, Chair, Personnel Commission  
Hacienda La Puente Unified School District