

# ***Personnel Commission***

## **Annual Report 2008**



### **Bassett Unified School District *Personnel Commission***

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## ***Introduction***

This 2008 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 community members 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.

## **Commissioners**

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 2008 are:

<b>Commissioner</b>	<b>Title</b>	<b>Appointed by</b>	<b>Current Term Expires</b>
Vern Wallery	Chairperson	CSEA	December 1, 2010
Sue Hartley	Vice-Chairperson	Joint Appointee	December 1, 2009
Frances Alvarado	Member	Board of Education	December 1, 2008

**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 she continued to serve in that capacity through her term end date on December 1, 2008.

**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.

**Fred Lujan** was appointed in mid-December of 2008 to replace Mrs. Alvarado as the Board appointee. He has been an active member in the Bassett community for many years. Mr. Lujan will be sworn in as the new Commissioner at the PC meeting on January 14, 2009.

**Vern Wallery** became the classified employees' appointee in 2001 and has served as Commission Chairperson since December 17, 2002. She has worked as a labor representative for the Classified School Employees Association and is currently a classified employee with the Hacienda-La Puente Unified School District. In late December, she became President of the Personnel Commissioners Association of Southern California.

## **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.

**Brandon Tietze** joined the District as the Personnel Analyst in January 2008, to coordinate recruitment, testing, and training for all classified employees. Mr. Tietze is currently working on 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.

**Jeffrey Nabity** joined the Commission as a Personnel Intern in August 2008. Since his arrival, he has contributed to the development of testing material, feedback survey forms, classification research, and a wide variety of training material. He is currently in pursuit of a Master's Degree in Industrial/Organizational Psychology from California State University, Long Beach.

### ***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 6, 2008, and the Commission adopted it following the hearing. The governing board concurred with the budget on May 13, 2008 and the County Superintendent of Schools approved it on June 12, 2008.

The Personnel Commission budget for 2008-2009 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, 2006-2007, and 2007-2008. For the seventh 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. A line item miscalculation and unexpected retroactive fees resulted in a final negative balance of \$3,788 for the actual 2007-2008 budget, which was then absorbed into the 2008-2009 projected budget, leaving \$357,188.00.

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 be a 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 PC Director and Analyst meet with District and Union officials to discuss options and solutions for a wide range of issues.

The Merit System guided by the Personnel Commission can be considered 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. Below are ways in which the Commission has repeatedly engaged in fiscal restraint including:

- The Commission budget has not been increased since 2002-2003. This was the only Commission in the entire state that had not increased its budget for the intervening 6 fiscal years.
- In 2003, at his request, the salary range of the PC Director was moved from parity with the Asst. Superintendent of HR and reduced two ranges (approximately 5%) making the director the only employee in the district who has had the salary range reduced.
- The Commission last year, as part of a budget/expense reduction, voted to eliminate Commissioner health insurance benefits.
- When the Commission overspent its budget by \$3,800 for the last fiscal year, the over expenditure was repaid out of this year's budget.
- Since 2002, the Commission has added one part-time intern who receives no benefits.
- During that same time, the Commission has under expended its annual budget by a total of more than \$64,000, all of which was returned to the district's general fund, while simultaneously absorbing every increase in personnel costs as a result of contract negotiations and for payroll costs.

### ***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. Twelve meetings were held in 2008:

Type of Meeting	Meeting Date
Regular	January 15, 2008
Regular	February 5, 2008
Regular	March 4, 2008
Regular	April 8, 2008
Regular	May 6, 2008
Regular	June 3, 2008
Regular	July 1, 2008
Regular	August 12, 2008
Regular	September 3, 2008
Regular	October 7, 2008
Regular	November 5, 2008
Regular	December 2, 2008

## **Statistical Data**

The Personnel Commission staff provides a variety of services and functions to the District and its employees. Some of the specific tasks and quantities of work performed by the Commission staff are listed below. \*Notably, the total staff training hours dramatically decreased 40% in an effort to conserve funds in lieu of rising expenses.

