

## RECRUITMENT SUMMARY

The Personnel Office staff conducted eighteen examinations during the year resulting in eligibility lists for the following classifications: Building Trades Tech (4); Cafeteria Assistant I (3); Cafeteria Manager; Campus Supervisor (3); Clerk Series (3); Director of Facilities; Senior Secretary; School Health Assistant; Instructional Aide; Instructional Resource Specialist (2); Media Clerk (2); P.E. Aide (2); Personnel Assistant; Personnel Technician; Secretary I (2); Utility I

### 2014-15 2015-16

Number of Applicants	850	835
Number of Exams	23	30
Number Tested	450	287
Number on Eligibility Lists	340	171

### 2014-15 2015-16

Employment	36	55
Promotions	9	11
Layoff Time Reduction	0	0
Resignations	25	22
Leaves of Absence	1	3
Voluntary Demotion	1	1
Termination	2	0
Retirement	14	18
Reclassifications	0	0

*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

### Larry Marston, Chairperson

Mr. Marston is a *former* member appointed by the Board of Education.

### George Goold

Mr. Goold is a *former* member appointed by the Board of Education.

### Maria Garner

Mrs. Garner is a *current* member appointed by the other members of the commission.

### Ann Seitz

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

## COMMISSION STAFF

### Art Cunha

Director of Classified Personnel

### Sharon Chinn

Personnel Assistant

### Lucy Lin

Personnel Technician

Phone: (626)548-5123

Monday—Friday: 7:30 a.m. - 4:00 p.m.

[www.tcusd.net](http://www.tcusd.net)

# 2015 - 2016 PERSONNEL COMMISSION Annual Report



**Temple City Unified School District**  
9700 Las Tunas Drive  
Temple City, California 91780

# 2015-2016 Highlights

## 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 5940 students in grades K – 12, and also has an adult education program. The District employs approximately 280 certificated staff members and 260 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 Vickie Kent (Cloverly); Quebet King (Emperor); Cheri Baskin (La Rosa); Marco Leal (Longden); Lisa Sayphraraj (District Office); Cheryl Hungerford (Oak); Gayle Shafer (TCHS) as the overall District's Classified Employee of the Year.
- \* Chairperson Mr. Marston was elected to serve as a Board Member for TCUSD. on November 3, 2015. He submitted his resignation as Chairperson of the Commission in November 2015. We thank Mr. Marston for his dedication and service over the last three years.
- \* Ms. Ann Seitz was sworn in as the new Personnel Commissioner on February 16, 2016. Ann was a former classified employee of the district.
- \* Member Goold was appointed to serve as a Board Member for TCUSD on August 17, 2016. He submitted his resignation as Member of the Commission in August 2016. We thank Mr. Goold for his commitment to the classified employees of TCUSD.

## Service Recognition

10 Years	15 Years	20 Years
Scott Adler	Paul Briones	Lauren Heltsley
Donna Daniels	Anthony Duran	Santosh Sapra
Patrice Durden	Cheryl Hungerford	Maria Vazquez
James Foster	Jeanette Johnson	<b>25 Years</b>
Hazel Gomez	Noreen Martin	Cathie Dingley
Janet Graham	Mary Matter	Anna McKinnis
Quebet King	Anna Pierce	<b>30 Years</b>
Edward Oberlander	Scott Porter	Bonny Wilson
Terry Ruiz	Gayle Shaffer	
Binh Trinh	Jennifer Smith	
Lupe Valle Glover	Yvonne Wong	