

**Personnel Commission  
Annual Report  
2002-2003**



*Bassett Unified School District*  
**Personnel Commission**

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## ***Introduction***

This 2002-2003 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.

<b>Commissioner</b>	<b>Title</b>	<b>Current Term Expires</b>	<b>Appointed by</b>
Vern Wallery	Chairperson	December 1, 2004	CSEA
Frances Alvarado	Vice-Chairperson	December 1, 2005	Board of Education
Sue Hartley	Member	December 1, 2003	Joint Appointee

## ***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. Sixteen meetings for the 2002-2003 year were held as follows:

Type of Meeting	Meeting Date
Regular	July 9, 2002
Regular	September 10, 2002
Special	September 27, 2002
Regular	October 10, 2002
Regular	November 7, 2002
Regular	December 3, 2002
Special	December 17, 2002
Regular	January 14, 2003
Regular	February 4, 2003
Regular	March 4, 2003
Regular	April 1, 2003
Special	April 29, 2003
Regular	May 6, 2003

Type of Meeting	Meeting Date
Special	May 13, 2003
Regular	June 3, 2003
Special	June 17, 2003

### ***Examinations Administered***

During 2002-2003, 24 examinations for classified positions were administered. A total of 399 applications were received, and tests were administered to 231 candidates.

### ***Hearings, Appeals and Examination Protests***

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

### ***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:

<b>Activity</b>	<b>Amount</b>
PA2 <sup>1</sup> Processed	1162
Examinations Administered	24
Application Notices Sent	639
Applications Received	399
Applicants Tested	231
Reasonable Assurance Letters Sent	450
Retirement Letters Sent	50
Layoff Letters Sent	2

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<sup>1</sup> PA2s are the District's *Position and Personnel Action Approval* form used to track and approve all personnel actions.

## ***Classified School Employee Week***

The Personnel Commission commemorated *Classified School Week* May 21, 2003, 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.

## ***Classified Professional Development***

The Personnel Director conducted a discussion session with classified management and confidential employees on the topic of staff development at District's annual Summer Management Institute. As a result of discussion with classified management, the Commission assisted in organizing two half-day customer service workshops for the entire Food Services Branch staff. This workshop was conducted by Ms. Sheryl Rouch and is entitled "Becoming More Stress-Resilient in a High-Pressure Customer Service Environment" on November 13, 2002 and January 24, 2003. The workshop feedback forms indicated that the events were very well received and successful.

## ***Accomplishments for the Personnel Commission for Fiscal Year 2002-2003***

Significant accomplishments of the Personnel Commission for the fiscal year 2002 – 2003 include:

- Greatly enhanced communication between the Personnel Commission and CSEA by means of regular monthly meetings with the CSEA leadership, consultations with the E-board before the Commission meetings, quick responses to questions from the membership, and informal dialogues with the E-board.
- Greatly expanded the Personnel Commission's presence on the District's web site:
  - Listed the names, offices, terms of service, and appointing authority of each Commissioner.
  - Posted the approved minutes of all meetings (creating an on-line archive of the minutes).
  - Listed the dates of the regular meetings through the next year (subject to changing as determined by the Commission).
  - Posted the Commission Rules that have been updated since July 2002.
  - Developed a downloadable on-line application form.
  - Created an on-line application option through the use of the Ed-Join services at no cost to the District.
  - Created an HRD e-mail address that can be used by anyone seeking additional information or making inquiries.

- Post frequently used forms for classified and non-classified personnel on the web, allowing them to be filled in, printed, and forwarded to personnel (e.g., summer employment, requests for transfers, etc.)
- Implemented the use of the Sigma Applicant Tracking software.
- Developed a computer generated PA2, simplifying the PA2 preparation process for all secretarial staff.
- Instituted an auditing process for PA2s to ensure compliance with the CSEA contract and Personnel Commission Rules.
- Developed an enhanced perception of customer service by all clients of HRD.
- Enhanced the computer literacy of HRD staff to improve their overall efficiency in the completion of routine but critical clerical functions.
- Developed new written examinations or updated obsolete examinations for:
  - Instructional Assistant, Adult Education
  - Clerical Assistant II
  - District Security Officer
  - Food Services Assistant II
  - Food Services Manager I
- Redesigned examination process to comply with the No Child Left Behind Act and streamlined the process to improve efficiency and effectiveness of process for:
  - Instructional Assistant
  - Instructional Assistant, Special Education
  - Instructional Assistant, Speech Assessment
  - Instructional Assistant, Computer Lab (K12)
  - Language Assessment Assistant
- Developed new examination processes for:
  - Library Media Technician
  - Instructional Materials Assistant
  - Career Vocational Assistant
  - District Security Supervisor
- Redesigned the bilingual and biliterate certification tests to document the results and ensure they are more structured.