<b>Applications</b>	<b>2007</b>	<b>2008</b>
<b>Total Evaluated for MQ</b>	<b>995</b>	<b>1324</b>
Online	934	1161
Paper	61	163
<b>Examination Activity</b>		
<b>Written Tests Administered</b>	<b>15</b>	<b>11</b>
Applicants Evaluated	380	332
<b>Training &amp; Experience Administered</b>	<b>4</b>	<b>0</b>
Applicants Evaluated	39	0
<b>Interview (Oral) Administered</b>	<b>30</b>	<b>11</b>
Applicants Evaluated	312	192
<b>Summary of Recruitment &amp; Examination Statistics</b>		
Average # of Days for recruitment posting period	31	29
Average # of Days from post date to eligibility list	53	55
Ave. # of Days from close date to eligibility list	22	30
Eligibility Lists Established	30	20
<b>PC Activity Summary</b>		
Examination Appeals Heard by the Commission	0	0
Examination Appeals Granted by the Commission	0	0
Administrative (Disciplinary Appeals) Hearings Requested	0	0
Administrative Hearings Sustaining District	0	0
Administrative Hearings Sustaining Appellant	0	0
Layoff/Displacement/Rehire Letters Sent	0	0
Reclassification Requests Conducted/Approved	2/1	1/0
Classification Specifications Approved/Revised/Deleted	8	0
<b>PC Staff Training Summary</b>		
Commissioners	91	31
Personnel Director	116	81
Personnel Analyst	226	138
Human Resources Technician	20	0
Intern	8	26
<b>Total Training Hours</b>	<b>461</b>	<b>*276</b>

## ***Classified School Employee Week***

The Personnel Commission commemorated *Classified School Week* on May 21, 2008, 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 2008***

Significant accomplishments of the Personnel Commission for 2008 include:

- Maintaining a high workload without any increase in budget or in staffing levels as a result of increased productivity.
- Further improving the online application and automated applicant tracking system, which enhances the productivity of examination processing.
- Developed new examinations or updated obsolete examination material for:
  - Instructional Assistant - Special Education
  - Maintenance Worker
  - Secretary II
  - Health Assistant
  - District Security Officer
  - Director of Facilities, Development, and Transportation
  - Personnel Analyst Intern
  - Instructional Health Assistant - Multiple Handicaps
  - Food Services Assistant II
  - Custodian II
- Accomplished the following 2008 Goals and Objectives:
  - Developed a training guide for managers focused on hiring (placement) interview best practices in order to improve the process for themselves and the applicants.
  - Developed more focused and user friendly Interview Rater instructions for both Panel and Situational Judgment structured interviews.
  - Implemented comprehensive survey system to gather feedback data from visitors, applicants, interviewers, interviewees, and managers to assess effectiveness at all points in classified selection system process.
  - Initiated competency based job classifications and standardized classification specifications.

- Coordinated and co-developed a training workshop for classified employees on the topic of effective communication and student conflict awareness, which received outstanding evaluation rating scores on average.
- Improved the web-based report on the status of all current recruitments and lists so that applicants, administrators, and employees can better ascertain the status of any particular recruitment.
- Created a situational judgment interview (SJI) validation system.
- Introduced a new minimum qualification system, which offers more ways to demonstrate applicant qualifications and potentially leads to higher numbers of qualified candidates and less adverse impact.
- Further improved the quality and the usefulness of the Commission's web site.

### ***Goals and Objectives for 2009***

The Personnel Commission has established the following goals and objectives for the 2009 calendar year.

1. Review selection procedures for paraprofessionals in an effort to increase the applicant pool.
2. Perform studies to establish and define valid classifications for the positions of Child Development Tutor and Campus Aide.
3. Publish a handbook for limited term employees who are not a member of the regular classified service.
4. Validate and complete situational judgment interviews for the positions of Custodian, Food Service Worker I, and Instructional Assistant - Special Education.
5. Refine and validate the new task-based MQ system, introduced in 2008, for use in actual classified position recruitments.
6. Develop and establish online Employee Success Center to be located within the Personnel Commission's website. The Center will offer a variety of training guides and presentations focused on the needs of classified employees.
7. Further establish the Personnel Commission as a leader in the local professional community by presenting solutions to common problems at industry meetings.

