

**Personnel Commission
Annual Report
2006**



**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 2006 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's 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 2006 are:

| Commissioner | Title | Current Term Expires | Appointed by |
|---------------------|------------------|-----------------------------|---------------------|
| Vern Wallery | Chairperson | December 1, 2007 | CSEA |
| Sue Hartley | Vice-Chairperson | December 1, 2009 | Joint Appointee |
| Frances Alvarado | Member | December 1, 2008 | Board of Education |

Frances Alvarado was first appointed as a Commissioner in 1990 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 has served as a labor representative for the Classified School Employees Association and is currently a classified employee with the Hacienda-La Puente Unified School District.

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. In addition, the Commission has an intern who performs a variety of research activities that are not part of the normal duties of Commission staff.

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.

Marina Mihalevsky joined the District as a Personnel Intern in January 2005. She began serving as a provisional Personnel Analyst in March 2006, and became permanent in the position in June 2006. Ms. Mihalevsky is currently working on completing a Master's thesis as a final requirement in completion of a Master's Degree in Industrial/Organizational Psychology from California State University, Long Beach.

Carol Mendias is currently the Human Resources Technician. She has been a classified employee of Bassett Unified School District since 1977 and a member of the Commission staff since 1997.

Akane Wada joined the Commission as a Personnel Intern in October, 2006, and she is currently a graduate student in the Industrial-Organizational program at California State University Long Beach. She has been involved in assisting to develop structured oral interviews for various classifications and building a web-based survey for the use of competency assessment that will be disseminated District-wide as a means of gathering data to develop competency models for all of the District's job classifications.

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, 2006, and the Commission adopted it following the hearing. The governing board concurred with the budget on May 26, 2006 and the County Superintendent of Schools approved it on June 21, 2006.

The Personnel Commission budget for 2006-2007 in the amount of \$360,976.00 is the same budget that the Personnel Commission had in 2002-2003, 2003-2004, 2004-2005, and 2005-2006. For the fifth consecutive fiscal year, 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. Commissioners 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 2006, including a special meeting that was a joint Board-Personnel Commission meeting, were held as follows:

| Type of Meeting | Meeting Date |
|-----------------|--------------------|
| Regular | January 10, 2006 |
| Regular | February 7, 2006 |
| Regular | March 7, 2006 |
| Regular | April 4, 2006 |
| Regular | May 2, 2006 |
| Regular | June 7, 2006 |
| Regular | July 5, 2006 |
| Regular | August 1, 2006 |
| Regular | September 5, 2006 |
| Regular | September 19, 2006 |
| Regular | October 3, 2006 |
| Regular | November 8, 2006 |
| Regular | December 5, 2006 |

Hearings, Appeals and Examination Protests

One classified employee demotion was appealed to the Commission during the year. The underlying cause of action was withdrawn by the district before a hearing was conducted. One administrative appeal filed in 2005 had action taken during the year, and the appellant subsequently withdrew the appeal. No administrative requests concerning examinations were received 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 non-classified personnel, and provides support to certificated staff.

