

**Temple City Unified School District  
PERSONNEL COMMISSION**

**DISTRICT OFFICE  
Board Room  
9700 E. Las Tunas Drive  
Temple City, California**

**Unapproved Minutes – Regular Meeting of May 18, 2021**

The regular meeting was called to order at 4:03 p.m. by Maria Garner **Call to Order**

**Personnel Commission Members present:**

Gina Aparicio  
Ann Seitz  
Maria Garner

**Administrative Officers Present:**

Hannah Geddy, Interim Assistant Superintendent Personnel

**Staff Members Present:**

Juris Burgos, Director of Personnel Services  
Lucy Lin, Personnel Technician II  
Lily Marquez, Personnel Technician I  
Isaac Salazar, Personnel Technician I

The pledge of allegiance was led by Ann Seitz

**Pledge of Allegiance**

None

**Individuals Wishing to  
Address the  
Commission**

On a motion of Member Seitz, seconded by Member Aparicio on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of April 20, 2021.

**Approval of Minutes of  
Regular Meeting of  
April 20, 2021**

On a motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Utility Worker I – April 19, 2021.

**Eligibility List**

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for ELD Instructional Coordinator – April 21, 2021.

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 2021-16 – April 28, 2021.

**Personnel Order**

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 2021-17 – May 12, 2021

**Business Matters**  
**7.a**

Member Garner: Did everyone have a chance to review the reclassification analysis of Office Assistant I to Office Assistant II for the incumbent at Oak?

Member Aparicio: How long has she been in this position?

Director of Personnel:

She has been in this position for more than four years. When analyzing a position for reclassification, we have to consider the duties of the position, not just the individual. As you can see, the job analysis for the position at Oak indicates that the essential duties had increased significantly over the past five years. It is more aligned with the duties of the Office Assistant II position.

Member Garner: Does anyone have any other questions?

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission approved the Reclassification of Office Assistant I to Office Assistant II.

Member Garner: Please briefly explain what this item is. Isn't the confidential stipend already established?

**7.b**

Director of Personnel:

Although this stipend exists and has always been in place, there is no documentation to be found that the listed positions are designated as confidential positions. To ensure that we are following the rules and guidelines, I would like to recommend that these positions be officially designated as confidential positions.

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission approved the Confidential Position Designation for the listed positions: Executive Assistant I, Executive Assistant II, Executive Assistant III, Personnel Technician I and Personnel Technician II.

Director of Personnel: On behalf of the TCUSD employees, we would like to thank the PTA council for a lovely lunch. We appreciate all that you do for our children, families and staff.

**Director's Report**

General Updates: Continues to be busy with recruitment, employee leave management, various projects and day to day tasks. We have sent out reasonable assurance letters to staff working less than 12 months, including substitutes. We are currently in the process of updating work calendars in our HRS system for the upcoming fiscal

Unapproved Minutes for the Regular Meeting of April 20, 2021  
year. The preparations for summer school are in full swing. We have posted the certificated openings and will be working on the classified positions very soon.

Personnel Technician Recruitment Update -

- LVN position – there are no eligible in-house candidates who applied for transfers to Longden, so, it will be flown on EdJoin.org as Open/Promotional:
- Paraprofessional Child Care I – two positions, (one at Cloverly and another at La Rosa) will be flown as transfer opportunities for in-house employees.
- Library/Media Assistant – now scheduling Oral Interviews for 5/24/2021
- Child Care Instructor – Written exams scheduled for 5/20/2021
- Noon Duty Aide – Flown as Transfer and currently screening applicants.

Interim Assistant Superintendent Update -

We are continuing our efforts in planning and finalizing plans for summer school. We look forward to be able to offer summer opportunities for our classified staff.

None

On motion of Member Seitz, seconded by Member Aparicio and on a 3-0 vote, the Personnel Commission adjourned to closed session at 4:45 p.m.

On motion of Member Aparicio, seconded by Member Seitz and on a 3-0 vote, the Personnel Commission reconvened to open session at 4:59 p.m. There was no action taken in closed session.

On a motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 4:59 pm.

**Matters from the Commission**

**Adjournment to Closed Session**

**Reconvene to Open Session**

**Adjournment**

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Ann Seitz

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Gina Aparicio

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Maria Garner