

**Personnel Commission
Annual Report
2007**



**Bassett Unified School District
Personnel Commission**

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Introduction

This 2007 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 2007 are:

Commissioner	Title	Current Term Expires	Appointed by
Vern Wallery	Chairperson	December 1, 2010	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 1978.

Akane Wada joined the Commission as a Personnel Intern in October, 2006, and departed on April 30, 2007. She is a graduate student in the Industrial-Organizational program at California State University Long Beach. At the Personnel Commission, she was involved in developing 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.

Michaela Kuls started as the new Personnel Commission Intern on September 4, 2007. She has recently completed coursework towards her Masters Degree in Industrial-Organizational Psychology at California State University, Long Beach. Since her arrival, she has contributed to the development of structured interviews and reviewed presentation material and survey data, among other activities.

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 1, 2007, and the Commission adopted it following the hearing. The governing board concurred with the budget on May 15, 2007 and the County Superintendent of Schools approved it on May 23, 2007.

The Personnel Commission budget for 2007-2008 in the amount of \$360,976.00 is the same budget that the Personnel Commission had in 2002-2003, 2003-2004, 2004-2005, 2005-2006, and 2006-2007. For the sixth 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. 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. Fifteen meetings were held in 2007:

Type of Meeting	Meeting Date
Regular	January 17, 2007
Regular	February 6, 2007
Regular	March 6, 2007
Special	March 28, 2007
Regular	April 3, 2007
Special	April 19, 2007
Regular	May 8, 2007
Regular	June 5, 2007
Regular	July 10, 2007
Regular	August 14, 2007
Regular	September 5, 2007
Special	September 19, 2007
Regular	October 2, 2007
Regular	November 7, 2007
Regular	December 4, 2007

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:

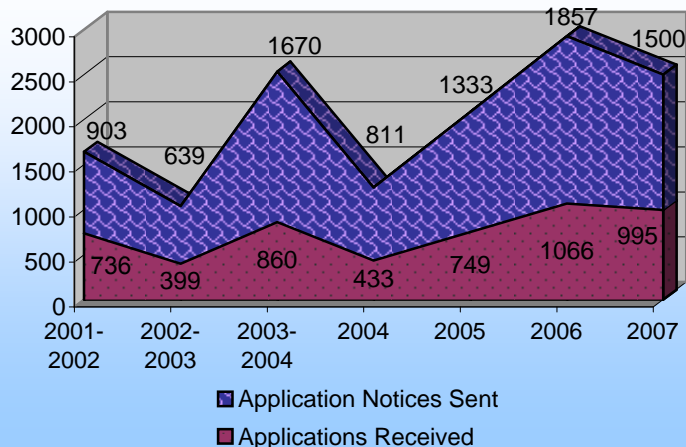
Applications	
Total Evaluated for MQ	995
Online	934
Paper	61
Examination Activity	
Written Tests Administered	15
Applicants Evaluated	380
Training & Experience Administered	4
Applicants Evaluated	39
Interview (Oral) Administered	30
Applicants Evaluated	312
Summary of Recruitment & Examination Statistics	
Average # of Days for recruitment posting period	31
Average # of Days from post date to eligibility list	53
Ave. # of Days from close date to eligibility list	22
Eligibility Lists Established	30
PC Activity Summary	
Examination Appeals Heard by the Commission	0
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	0
Reclassification Requests Conducted/Approved	2/1
Classification Specifications Approved/Revised/Deleted	8
PC Staff Training Summary	
Commissioners	91
Personnel Director	116
Personnel Analyst	226
Human Resources Technician	20
Intern	8
Total Training Hours	461