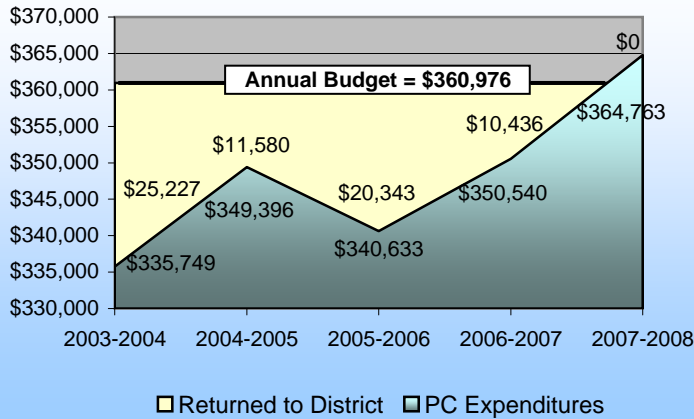
## 2008 STATISTICAL DATA SUMMARY

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
08-001	CLERICAL ASSISTANT I (SUB)	01/07/08	01/28/08	22	291	107	-	-	54	45	23	02/20/08	03/20/09
08-002	CUSTODIAN I (SUB)	01/01/08	Cont.	-	138	41	-	31	23	-	-	02/06/08	03/06/09
08-003	FOOD SERVICES ASSISTANT I	01/01/08	Cont.	-	65	30	-	31	28	-	-	02/13/08	03/13/09
08-004	INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION	01/01/08	Cont.	-	121	-	-	26	14	-	-	02/20/08	03/20/09
08-005	CUSTODIAL SERVICES SUPERVISOR	01/09/08	02/07/08	27	30	11	-	5	4	62	33	03/10/08	04/10/09
08-006	MAINTENANCE WORKER	01/17/08	02/14/08	28	93	32	-	18	11	51	23	03/07/08	04/07/09
08-007	GROUNDS MAINTENANCE WORKER	01/17/08	02/14/08	28	88	17	-	10	7	63	35	03/19/08	04/19/09
08-008	FOOD SERVICES ASSISTANT II	01/18/08	02/14/08	27	38	18	-	8	7	56	29	03/13/08	04/13/09
08-009	SECRETARY II	01/18/08	02/13/08	26	40	9	-	-	4	55	29	03/12/08	04/12/09
08-010	CLERICAL ASSISTANT II	01/22/08	02/19/08	28	80	17	-	-	10	70	42	03/31/08	04/30/09
08-011	HEALTH ASSISTANT	02/06/08	02/28/08	23	30	13	-	8	6	43	20	03/19/08	04/19/09
08-012	DISTRICT SECURITY OFFICER	02/27/08	03/20/08	22	51	15	-	9	5	58	36	04/24/08	04/24/09
08-013	DIRECTOR OF FACILITIES, DEVELOPMENT, AND TRANSPORTATION	05/12/08	05/29/08	17	16	-	16	5	5	43	26	06/23/08	06/23/09
08-014	PERSONNEL ANALYST INTERN	06/18/08	07/10/08	23	7	-	-	5	-	-	-	-	-
08-015	INSTRUCTIONAL HEALTH ASSISTANT - MULTIPLE HANDICAPS (SUBS)	10/14/08	12/31/08	78	28	-	-	2	2	100	22	01/21/09	02/21/10
08-016	FOOD SERVICE ASSISTANT II	10/28/08	11/20/08	23	65	32	-	18	18	52	29	12/18/08	01/18/10
08-017	CUSTODIAN II	11/03/08	11/30/08	27	150	48	-	17	17	67	40	01/08/09	02/08/10

