

PERSONNEL COMMISSION
HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT



Personnel Commission Meeting Agenda
June 2, 2026

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

AGENDA
REGULAR MEETING
June 2, 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 _____
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>May 5, 2026</u> .	1.	Moved by _____ Seconded _____ Vote _____

- | | | |
|--|----|--|
| 3. Approve memberships in the organizations as listed for the 2026-2027 fiscal year. | 2. | Moved by _____
Seconded _____
Vote _____ |
| 4. Director's Report | 3. | No Action Required |
5. 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 | 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):
Associate Superintendent, Business Services, List #1726/0326
Grounds Worker II, List #0818/0326
Locksmith, List #0618/0426
Secretary II, List #0336/0226
Site Supervision Aide, List #0270/0426 | Sep. Doc.
A. | Moved by _____
Seconded _____
Vote _____ |
| 4. Ratify removal of the following eligible(s) in accordance with Personnel Commission Rule 6.1.11:
Human Resources Office Manager, List #0916/0226
Eligible(s) #46008896 | Sep. Doc.
B. | Moved by _____
Seconded _____
Vote _____ |

III. CLASSIFICATION AND SALARY

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

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 | | 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, July 7, 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

May 5, 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

199. 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

200. 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 April 14, 2026.

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

201. Mr. Israel Cobos, Personnel Director, shared the proposed budget for the 2026-2027 fiscal year, noting the reduction in Personnel costs from the previous draft due to adjustments made by Fiscal Services. There were no other changes to rest of the department budget.

PUBLIC HEARING

202. Mr. Tse adjourned the regular meeting to a public hearing. The regular meeting was adjourned at 4:33 p.m. to a public hearing on the Personnel Commission Budget for the 2026-2027 fiscal year.

There were no comments from the public.

The regular meeting was reconvened at 4:33 p.m.

**APPROVED THE PERSONNEL COMMISSION
BUDGET FOR THE 2026-2027 FISCAL YEAR**

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

Ms. Hernández moved to approve the Personnel Commission Budget for the 2026-2027 fiscal year.

DIRECTOR'S REPORT

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

205. 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 presented by representatives from Credit Union of Southern California.
- Personnel Commission staff participated in the PC Director’s Roundtable Meeting on April 17.
- Personnel Commission staff conducted the “Interview Skills Workshop,” a virtual *Lunch & Learn* session, 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.
- This year’s Classified Employee Service Awards celebration was a success! The 2026 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 HLPAAE. They were tremendous hosts! Thank you to all who came out to support the event and to celebrate the service of our Classified employees.

Mr. Tse thanked Personnel Commission staff for their hard work putting together such a successful event.

COMMUNICATIONS

206. Ms. Joyce Garcia, SEIU, Co-Chief Steward, complimented the Classified Employee Service Awards event in addition to the District’s retirement event. She congratulated Ms. Karen Worman on her upcoming retirement.
- Ms. Garcia wished everyone a happy upcoming Mother’s Day and Father’s Day, and wished all an enjoyable summer.
207. Mr. Joseph Zepeda, Human Resources Director, thanked the Personnel Commission for recognizing employees at the Classified Employee Service Awards, noting that it’s always a great event.
- Mr. Zepeda thanked Ms. Worman for her dedication to the District and congratulated her on her upcoming retirement. He shared that the retirement recognition event honored 32 Classified and Certificated employees.
- Mr. Zepeda shared that every school will be offering summer school this year, with some Classified employees serving as Site Supervision Aides, Office Assistants, and classroom coaches.
- Mr. Zepeda spoke about the excitement of the imminent promotion and graduation events throughout the District.
208. Mr. Raymond James, Director of Transportation, agreed with Mr. Zepeda’s statements. He appreciates all the support from the Personnel Commission and Human Resources, stating that the recent employee recognition ceremonies were great.
- Mr. James wished the retirees happiness and success in their retirements, especially Ms. Worman.
209. Ms. Karen Worman, CSEA Vice President, thanked everyone for their well wishes on her retirement, mentioning that she will continue to serve as the CSEA Vice President.

II. SELECTION PROCESS

RECEIVED TEST PLAN

210. Received Test Plan. No Action Required.

RECEIVED PROVISIONAL ASSIGNMENT AND WORKING OUT OF CLASS REPORT

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

RATIFIED ELIGIBILITY LISTS

212. 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):
Executive Director of Facilities, List #1744/0126
Human Resources Office Manager, List #0916/0226

RATIFIED REMOVAL OF ELIGIBLES

213. 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:
Instructional Aide I – Special Education, List #0260/0226
Eligible(s) #60993700, #35820182

III. CLASSIFICATION AND SALARY

214. None.

IV. RULES AND REGULATIONS

215. None.

V. CHARGES AND HEARINGS

216. None.

VI. OTHER

APPROVED RESOLUTION RECOGNIZING MAY 17-23, 2026 AS “CLASSIFIED SCHOOL EMPLOYEES’ WEEK.”

217. Vote 3-0 Mr. Tse - Yes Ms. Hernández - Yes Ms. Tapia – Yes
Ms. Tapia moved to approve the resolution recognizing May 17 – 23, 2026 as “Classified School Employees’ Week.”
Mr. Cobos spoke on the importance of appreciating the Classified employees year-round, expressing that this resolution is an opportunity to say a special “thank you” to all of them. He shared that the Personnel Commission has passed this resolution for the last several years.
Mr. Tse thanked the Classified employees for their dedication to their work, observing that the education of the students would not be possible without their support.
Ms. Hernández requested Mr. Cobos read the resolution aloud, which he did.