2007 STATISTICAL DATA SUMMARY

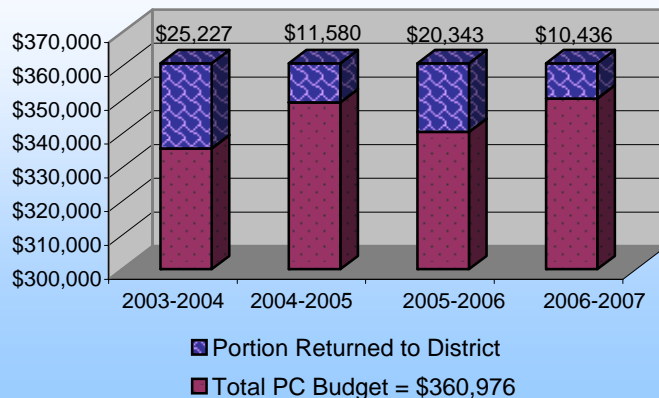
EXAM	Recruitment Position	Job Posting			Applicants By Step					Eligibility List			
		Posting Opened	Posting Closed	Total Days Posted	Total Apps	Written Exam	T & E	Oral Exam	Eligible	Days From Post	Days From Close	Date Est.	Date Expires
06-044	INSTRUCTIONAL ASSISTANT	11/20/06	01/08/07	50	9	-	-	8	3	65	15	01/22/07	02/22/08
06-045	SCHOOL COMMUNITY RELATIONS ASSISTANT	01/08/07	01/30/07	23	13	-	10	2	1	47	24	02/22/07	03/22/08
06-046	IA - SPECIAL EDUCATION	01/09/07	02/06/07	29	12	-	-	8	4	45	16	02/22/07	03/22/08
06-047	CLERICAL ASSISTANT II	02/21/07	11/04/07	Cont.	184	90	-	-	25	-	-	03/21/08 05/09/07 07/26/07 11/07/07	04/21/08 06/09/08 08/26/08 12/07/08
06-048	INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION	02/22/07	12/31/07	Cont.	98	-	-	45	29	-	-	03/21/07 05/14/07 06/29/07 09/11/07 10/08/07 11/20/07	04/21/08 06/14/08 07/29/08 10/11/08 11/08/08 12/20/08
06-049	FAMILY DEVELOPMENT SPECIALIST	02/22/07	04/03/07	42	20	-	4	4	4	59	17	04/20/07	05/20/08
06-050	SCHOOL COMMUNITY RELATIONS ASSISTANT	03/05/07	03/29/07	25	11	-	4	4	2	48	23	04/20/07	05/20/08
06-052	LANGUAGE ASSESSMENT ASSISTANT	03/09/07	04/05/07	28	12	-	-	8	6	42	14	04/19/07	05/19/08
06-053	CUSTODIAN I (SUBS)	03/20/07	04/16/07	28	20	15	-	10	8	54	26	05/11/07	06/11/08
07-001	FOOD SERVICE ASSISTANT I (SUBS)	03/30/07	12/31/07	Cont.	71	63	-	55	23	-	-	05/17/07 07/10/07 10/04/07 12/20/08	06/17/08 08/10/08 11/04/08 01/20/09
07-002	SECRETARY III	04/19/07	05/07/07	19	12	8	-	6	4	48	29	06/05/07	07/05/08
07-003	FOOD SERVICE MANAGER I	04/25/07	05/17/07	23	4	4	-	3	2	56	33	06/20/08	07/20/09
