

**Personnel Commission
Annual Report
2004**



Bassett Unified School District
Personnel Commission

1314 N. Le Borgne Avenue
La Puente CA 91746
(626) 931-7984
www.bassett.k12.ca.us

Introduction

This 2004 annual report of the Personnel Commission of the Bassett Unified School District is prepared in compliance with California Education Code Section 45266(a).

The past practice has been to prepare reports on a fiscal or school year basis. However, it has been decided to prepare reports on a calendar year basis. As a result of this change in reporting periods, some information in this report will include information in the most recent 2003-2004 report. Caution must be used in comparing the 2004 calendar report with the 2003-2004 fiscal or school year report.

The Merit System

Bassett Unified School District has had a merit system for classified staff since 1960.

The Merit System encompasses these basic principles and concepts:

- ✓ Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- ✓ Providing for compensation.
- ✓ Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose inadequate performance cannot be corrected.
- ✓ Training employees as needed for high quality performance.
- ✓ Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens.
- ✓ Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

Personnel Commission

The Personnel Commission is the mainstay of the merit system. It is an independent body composed of three persons appointed for three-year staggered terms.

Personnel Commissioners are laypersons who must be known adherents of the principles of the merit.

The Personnel Commission is responsible for maintaining a merit system for classified employees of the school district and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters, and protests involving examinations, selection and appointment procedures; and prescribe rules related to a variety of personnel practices.

Authority for Personnel Commission functions is provided in Sections 45220 through 45320 of the State Education Code.

Terms of office are for 3 years.

Commissioner	Title	Current Term Expires	Appointed by
Vern Wallery	Chairperson	December 1, 2007	CSEA
Sue Hartley	Vice-Chairperson	December 1, 2006	Joint Appointee
Frances Alvarado	Member	December 1, 2005	Board of Education

Frances Alvarado was first appointed as a Commissioner in 1995 as the classified employees' appointee. She served in that position until 2001. In 2002, Mrs. Alvarado was appointed as the Board appointee to the Commission and continues to serve in that capacity. She currently works for the Boys and Girls Club as a case worker for The Los Angeles County Probation Department in the return program.

Sue Hartley was appointed as the Joint Appointee in 1998 and continues to serve in that capacity. She was a 30-year classified employee of the district prior to retiring as a Library Media Technician at Bassett High School.

Vern Wallery became the classified employees' appointee in 2001 and continues to serve in that capacity. She is currently a labor representative for the Classified School Employees Association.

Commission Staff

The Bassett Unified School Commission has three staff assigned on a full-time basis to carry out the functions and work of the Commission.

Patrick T. Maher was initially hired as a Personnel Analyst in May 2002 and became the provisional Personnel Director in October 2003. In January 2004 he became the Personnel Director. Prior to that, Mr. Maher had his own personnel consulting business and retired from the Los Angeles County Sheriff's Department in 1989 after 23 years of service.

Carol Mendias is currently the Human Resources Technician. She has been a classified employee of Bassett Unified School District since 1976 and a member of the Commission staff since 1997.

Kristin Olson was hired as the Personnel Analyst in April 2004 after having worked at CODESP for a year and a half. She recently earned her master's degree in Industrial Organization Psychology from California State University Long Beach.

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. Fifteen meetings for 2004 were held as follows:

<u>Type of Meeting</u>	<u>Meeting Date</u>
Regular	January 14, 2004
Regular	February 4, 2004
Regular	March 4, 2004
Regular	April 1, 2004
Special	April 29, 2004
Regular	May 6, 2004
Special	May 13, 2004
Regular	June 3, 2004
Special	June 15, 2004
Regular	July 6, 2004
Regular	August 10, 2004
Regular	September 7, 2004
Regular	October 5, 2004
Regular	November 3, 2004
Regular	December 14, 2004

Hearings, Appeals and Examination Protests

One classified employee dismissal was appealed to the Commission during the year. The Commission heard one examination appeal that was rejected by the Commission. The Personnel Director conducted 3 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	20
Applications Received	433
Application Notices Sent	811
Applicants given Training and Experience Evaluations	46
Applicants Interviewed	97
Applicants Administered Written Tests	80
Administrative Appeals of Examinations Requested	1
Administrative Appeals Granted	1
Examination Appeals Heard by the Commission	1
Examination Appeals Granted by the Commission	0
Administrative (Disciplinary Appeals) Hearings Requested	1 ¹
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 2004

Significant accomplishments of the Personnel Commission for 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:

¹ The Administrative Appeal is still pending and no final action or decision has been rendered by the Commission.

- 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:
 - Accounting Technician I
 - Assistant Superintendent Human Resources²
 - Buyer
 - Credentials Analyst
 - Director of Food Services
 - Director of Facilities, Development, and Transportation
 - Director of Fiscal Services
 - Health Assistant
 - Grounds Maintenance Worker II
 - Instructional Health Assistant/Multiple Handicaps
 - Instructional Assistant-Computer Lab
 - Preschool Program Compliance Assistant
 - Personnel Analyst
 - Senior Payroll Technician
- 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 a 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 2005

The Personnel Commission has established the following goals and objectives for 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,

² This is a certificated position, but Commission staff conducted the recruitment and the examination process, including examination development and administration.

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, and
8. Explore and research the option of standardizing class specifications that are directly linked to job competencies with the possible aim of implementation.