

RECRUITMENT SUMMARY

The Personnel Office staff conducted 21 examinations during the year, resulting in eligibility lists for the following classifications: Accountant (1); Account Clerk II (2); Cafeteria Assistant II (1); Campus Supervisor (1); Child Care Assistant I (2); Child Care Instructor (1); Child Care Supervisor (1); Clerk III (1); Director of Food Services; Director of Purchasing; Grounds—Utility II (2); Utility I (3); Instructional Aide (6); Licensed Vocational Nurse (6); Media Clerk (1); P.E. Aide (4); Registrar (1); Secretary (3); Speech and Language Pathologist Assistant (1);

2016-17 2017-18

	2016-17	2017-18
Number of Applicants	873	843
Number of Exams	25	21
Number Tested	195	120
Number on Eligibility Lists	176	111

2016-17 2017-18

	2016-17	2017-18
Employment	40	29
Promotions	4	8
Layoff Time Reduction	0	0
Resignations	21	11
Leaves of Absence	5	4
Voluntary Demotion	1	3
Termination	2	5
Retirement	13	8
Reclassifications	7	5

The Personnel Commission wishes to thank all of the individuals who generously contributed their time and expertise by serving on interview panels. We also extend our appreciation to the Board of Education, the Superintendent, CSEA Officers, Administration and all District employees for their support and assistance in accomplishing the Commission's activities.

PERSONNEL COMMISSION

Maria Garner, Chairperson

Ms. Garner is a member appointed by the other members of the commission.

Appointed March 2015

Ann Seitz

Ms. Seitz is a member appointed by CSEA, Classified bargaining unit.

Appointed February 2016

Gina Aparicio

Ms. Aparicio is a member appointed by the Board of Education

Appointed December 2016

COMMISSION STAFF

Art Cunha

Director of Classified Personnel

Juris Burgos

Personnel Assistant

Lucy Lin

Personnel Technician

Phone: (626)548-5123

Monday—Friday: 7:30 a.m. - 4:00 p.m.

www.tcusd.net

2017-2018 PERSONNEL COMMISSION Annual Report



Temple City Unified School District

9700 Las Tunas Drive
Temple City, California 91780

Merit System District

Temple City is a suburban community in the San Gabriel Valley that is located approximately 13 miles east of Los Angeles. The Temple City Unified School District was established on July 1, 1954. The District has seven schools serving 5846 students in grades K – 12, and also has an adult education program. The District employs approximately 306 certificated staff members and 402 classified staff members.

The Merit System provides the framework for the personnel management system for classified employees of the District. The Personnel Commission is responsible for maintaining the merit system within the parameters of the Education Code. The Commission enacts and implements rules and regulations pertinent to job classification, salary range placement, recruitment, selection and examination procedures, as well as hearing procedures for appeals of disciplinary or dismissal matters. Sections 45220 through 45320 of the Education Code provide authority for the Personnel Commission's functions.

The Personnel Commission is composed of three members who are appointed for three-year staggered terms. All appointees must reside within the boundaries of the Temple City Unified School District. One Commissioner is appointed by the Board of Education, one is appointed by the Classified School Employees Association; and the third is appointed by the other two Commissioners.

The Personnel Commission maintains memberships in the following professional organizations:

- * California School Personnel Commissioners Association (CSPCA)
- * Personnel Commissioners Association of Southern California (PCASC)
- * Cooperative Organization for the Development of Employee Selection Procedures (CODESP)

Merit System Principles

Some of the Merit System Principles to which the Personnel Commission adhere to are as follows:

- * Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, age, ancestry, national origin, religious creed, medical conditions, disabilities, marital status, or sexual preference; and with proper regard for their privacy and rights as citizens
- * Recruitment from all segments of society and advancement on the basis of relative ability, knowledge and skill under fair and open competition
- * Removing appointments to positions from the political arena or personal favoritism
- * Efficient and effective use of the work force
- * Training employees on the basis of performance, correcting inadequate performance and separating from those whose inadequate performance cannot be corrected
- * Providing for equitable compensation

MEETINGS OF THE COMMISSION

The Personnel Commission meets regularly on the third Tuesday of each month. The meetings are held at 4:00 p.m. in the District Office Board Room. Regular meetings are open to the employees and the public.

- * Classified Employees of the Year were honored at a special luncheon. The recipients were Gina Siordia (Cloverly); Kathy Fortner (Emperor); Dee Moreno (La Rosa); Jennifer Smith (Longden); Will Salbalburo (Oak); Sue Anderson (TCHS); Pam Annas (DDSLC); Ricardo Romero (District) as the overall District's Classified Employee of the Year.
- * Recommendations were made to re-classify School Health Assistant to Licensed Vocational Nurse; Technology Support Technician to Technology Specialist; Project Facilitator I to Irrigation Specialist.

Service Recognition

10 Years

Abi Rached, Fadi
 Brocato, Michelle
 Kelly, Peter
 Lim, Sue
 Luevano, Juan
 Martinez, Melisa
 Ortega, Paul
 Peterson, Mary
 Phillips, Sheila
 Reed, Christine

15 Years

Graham, Janet

20 Years

Anderson, Susan
 Perez, Irene
 Wong, Denise

35 Years

Diaz, Ronald