

**Personnel Commission
Annual Report
2003-2004**



Bassett Unified School District
Personnel Commission

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Introduction

This 2003-2004 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
Vern Wallery	Chairperson	December 1, 2004	CSEA
Sue Hartley	Vice-Chairperson	December 1, 2006	Joint Appointee
Frances Alvarado	Member	December 1, 2005	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. Sixteen meetings for the 2003-2004 year were held as follows:

Type of Meeting	Meeting Date
Regular	July 9, 2003
Regular	September 10, 2003
Special	September 27, 2003
Regular	October 10, 2003
Regular	November 7, 2003
Regular	December 3, 2003
Special	December 17, 2003
Regular	January 14, 2004
Regular	February 4, 2004
Regular	March 4, 2004
Regular	April 1, 2004
Special	April 29, 2004

Type of Meeting	Meeting Date
Regular	May 6, 2004
Special	May 13, 2004
Regular	June 3, 2004
Special	June 17, 2004

Hearings, Appeals and Examination Protests

There were no hearings, appeals, heard by the Commission during the year. The Commission heard one examination appeal that was rejected by the Commission. The Personnel Director conducted administrative examination appeals and granted one.

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 non-classified personnel, and provides support to certificated staff. Some of the specific tasks and quantity of work performed by the Commission staff were:

Activity	Amount
Examinations Administered	24
Applications Received	860
Application Notices Sent	1670
Applicants given Training and Experience Evaluations	45
Applicants Interviewed	166
Applicants Administered Written Tests	190
Administrative Appeals of Examinations Requested	5
Administrative Appeals Granted	1
Examination Appeals Heard by the Commission	1
Examination Appeals Granted by the Commission	0
Administrative (Disciplinary Appeals) Hearings Requested	0
Administrative Hearings Sustaining District	0
Administrative Hearings Sustaining Appellant	0
Layoff/Displacement/Rehire Letters Sent	47
Reclassification Requests Received/Conducted	1

Classified School Employee Week

The Personnel Commission commemorated *Classified School Week* May 16, 2004, with the annual bar-b-que, held this year in the courtyard of the District Offices. Ample food and beverages were provided to 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 resolution recognizing their contributions to the students and the employees of the District.

Accomplishments for the Personnel Commission for Fiscal Year 2003-2004

Significant accomplishments of the Personnel Commission for the fiscal year 2003 – 2004 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.
- Continued to expand the Personnel Commission's presence on the District's web site:
- Enhanced the computer literacy of Commission staff to improve their overall efficiency in the completion of routine but critical clerical functions.
- Remodeled the Commission office, enhancing both the work environment and adding additional space for administering examinations.
- Developed new examinations or updated obsolete examinations for:
 - Assistant Superintendent Business Services
 - Director of Food Services
 - Director of Facilities, Development, and Transportation
 - Director of Fiscal Services
 - Buyer
 - Food Services Manager I
 - Custodian I
 - Family Development Specialist
 - Language Assessment Assistant
 - School Community Relations Assistant
 - Secretary I
 - Grounds Maintenance Worker II
 - Instructional Health Assistant/Multiple Handicaps
 - Instructional Assistant-Computer Lab
 - Preschool Program Compliance Assistant
 - Personnel Analyst
 - Senior Payroll Technician
 - Accounting Technician I
- Continued to move to paperless office:
 - Upgraded hardware and software to improve the paperless office concept
 - Developed an electronic on-line application with the support of LACOE

- Started a paperless copy of the official agenda for permanent filing in lieu of paper agenda file
- Updated the Commission Rules on Discipline, Performance Evaluations, Summer Employment, and reorganized the Rules for greater access and ease of use.

Goals and Objectives for 2004-2005

The Personnel Commission has established the following goals and objectives for 2004-2005:

1. Develop and conduct training seminars for classified employees in conflict management, time management and goal setting, teambuilding and relationship management, customer service and communication, and other job-related subjects.
2. Test preparation materials for applicants, made available on the web
3. Standardize the reclassification procedures
4. Create a selection process for Food Services Worker I
5. Restructure classes so that title and duties are more in synch with related jobs and eliminate redundancies and unnecessary jobs
6. Complete an Interview Item Bank and explore marketing interview development to other school districts.
7. Create a Bassett USD handbook for all classified employees