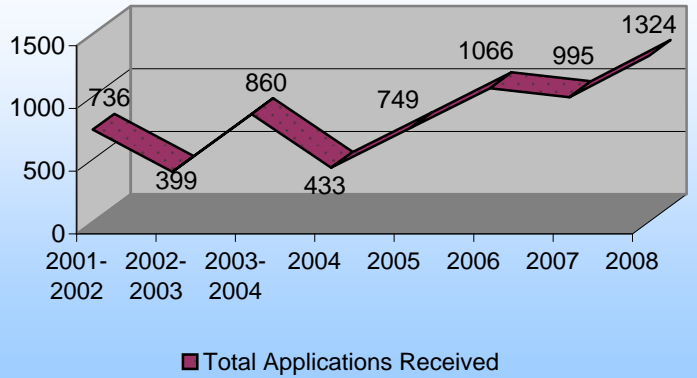
<b>TOTAL:</b>	<b>399</b>	<b>1324</b>	<b>390</b>	<b>16</b>	<b>193</b>	<b>215</b>	<b>-</b>	<b>-</b>
<b>AVERAGE:</b>	<b>29</b>	<b>78</b>	<b>30</b>	<b>-</b>	<b>14</b>	<b>13</b>	<b>55</b>	<b>30</b>

# 2008 Statistical Data Summary

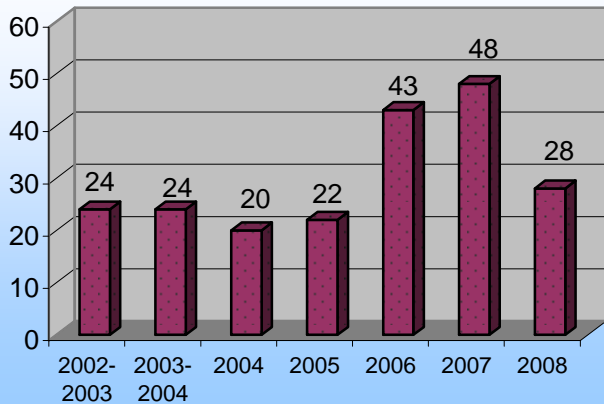
## Total Annual Expenditures



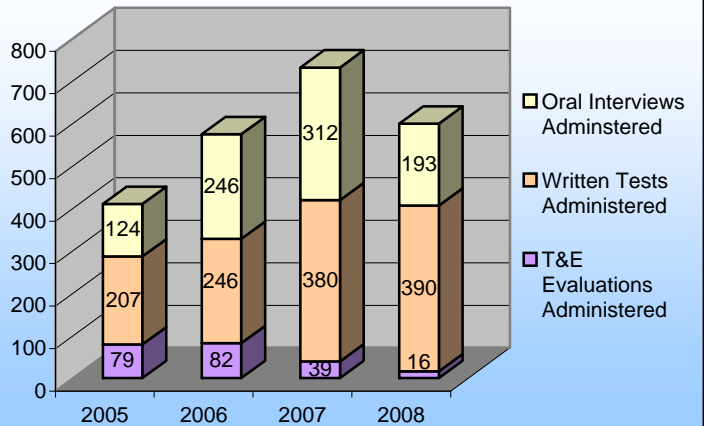
## Application Activity



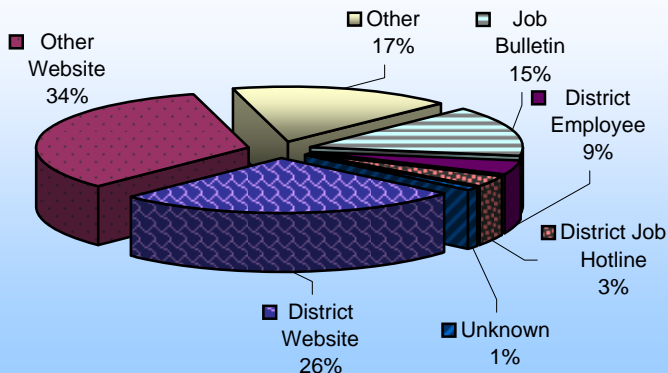
## Total Examinations Administered



## Examination Activity



## Application Source



## Applicant Demographics (Ethnicity)