07-004	INSTRUCTIONAL HEALTH ASSISTANT	05/07/07	06/29/07	54	10	-	-	3	3	70	16	07/14/07	08/14/08
07-005	INSTRUCTIONAL ASSISTANT	06/08/07	07/09/07	32	11	-	-	9	5	49	17	07/26/07	08/26/08
07-006	LIBRARY MEDIA TECHNICIAN	06/08/07	07/09/07	32	9	-	-	5	4	42	10	07/19/07	08/19/08
07-007	ACCOUNTING TECHNICIAN II	06/08/07	07/09/07	32	18	13	-	7	7	54	22	08/01/07	09/01/08
07-008	FOOD SERVICE MANAGER I	07/26/07	09/05/07	42	9	6	-	3	2	69	27	10/02/07	11/02/08
07-009	FAMILY DEVELOPMENT SPECIALIST	08/02/07	09/05/07	35	40	-	-	15	5	85	50	10/24/07	11/24/08
07-010	IA - SPEECH ASSESSMENT	08/08/07	09/05/07	29	6	-	-	4	3	42	13	09/18/07	10/18/08
07-011	INSTRUCTIONAL ASSISTANT	08/08/07	09/05/07	29	26	-	-	25	17	49	20	09/25/07	10/25/08
07-012	ACCOUNTING TECHNICIAN I	08/15/07	09/11/07	28	91	57	-	12	10	57	29	10/09/07	11/09/08
07-013	HEALTH ASSISTANT	08/15/07	09/11/07	28	22	18	-	11	8	63	35	10/15/07	11/15/08
07-014	SCHOOL COMMUNITY RELATIONS ASSISTANT	08/14/07	09/11/07	27	26	-	-	6	3	44	17	09/28/07	10/28/08
07-015	CUSTODIAN I (SUBS)	08/14/07	12/31/07	Cont.	91	47	-	20	11	-	-	10/11/07	11/11/08
07-016	LANGUAGE ASSESSMENT ASSISTANT	08/15/07	09/11/07	28	13	-	-	11	6	44	16	09/27/07	10/27/08
07-017	INSTRUCTIONAL HEALTH ASSISTANT	09/12/07	10/09/07	27	18	-	-	6	5	41	14	10/23/07	11/23/08
07-018	PERSONNEL ANALYST	10/09/07	11/05/07	28	21	-	21	10	8	36	8	11/13/07	12/13/08
07-019	SECRETARY I	11/08/07	12/05/07	28	71	41	-	7	6	63	35	01/10/08	02/10/09
07-020	FOOD SERVICE ASSISTANT II	11/13/07	12/11/07	29	15	4	-	3	3	64	35	01/17/08	02/17/09
07-021	SECRETARY II	11/26/07	12/17/07	22	47	14	-	2	2	-	-	03/12/08	04/12/09
TOTAL:				797	995	380	39	312	219	-	-		
AVERAGE:				31	33	31	10	11	7	53	22		

