

RECRUITMENT SUMMARY

The Personnel Office staff conducted 19 examinations during the year resulting in eligibility lists for the following classifications: Accountant; Building Trades Technician—Generalist; Cafeteria Assistant I; Child Care Instructor; Clerk I; Clerk III; Instructional Aide; Instructional Resource Specialist; Media Clerk; Secretary; Technology Support Technician; Utility III

	2018-19	2019-20
Number of Applicants	613	517
Number of Exams	33	25
Number Tested	138	129
Number on Eligibility Lists	82	70

	2018-19	2019-20
Employment	26	23
Promotions	2	3
Layoff Time Reduction	0	0
Resignations	23	16
Leaves of Absence	13	6
Voluntary Demotion	0	0
Termination	2	1
Retirement	7	13
Reclassifications	3	3

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

Ann Seitz, Chairperson

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

Re-Appointed October 2019

Maria Garner

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

Re-Appointed September 2018

Gina Aparicio

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

Appointed December 2016

COMMISSION STAFF

Monica Makiewicz

Director of Classified Personnel

Juris Burgos

Personnel Assistant

Lucy Lin

Personnel Technician

Lily Marquez

Personnel Specialist

Phone: (626)548-5123

Monday—Friday: 7:30 a.m. - 4:00 p.m.

www.tcusd.net

2019-2020 PERSONNEL COMMISSION Annual Report



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

2019-2020 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 5927 students in grades K – 12, and also has an adult education program. The District employs approximately 298 certificated staff members and 266 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 : Gyorcie Castellanos Cloverly); Terry Welder (Emperor); Angela Consolidada (La Rosa); Irene Perez (Longden); Jennifer Flores (Oak); Pete Kelly (Facilities); Gayle Shaffer (TCHS) as the overall District's Classified Employee of the Year.
- * Ms. Ann Seitz was re-appointed in October 2019.
- * Classified Employees were offered Supplementary Retirement Plan (SRP) incentive administered by the Public Agency Retirement Services (PARS).

Service Recognition

10 Years

Bateman, Judy

15 Years

Alder, Scott C

*Daniels, Donna S

Durden, Patrice C

Gomez, Hazel

Ruiz, Terry M

Sexton, Kristy Ann

Trinh, Binh

20 Years

Briones, Paul

Howie, Jon

Hungerford, Cheryl

20 Years, continued

Johnson, Jeanette

Pierce, Anna

Porter, Scott

Salazar, Javier

*Shaffer, Gayle

Smith, Jennifer

25 Years

Heltsley, Lauren

*Sapra, Santosh

Vazquez, Lourdes

30 Years

*Dingley, Cathie

Mc Kinnis, Cathie

**Retired in June 2020*