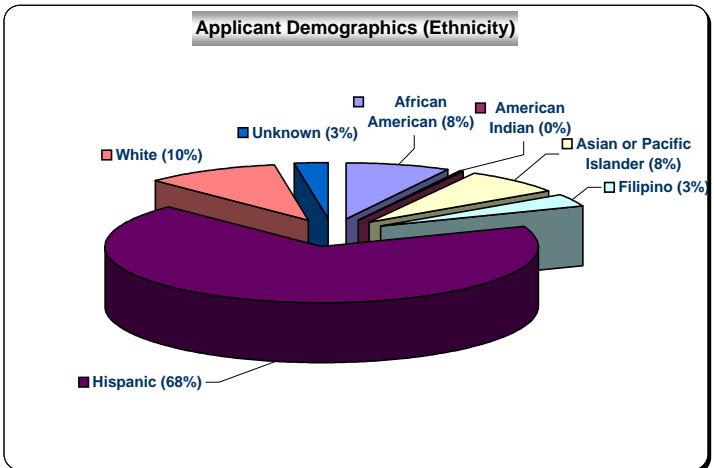
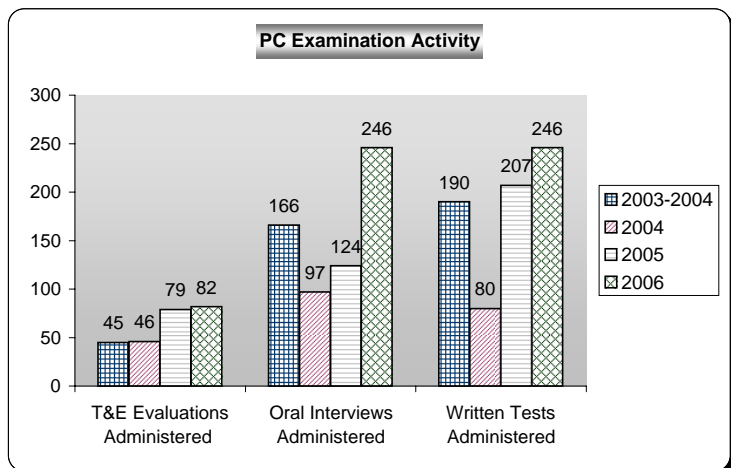
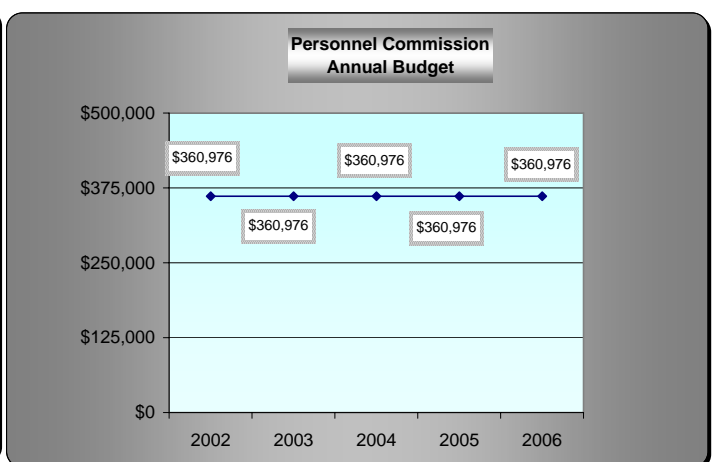
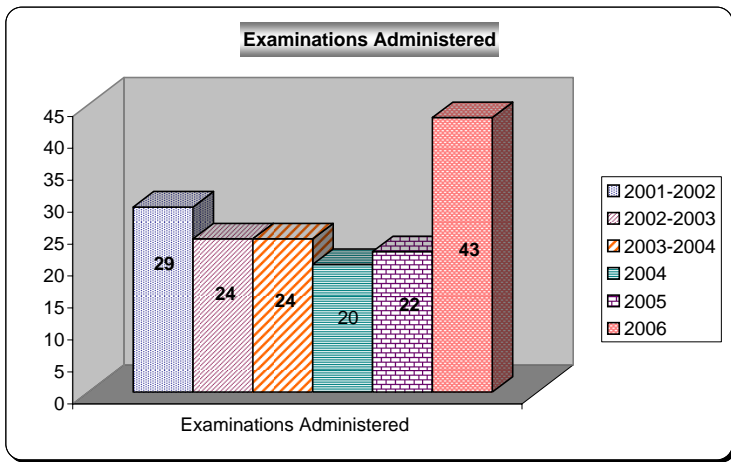
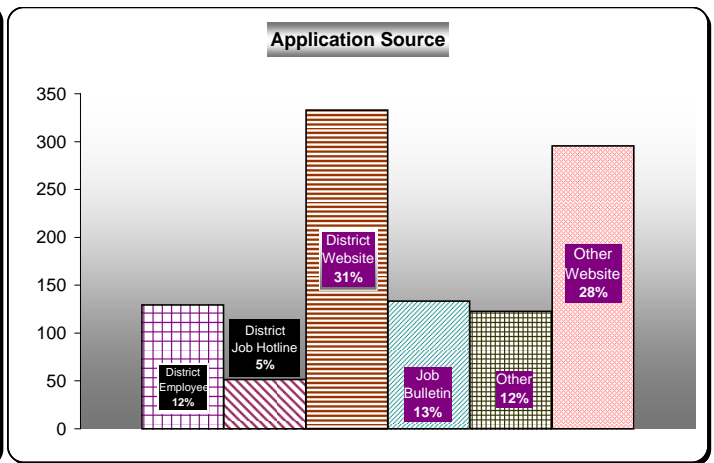
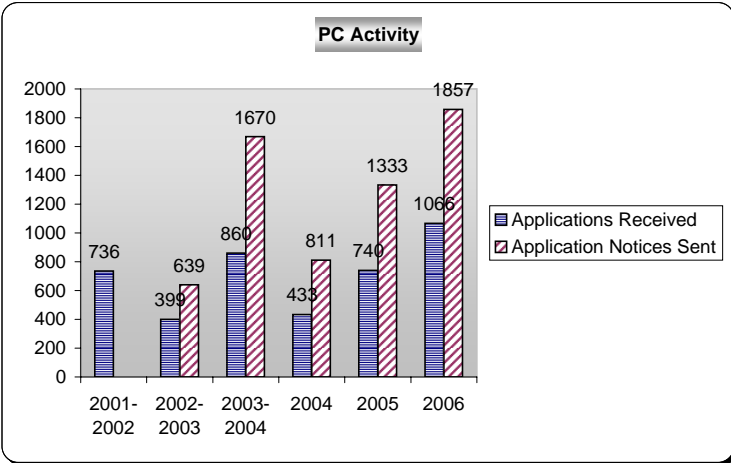
Some of the specific tasks and quantity of work performed by the Commission staff were:

| Applications | |
|--|-------------|
| Total Evaluated for MQ | 1066 |
| Online | 915 |
| Paper | 151 |
| Examination Activity | |
| Written Tests Administered | 17 |
| Applicants Evaluated | 246 |
| Training & Experience Administered | 15 |
| Applicants Evaluated | 82 |
| Interview (Oral) Administered | 42 |
| Applicants Evaluated | 246 |
| Summary of Recruitment & Examination Statistics | |
| Average # of days/Recruitment | 30 |
| Average #Days from post date to eligibility list | 49 |
| Ave. #Days from close date to eligibility list | 20 |
| PC Activity Summary | |
| 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 | 4 |
| Classification Specifications Approved/Revised/Deleted | 21 |
| PC Staff Training Summary | |
| Commissioners | 56 |
| Personnel Director | 96 |
| Personnel Analyst | 136 |
| Human Resources Technician | 10 |
| Intern | 4 |
| Total Training Hrs | 302 |

Statistical Data Summary

| Rec # | Recruitment/Classification Title | Job Posting | | Date Eligibility List Est. | Recruitment and Examination Statistics | | | | | | | |
|---------|---|----------------|--------------|----------------------------|--|--|--|----------------|--------------------------------------|-----|----------------|-------------------------|
| | | Advertise From | Advertise To | | Total Days Posted | Days: Posting Closed to Eligibility List | Days: Posting Opened to Eligibility list | #Apps Received | Written Test | T&E | Oral Interview | No. on Eligibility List |
| 06-001 | INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION | 01/01/06 | 01/30/06 | 03/07/06 | 29 | 36 | 65 | 12 | - | 3 | 3 | 3 |
| 06-002 | LIBRARY MEDIA TECHNICIAN | 01/13/06 | 02/07/06 | 03/07/06 | 25 | 28 | 53 | 17 | - | 6 | 6 | 5 |
| 06-003 | SECRETARY I | 01/20/06 | 02/14/06 | 03/15/06 | 25 | 29 | 54 | 36 | 12 | - | 11 | 10 |
| 06-004 | SCHOOL OFFICE ASSISTANT | 01/20/06 | 02/14/06 | 03/15/06 | 25 | 29 | 54 | 97 | 30 | - | 10 | 8 |
| 06-005 | INSTRUCTIONAL ASSISTANT - COMPUTER LAB (K-12) | 01/20/06 | 02/14/06 | 03/07/06 | 25 | 21 | 46 | 15 | - | 2 | 2 | 1 |
| 06-006 | HUMAN RESOURCES SPECIALIST | 01/27/06 | 02/21/06 | 03/16/06 | 25 | 23 | 48 | 30 | - | 6 | 2 | 2 |
| 06-007 | PERSONNEL ANALYST | 03/06/06 | 04/13/06 | 05/22/06 | 38 | 39 | 77 | 22 | - | 11 | 5 | 3 |
| 06-008 | BUYER | 03/06/06 | 04/13/06 | 05/09/06 | 38 | 26 | 64 | 30 | - | 10 | 4 | 4 |
| 06-009 | INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION | 03/06/06 | 03/30/06 | 03/30/06 | | | | 14 | canceled: no eligible applicant pool | | | |
| 06-010 | PAINTER | 03/14/06 | 04/13/06 | 05/16/06 | 30 | 33 | 63 | 42 | 19 | - | 9 | 6 |
| 06-011 | INSTRUCTIONAL ASSISTANT-SPEECH ASSESSMENT | 03/14/06 | 04/13/06 | 05/09/06 | 30 | 26 | 56 | 12 | - | 5 | 3 | 3 |
| 06-012 | SECRETARY II | 03/14/06 | 04/13/06 | 05/17/06 | 30 | 34 | 64 | 51 | 14 | - | 9 | 8 |
| 06-013 | HUMAN RESOURCES SPECIALIST | 04/25/06 | 05/22/06 | 06/12/06 | 27 | 21 | 48 | 20 | - | 6 | 6 | 5 |
| 06-014 | INSTRUCTIONAL ASSISTANT - COMPUTER LAB (K-12) | 04/25/06 | 05/22/06 | 05/09/06 | | | | 11 | canceled: no eligible applicant pool | | | |
| 06-015 | CUSTODIAN I (SUBSTITUTE) | 04/25/06 | 05/22/06 | 06/20/06 | 27 | 29 | 56 | 22 | 15 | - | 12 | 12 |