2007 Statistical Data Summary

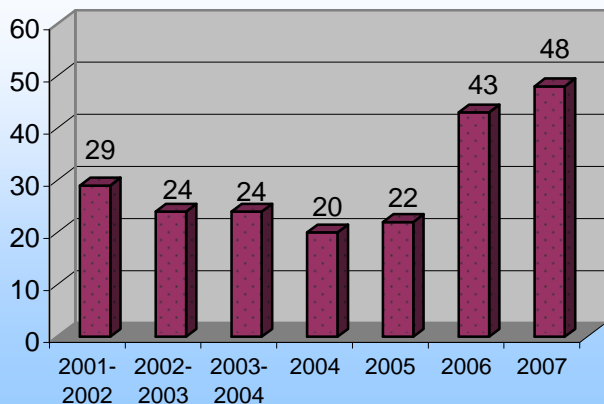
PC Activity



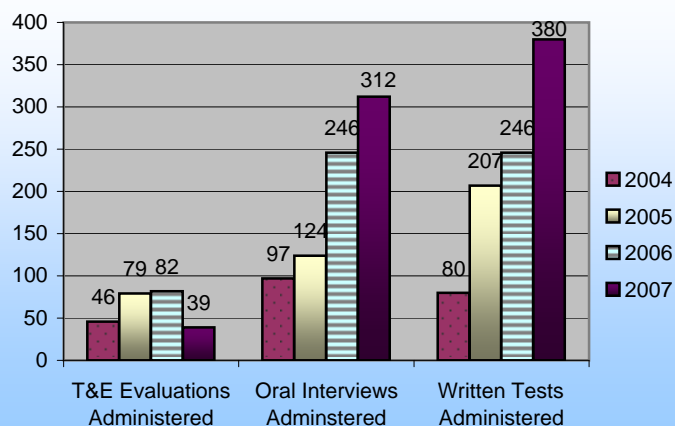
Personnel Commission Annual Budget



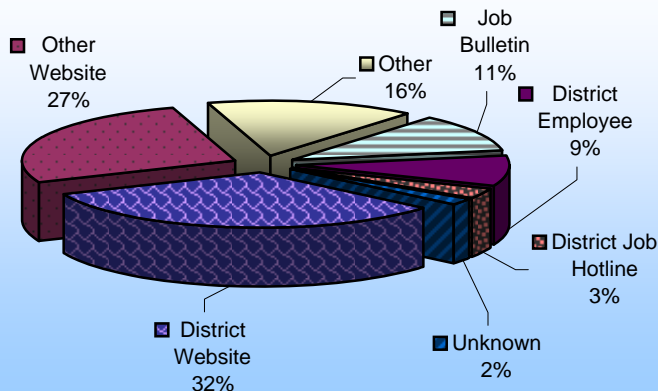
Total Examinations Administered



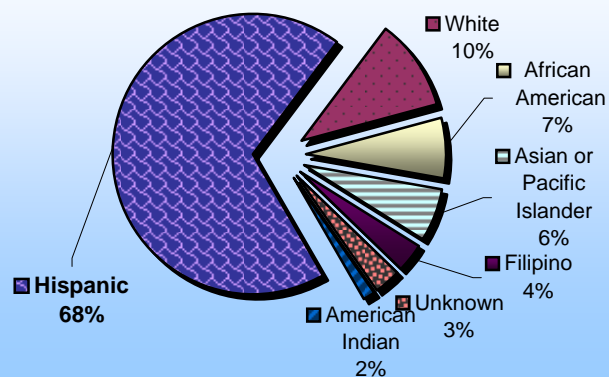
PC Examination Activity



Application Source



Applicant Demographics (Ethnicity)



Classified School Employee Week

The Personnel Commission commemorated *Classified School Week* May 23, 2007, 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 2007

Significant accomplishments of the Personnel Commission for 2007 include:

- Maintaining a high workload without any increase in budget or in staffing levels as a result of increased productivity.
- Further improving the on-line application and automated applicant tracking system, which enhances the productivity of examination processing.
- Developed new examinations or updated obsolete examinations for:
 - Accounting Tech I
 - Accounting Tech II
 - Clerical Assistant II
 - Family Development Specialist
 - Food Services Assistant II
 - Food Services Manager I
 - Health Assistant
 - Personnel Analyst
 - Secretary I
 - Secretary III
- Updated the Commission Rules:
 - Rules 11.6.1 and 12.2.2 were revised.
 - Rules 7.3.1 through 7.3.4, and 7.3.6 were revised.
 - Chapter 4 was revised.
 - Chapter 70 was deleted.
- Accomplished the following 2007 Goals and Objectives:
 - A Bassett USD handbook for all classified employees published.
 - Made test preparation materials for applicants available on the website.
 - Standardized the reclassification procedures.
 - Implemented 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.
 - Improved the quality and the usefulness of the Commission's web site.

Goals and Objectives for 2008

The Personnel Commission has established the following goals and objectives for the 2008 calendar year.

1. Train managers on hiring interview best practices to improve this process for classified applicants.
2. Review selection procedures for paraprofessionals in an effort to increase the applicant pool.
3. Use survey information from interview raters to assess effectiveness of classified selection system.
4. Initiate competency based job classifications and standardize classification specifications.
5. Publish a handbook for limited term employees not a member of the regular classified service.
6. Generate a situational judgment interview (SJI) validation system.
7. Begin development of a compensatory minimum qualification system, which offers more ways to demonstrate applicant qualifications.