

**Personnel Commission
Annual Report
2005**



**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 2005 annual report of the Personnel Commission of the Bassett Unified School District is prepared in compliance with California Education Code Section 45266(a).

The Merit System

Bassett Unified School District is committed to the goal of fair and equitable employment practices. It is one of approximately 100 school districts in California to utilize the merit system to ensure that this goal continues to be met in the administration of the classified personnel program. Bassett has had a merit system for classified staff since 1966.

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 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. Appointment dates and Commission positions as of December 2005 are:

Commissioner	Title	Current Term Expires	Appointed by
Vern Wallery	Chairperson	December 1, 2007	CSEA
Frances Alvarado	Vice-Chairperson	December 1, 2008	Board of Education
Sue Hartley	Member	December 1, 2006	Joint Appointee

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 2005 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 2005 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. She serves on the Board of Directors of CODESP

and during the past year was the Secretary for Personnel Testing Council/Southern California.

Marina Mihalevsky is a graduate student in the Industrial-Organizational program at California State University Long Beach. She has been assigned technical research and related duties pertaining to development of situational judgment interviews and competency based selection instruments and performance evaluations and also works as an intern for the Los Angeles Unified School District working in classification and compensation.

Personnel Commission Budget

The budget for the Personnel Commission is submitted each year for approval at a public hearing. This year the public hearing was held May 3, 2005, and the Commission the adopted it following the hearing. The governing board concurred with the budget on May 26, 2005 and the County Superintendent of Schools approved it on June 21, 2005.

The Personnel Commission budget for 2005-2006 in the amount of \$360,976.00 is the same budget that the Personnel Commission had in 2002-2003, 2003-2004, and 2004-2005. For the for the fourth consecutive time, the Commission absorbed all projected increases in salary and benefits as a result of negotiations, all related personnel cost increases (worker's comp, SDI, Unemployment Insurance, etc.) and all inflationary increases into the budget without any increase in the total budget amount.

Although claims are sometimes made that it is very expensive to have a merit system in a school district, the costs are very minimal. Even without a formal Merit System and Personnel Commission, if the goal is to hire candidates who are proven to be qualified through a process of examination, there would need to have sufficient staff to do the necessary processing as is done now in the Personnel Commission office. Commissioner's serve essentially for the public good with compensation limited to \$50.00 per meeting.

While the Personnel Commission is legally independent of the District in establishing its rules and in implementing the merit system, the staff and the Commissioners are part of the Bassett Unified School District management team. The Personnel Director serves on the Superintendent's Cabinet and the staff provides a myriad of support to the District on matters that are not within the purview of the merit system.

You can think of the Merit System guided by the Personnel Commission as a kind of insurance policy. The cost for the policy is minimal compared to the risk that the District would be subject to if there were not fair and equitable processes in place. Those are ensured because of the Merit System.

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. Thirteen meetings for 2005, including a special meeting that was a joint Board-Personnel Commission meeting, were held as follows:

Type of Meeting	Meeting Date
Regular	January 6, 2005
Regular	February 1, 2005
Regular	March 1, 2005
Regular	April 7, 2005
Regular	May 3, 2005
Regular	June 7, 2005
Regular	July 5, 2005
Special (Joint meeting with the governing board).	July 15, 2005
Regular	August 2, 2005
Regular	September 6, 2005
Regular	October 4, 2005
Regular	November 2, 2005
Regular	December 12, 2005

Hearings, Appeals and Examination Protests

One classified employee dismissal was appealed to the Commission during the year. The appeal is still pending a hearing. The Personnel Director received four administrative examination appeals and granted three.

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	22
Applications Received	740
Application Notices Sent	1333
Applicants given Training and Experience Evaluations	79
Applicants Interviewed	124
Applicants Administered Written Tests	207
Examination Appeals Heard by the Commission	0
Examination Appeals Granted by the Commission	0
Administrative (Disciplinary Appeals) Hearings Requested	1
Administrative Hearings Sustaining District	0
Administrative Hearings Sustaining Appellant	0
Layoff/Displacement/Rehire Letters Sent	0
Reclassification Requests Received/Conducted	1
Classification Specifications Approved/Revised/Deleted	17
Commission Staff Training Total Hours	407
Commissioners	50
Personnel Director	120
Personnel Analyst	193
Human Resources Technician	10
Intern	34

Classified School Employee Week

The Personnel Commission commemorated *Classified School Week* May 15, 2005, 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. In particular, Mr. Watanabe's effort as griller extraordinaire and the support from food services staff and MOT is worthy of recognition for their efforts in making this annual event so successful.

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 2005

Significant accomplishments of the Personnel Commission for 2005 include:

- Improving the on-line application and automated applicant tracking enhancing the productivity of examination processing.
 - Developed new examinations or updated obsolete examinations for:
 - Administrative Secretary II (Confidential)
 - Clerical Assistant I
 - Clerical Assistant II
 - Custodian I
 - District Security Officer
 - District Security Supervisor
 - Family Development Specialist
 - Food Service Assistant I
 - Food Service Assistant II
 - Health Assistant, Instructional Assistant–Special Education
 - Instructional Health Assistant-Multiple Handicaps
 - Instructional Materials Specialist
 - Library Media Technician
 - No Child Left Behind Paraprofessional Test
 - School Community Relations Assistant
 - Secretary II
- Continued to move to paperless office by
 - Creating a digital copy of all of the official agendas in a permanent on-line format for retention and filing.
 - Expanded the use of on-line application in lieu of paper applications.
 - Enhanced the on-line applicant tracking system.
- Updated the Commission Rules:
 - Rule 2.4.6 was revised,
 - Rule 3.15 was revised and re-titled to Rule 7.4;
 - All Rules within Chapter 50 were revised, updated, and then re-titled to Chapter 7;
- Accomplished the following 2005 Goals and Objectives for 2005:
 - Provided training seminars for classified and certificated managers on Sexual Harassment training (AB)
 - Created a selection process for Food Services Worker I,
 - Restructured classes so that title and duties are more in synch with related jobs and eliminated redundancies and obsolete classifications
 - Initiated a situational judgment interview Item Bank linked to competences
 - Initiated marketing the situational interview for paraprofessionals to other school districts,

- Initiated a job competencies system linked to selection, with the possible aim of implementation.

Goals and Objectives for 2006

The Personnel Commission has established the following goals and objectives for 2006:¹

1. Test preparation materials for applicants, made available on the web.
2. Standardize the reclassification procedures.
3. Create a Bassett USD handbook for all classified employees
4. Expand training seminars for classified employees job-related subjects,
5. Establish an orientation and welcome training procedure for all new classified employee
6. Develop a hiring interview question bank, based on general fitness, for classified positions.
7. Train managers on hiring interview best practices to improve this process for classified applicants.
8. Create an exit interview procedure.
9. Establish rules, write procedure for, and start continuous testing for needed entry level procedures.

¹ Goals 1-3 are 2005 goals that were not completed and are carried over to 2006.