| 06-017 | ADMINISTRATIVE SECRETARY I (Confidential) | 05/02/06 | 05/22/06 | 06/20/06 | 20 | 29 | 49 | 42 | 13 | - | 9 | 8 |
| 06-018 | LANGUAGE ASSESSMENT ASSISTANT | 05/04/06 | 06/05/06 | 06/13/06 | 32 | 8 | 40 | 16 | - | 4 | 3 | 3 |
| 06-019 | DATA PROCESSING ANALYST | 05/05/06 | 06/05/06 | 06/22/06 | 31 | 17 | 48 | 18 | - | 11 | 7 | 7 |
| 06-020 | INSTRUCTIONAL ASSISTANT-ADULT EDUCATION | 05/05/06 | 06/05/06 | 06/27/06 | 31 | 22 | 53 | 32 | 16 | - | 4 | 4 |
| 06-021 | DIRECTOR OF FISCAL SERVICES | 05/18/06 | 06/29/06 | 07/18/06 | 42 | 19 | 61 | 11 | - | 10 | 4 | 4 |
| 06-022 | CUSTODIAN II - Promotional ONLY | 06/16/06 | 07/10/06 | 08/08/06 | 24 | 29 | 53 | 12 | 6 | - | 4 | 3 |
| 06-023 | INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION | 06/16/06 | 07/17/06 | 07/26/06 | 31 | 9 | 40 | 13 | - | - | 7 | 6 |
| 06-024 | INSTRUCTIONAL ASSISTANT | 06/16/06 | 07/17/06 | 08/03/06 | 31 | 17 | 48 | 40 | - | - | 15 | 12 |
| 06-025 | INSTRUCTIONAL ASSISTANT - COMPUTER LAB (K-12) | 06/16/06 | 07/17/06 | 08/01/06 | 31 | 15 | 46 | 21 | - | - | 5 | 5 |
| 06-026 | LANGUAGE ASSESSMENT ASSISTANT | 06/16/06 | 07/17/06 | 07/28/06 | 31 | 11 | 42 | 17 | - | - | 5 | 5 |
| 06-027 | ATTENDANCE RECORDS TECHNICIAN | 06/16/06 | 07/13/06 | 08/02/06 | 27 | 20 | 47 | 86 | 22 | - | 10 | 9 |
| 06-028 | INSTRUCTIONAL HEALTH ASSISTANT-MULTIPLE HANDICAPS | 07/07/06 | 08/02/06 | 08/10/06 | 26 | 8 | 34 | 8 | - | - | 3 | 3 |
| 06-029 | INSTRUCTIONAL ASSISTANT-SPEECH ASSESSMENT | 07/07/06 | 08/23/06 | 09/06/06 | 47 | 14 | 61 | 22 | - | - | 5 | 5 |
| 06-030 | FOOD SERVICE ASSISTANT I (SUBSTITUTE) | 07/07/06 | 08/02/06 | 08/18/06 | 26 | 16 | 42 | 16 | 7 | - | 7 | 6 |
| 06-031 | ATHLETIC TRAINER | 08/25/06 | 09/18/06 | 10/12/06 | 24 | 24 | 48 | 3 | - | - | 1 | |
| 06-032 | INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION | 09/06/06 | 09/27/06 | 10/10/06 | 21 | 13 | 34 | 20 | - | - | 8 | 8 |
| 06-033 | CUSTODIAN I (SUBSTITUTE) | 09/26/06 | 10/17/06 | 11/13/06 | 21 | 27 | 48 | 19 | 6 | - | 4 | 4 |
| 06-034 | FOOD SERVICE ASSISTANT I (SUBSTITUTE) | 09/26/06 | 10/17/06 | 11/02/06 | 21 | 16 | 37 | 16 | 7 | - | 7 | 4 |
| 06-035 | SENIOR PAYROLL TECHNICIAN | 10/03/06 | 11/07/06 | 11/16/06 | 35 | 9 | 44 | 46 | 16 | - | 6 | 4 |
| 06-036 | INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION | 10/17/06 | 11/27/06 | 12/07/06 | 41 | 10 | 51 | 6 | - | - | 3 | 3 |
| 06-037 | INSTRUCTIONAL ASSISTANT-SPEECH ASSESSMENT | 10/17/06 | 11/27/06 | 12/07/06 | 41 | 10 | 51 | 2 | - | - | 2 | 2 |
| 06-038 | LIBRARY MEDIA TECHNICIAN | 10/25/06 | 11/27/06 | 12/07/06 | 33 | 10 | 43 | 7 | - | 4 | 3 | 3 |
| 06-039 | SCHOOL COMMUNITY RELATIONS ASSISTANT | 10/25/06 | 12/07/06 | 12/12/06 | 43 | 5 | 48 | 10 | - | 4 | 1 | |
| 06-040 | ATHLETIC TRAINER | 10/31/06 | 11/27/06 | 12/19/06 | 27 | 22 | 49 | 6 | - | - | 2 | 2 |
| 06-041 | FOOD SERVICE ASSISTANT I (SUBSTITUTE) | 11/01/06 | 11/27/06 | 12/08/06 | 26 | 11 | 37 | 12 | 7 | - | 9 | 7 |
| 06-042 | SCHOOL OFFICE ASSISTANT | 11/09/06 | 12/04/06 | 12/12/06 | 25 | 8 | 33 | 50 | 16 | - | 9 | 9 |
| 06-043 | CLERICAL ASSISTANT I | 11/09/06 | 12/04/06 | 12/15/06 | 25 | 11 | 36 | 77 | 40 | - | 21 | 21 |
| Average | | | | | | | | Total | | | | |
| | | | | | 29.675 | 19.6 | 49.275 | 1059 | 246 | 82 | 246 | |

