

**Personnel Commission
Annual Report
2001-2002**



Bassett Unified School District

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Introduction

This annual report of the Personnel Commission of the Bassett Unified School District is prepared in compliance with California Education Code Section 45266(a).

Personnel Commission

The Personnel Commission of Bassett Unified School District is responsible for all classified employees. Terms of office are for 3 years.

Commissioner	Title	Current Term Expires	Appointed by
Susan Hartley	Chairperson	December 1, 2003	Community
Vern Wallery	Vice-Chairperson	December 1, 2004	CSEA
Frances ¹ Alvarado	Member	December 1, 2002	Board of Education

Commission Meetings

Regular meetings of the Personnel Commission are usually scheduled for the first Tuesday of each month, but they may be moved to a following date if circumstances warrant. Special meetings are held as necessary. Meetings for the 2001-2002 year were held as follows:

Type of Meeting	Meeting Date
Regular	July 5, 2001
Regular	September 11, 2001
Regular	October 2, 2001
Regular	November 27, 2001
Regular	December 13, 2001
Regular	January 15, 2002
Regular	February 5, 2002
Special	February 12, 2002
Regular	March 5, 2002
Special	March 12, 2002
Regular	April 9, 2002

¹ Frances Alvarado was appointed effective February 12, 2001 to finish the term of office for Sally Cenicerros, who resigned because she moved out of the District area.

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Type of Meeting	Meeting Date
Regular	May 7, 2002
Regular	June 4, 2002

Personnel Commission Staff

The Personnel Commission has 4 staff assigned to it on a full- or part-time basis. The staff and their responsibilities are;

Thung-Rung (T.R.) Lin, Ph.D. – Dr. Lin joined the Bassett Unified School District on April 2, 2002 as the Assistant Superintendent of Human Resources Development. He came to Bassett after 18 years in the classified service with the Los Angeles Unified School District. Dr. Lin is designated as a Personnel Commission staff member (51%) and as a District staff member (49%). In this latter role, he servers as the human resources manager for certificated staff.

Jessica Burgueño – Ms. Burgueño originally worked for the District as a student worker, while attending Bassett High School. She is now the Clerical Assistant II/Data Entry, responsible for processing all newly hired staff, maintaining the payroll for classified staff, and performing general support work for the Commission.

Patrick Maher – Mr. Maher joined the Personnel Commission as a Personnel Analyst on May 24, 2002. In this capacity, he serves as the Commission Secretary and as the human resources specialist for all classified staff.

Carol Mendias – Ms. Mendias has been with the District for 25 years, and has been a member of the Personnel Commission staff for 24 years. As the Human Relations Technicians, Ms. Mendias is responsible for a variety of duties involving classified staff, including the technical work involving examination administration, administering the employee insurance programs, and performing other technical duties in support of the Commission.

Examinations Administered

During 2001-2002, 29 examinations for classified positions were administered. A total of 736 applications were received, and tests were administered to 537 candidates.

Hearings, Appeals and Examination Protests

There were no hearings, appeals, or examination protests heard by the Commission during the year.

Classification Actions

The Personnel Commission, supported by the Board of Education, entered into an agreement with Marlys Grodt & Associates to conduct a full Classification Study and

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Salary Survey that was completed April 30, 1999. The Commission finalized decisions on the classification and re-classification of employees at its regular July 5, 2001 meeting.

At this meeting, the Personnel Commission also received a staff study of Human Resources Development and approved new classifications of Assistant Superintendent, Human Resources, Certificated Analyst, and Personnel Analyst.

Statistical Data

The Personnel Commission staff provides a variety of services and functions to the District and its employees. While having primary responsibility for classified personnel, the staff also services unclassified personnel, and provides support to certificated staff. The Commission staff administer the health and other insurance programs, including open enrollment periods, help administer the insurance program for retirees, maintain the employee history cards, ensure that longevity bonuses are paid when the employee becomes eligible, administers bi-lingual testing, ensures that performance evaluations are processed, and performs a myriad of other tasks involving personnel. Some of the specific tasks and quantity of work performed by the Commission staff were:

Activity	Amount
PA2 ² Processed	1096
Examinations Administered	29
Applications Received	736
Applicants Tested	537
Reasonable Assurance Letters Sent	425
Retirement Letters Sent	50

Classified School Employee Week

The Personnel Commission commemorated *Classified School Week* May 20-22, 2002, with the annual bar-b-que, held this year in the courtyard of the District Offices. Ample food and beverages were provided too all in attendance, and the efforts of the Commission, the Board of Education, and Superintendent were appreciated. The Board of Education also honored the classified employees with a proclamation.

Goals for the Personnel Commission for Fiscal Year 2002-2003

The goals for the Personnel Commission for the Fiscal Year 2002 – 2003 are:

² PA2s are the District’s *Position and Personnel Action Approval* form used to track and approve all personnel actions.

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- Greatly expand the Personnel Commission's presence on the District's web site:
 - List the names, offices, terms of service, and appointing authority of each commissioner.
 - Have the approved minutes of all meetings posted (creating an on-line archive of the minutes).
 - Post the agenda of each meeting as soon as it is distributed to the Commissioners.
 - List the dates of the regular meetings through the next year (subject to changing as determined by the Commission).
 - Post the Commission Rules
 - Post the CSEA Contract
 - Develop a downloadable on-line application form.
 - Post a downloadable listing of all of the benefits of classified staff.
 - Create an on-line application that can be completed on-line, printed, and mailed to HRD.
 - Create an HRD e-mail address that can be used by anyone seeking additional information, making inquiries, and opt in to be placed on an e-mail broadcast to be advised of all new postings.
 - Create an examination status menu for all examinations, allowing candidates to ascertain the status of the selection process by viewing the web site.
 - Post frequently used forms for classified personnel on the web, allowing them to be filled in, printed, and forwarded to personnel (e.g., summer employment, Professional Development Program, insurance forms, requests for transfers, etc.)
 - Postings of current issues of interest to classified personnel to keep them up to date and inform them of issues of interest.
- Install the Sigma Applicant Tracking software on an independently maintained HRD server.
- Update the current application form.
- Develop a database to process PA2s, simplifying the PA2 process.
- Institute a classified personnel position control and audit system.
- Institute an auditing process for PA2s to ensure compliance with the CSEA contract and Personnel Commission Rules.
- Develop an enhanced perception of customer service by all clients of HRD.
- Enhance the computer literacy of HRD staff to improve their overall efficiency in the completion of routine but critical clerical functions.