COMMISSIONERS’ COMMENTS

218. Ms. Hernández thanked Classified employees and hopes they enjoy their week of recognition. She spoke on the importance of celebrating each other, as we couldn’t accomplish as much without each other.

219. Ms. Tapia congratulated the students who are graduating this month, as well as the employees retiring, wishing them luck on their next endeavors.

220. Mr. Tse congratulated Ms. Worman on her retirement and continuing role in CSEA. He thanked all the Classified employees and the teachers on a successful school year.

Mr. Tse shared his enthusiasm for the new Superintendent and is looking forward to see where he takes the District.

CLOSED SESSION

Adjourned to closed session.

Government Code 54957:

Public Employee Performance Evaluation

Title: Personnel Director

Adjourned to closed session: 4:51 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

221. The next regular meeting is scheduled for

Tuesday, June 2, 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



**Hacienda La Puente
Unified School District
Personnel Commission**

Memo

To: Personnel Commissioners
From: Israel Cobos, Personnel Director
Date: June 2, 2026
Re: 2026-2027 Personnel Commission Memberships

Institutional memberships in associations entitle the Personnel Commission and staff to various services and, in many cases, publications and/or materials provided by the association on a regular basis. Below are the associations in which the Office of the Personnel Commission requests to be a part of for the 2026-27 fiscal year.

<u>Association</u>	<u>Members</u>	<u>2026-2027 Approximate Fee</u>
California School Personnel Commissioners Association (CSPCA)	Department	\$1,000
Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	Department	\$3,275
Personnel Commissioners Association of Southern California (PCASC)	Department	\$100
Personnel Testing Council (PTC)	Director, Analysts	\$120 (\$40 x 3)
Society for Human Resource Management (SHRM)	Director, Analysts	\$299
Public Sector Human Resources Association – Southern California (PSHRA-SC)	Director, Analysts	\$150 (\$50 x 3)
Western Region Intergovernmental Personnel Assessment Council (WRIPAC)	Director, Analysts	\$0 (Participation based)

Reference Item:

3

Director's Report: June 2, 2026

Completed Recruitments with Date List Established

- Associate Superintendent of Business Services (Open and Promotional) – 5/7
- Grounds Worker II (Open and Promotional with Promotional Taking Precedence) – 5/8
- Locksmith (Open and Promotional) – 5/26
- Secretary II (Promotional Only) – 5/1
- Site Supervision Aide (Open and Promotional) – 5/13

Current Recruitments with Last Day to Apply

- ASB Secretary (Promotional Only) – 5/12
- Attendance Clerk (Promotional Only) – 5/22
- Cafeteria Worker I (Open and Promotional) – 4/29
- Child Development Technician (Open and Promotional) – 6/15
- Coordinator of Communications & Community Affairs (Open and Promotional) – 5/8
- Director of Purchasing & Warehouse (Open and Promotional) – 6/8
- Instructional Aide I – Special Education (Open and Promotional) – 6/16
- Instructional Aide II – Special Education (Open and Promotional) – 6/16
- Instructional Aide II – Special Education Female (Open and Promotional) – 6/16
- Instructional Aide II – Special Education Male (Open and Promotional) – 6/16
- Senior Financial Analyst (Open and Promotional) – 4/2
- School Office Manager II (Promotional Only) – 6/23

Upcoming Recruitments

- Media Center Aide
- Instructional Materials Attendant
- Instructional Aide Classroom/Instructional Aide Classroom Bilingual

Training/Other

- Personnel Commission staff attended the WRIPAC training on Amplified Intelligence on May 6.
- Personnel Commission staff participated in the spring WRIPAC meeting and training on May 7 – 8.
- Personnel Commission staff participated in the PCASC workshop on May 14 which included a legal update delivered by attorney, Kristine Kwong.
- Personnel Commission staff participated in the East San Gabriel Valley Personnel Administrators Association meeting on May 15.
- Personnel Commission staff will be participating in the PC Director's Roundtable Meeting on May 29 at Lynwood USD.
- The Employee Service Awards for 2027 has been scheduled for Wednesday, April 21, 2027, at Willow Conference Center at the HLP Adult Education campus. Please save the date!

Active Eligibility List Report

See next page

Active Eligibility Lists with Expiration Dates

5/31/2026

Classification	Date Established	Eligibility List Expiration Date
Accounting Supervisor	2/26/2026	2/26/2027
Associate Personnel Analyst	12/12/2025	12/12/2026
Associate Superintendent of Business Services*	5/7/2026	5/7/2027
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
Grounds Worker II*	5/8/2026	5/8/2027
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
Locksmith*	5/26/2026	5/26/2027
Maintenance Worker	2/11/2026	2/11/2027
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
Secretary II*	5/1/2026	5/1/2027
Senior Human Resources Assistant	1/21/2026	1/21/2027
Site Supervision Aide*	5/13/2026	11/13/2026

* = Pending Commission Ratification

^ = Six (6) month eligibility list

Reference Item:

4

Reference Item:

5

PROVISIONAL ASSIGNMENT/WORKING OUT OF CLASSIFICATION REPORT

June 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:
None for this reporting period.						

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	6/30/26
Rosales	Ana	Benefits Technician	Coordinator of Risk Management	Risk Management	8/1/25	6/30/26
Mejia	Steven	Financial Analyst	Senior Financial Analyst	Fiscal Services	11/19/25	TBD
Esquivel	Steffenie	Budget Supervisor	Senior Financial Analyst	Accounting	1/12/26	6/30/26