Statistical Data Summary



Classified School Employee Week

The Personnel Commission commemorated *Classified School Week* May 22, 2006, with the annual barbeque, 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 the 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 District.

Accomplishments for the Personnel Commission for 2006

Significant accomplishments of the Personnel Commission for 2006 include:

- Nearly doubling the workload without any increase in budget or in staffing levels as a result of increased productivity.
- Improving the on-line application and automated applicant tracking that enhanced the productivity of examination processing.
- Developed new examinations or updated obsolete examinations for:
 - Custodian I
 - Custodian II
 - Instructional Assistant–Special Education
 - Instructional Assistant–Speech Assessment
 - Instructional Assistant
 - Fiscal Services Director
 - Athletic Trainer
 - Buyer
 - Painter
 - Attendance Records Technician
 - Data Processing Analyst
 - Senior Payroll Technician
- Updated the Commission Rules:
 - Rules 6.1.1, 6.2.6E, 7.1.1H, and 7.1.2 were revised.
 - Rules 2.5, 2.6, and Rule 2.7 (2.7.1 through 2.7.4) were revised.
- Accomplished the following 2006 Goals and Objectives for 2006:
 - A Bassett USD handbook for all classified employees is in final editing and review. It should be published shortly.
 - Implementation of a hiring interview question bank, based on general fitness, for classified positions.
 - Established rules, wrote a procedure for, and started continuous testing for needed entry level positions.

Goals and Objectives for 2007

The Personnel Commission has established the following goals and objectives for 2007:¹

1. Test preparation materials for applicants made available on the web.
2. Standardize the reclassification procedures.
3. Train managers on hiring interview best practices to improve this process for classified applicants.
4. Review selection procedures for paraprofessionals in an effort to increase the applicant pool.
5. Assess effectiveness of selecting highly qualified classified staff.
6. Initiate competency based job classifications and standardize classification specifications.
7. Implement a web-based report on the status of all current recruitments and lists so that applicants, administrators, and employees can readily ascertain the status of any particular recruitment.
8. Improve the quality and the usefulness of the Commission's web site.
9. Publish a handbook for limited term employees not a member of the regular classified service.

¹ Goals 1-3 are 2006 goals that were not completed and are carried over to 2007.