

TCUSD PERSONNEL COMMISSION

Annual Report

2020-2021



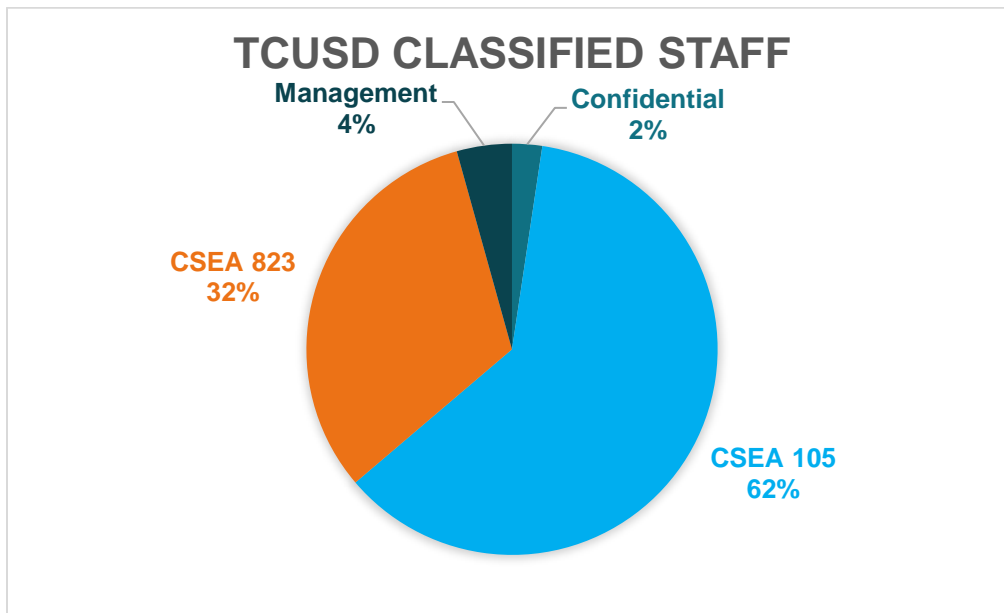
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INTRODUCTION

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 5483 students in grades K – 12, and also has an adult education program. The District employs approximately 256 classified staff members.



WHAT IS THE MERIT SYSTEM?

The Merit System provides the framework for the personnel management system for classified employees of the District.

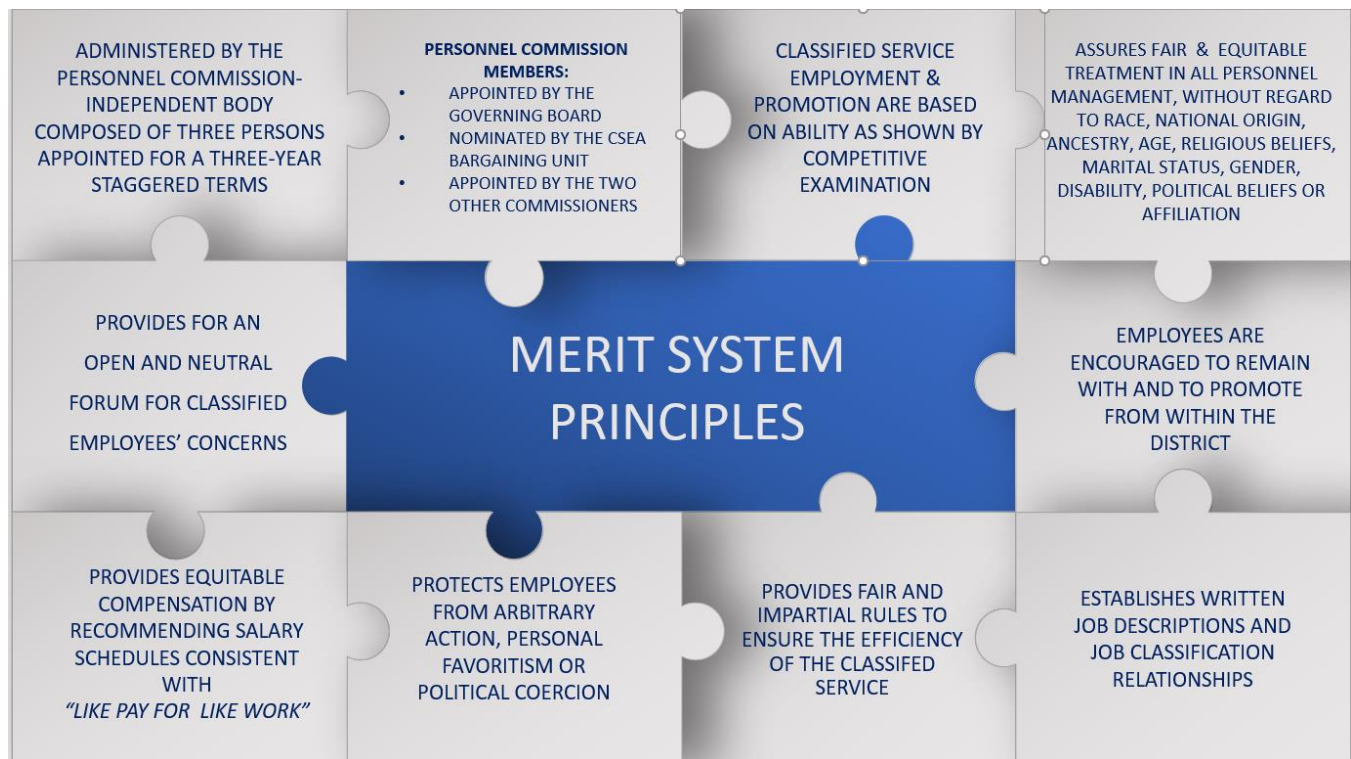
The Personnel Commission is responsible for maintaining the merit system within the parameters of the Education Code.

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.

HISTORY OF THE MERIT SYSTEM

- In the 1800's, the "spoils" system was a well-established method of filling government jobs. Most public sector jobs were filled by "patronage" whereby a politician would win office and fill government jobs with friends, relatives and campaign contributors.
- Reacting to these abuses, the Federal Congress passed the Federal Civil Service Act in 1883.
- In 1935, the California Legislature amended the Education Code to make a Merit System structure available to its school districts following a public outrage at the firing of over 700 classified employees in the Los Angeles Unified School District to provide jobs for friends of newly elected Board members.
- Today, the authority of the Personnel Commission emanates from Education Code Sections 45240 to 45320 and 88060 to 88139. The Personnel Commission is charged with developing and maintaining a MERIT SYSTEM for classified employees of the school District.

MERIT SYSTEM PRINCIPLES



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.

PERSONNEL COMMISSION

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)

PERSONNEL COMMISSION MEMBERS

- Gina Aparicio, Chairperson, Board of Education Appointee (12/1/2020 – 12/1/2023)
- Maria Garner, Vice-Chairperson, Joint Appointee (12/1/2018 – 12/1/2021)
- Ann Seitz, CSEA Appointee (12/1/2019 – 12/1/2022)

PERSONNEL COMMISSION STAFF

- Monica Makiewicz, Associate Superintendent
- Juris Burgos, Coordinator/Director of Personnel Services
- Lucy Lin, Personnel Technician II
- Lily Marquez, Personnel Technician II
- Isaac Salazar, Personnel Technician I

RECRUITMENT SUMMARY

The Personnel Office Staff conducted 20 examinations during the year resulting in eligibility lists for the following classifications:

- Accounting Assistant II (2)
- Behavior Intervention Aide
- Brailist
- Child Care Instructor I
- Director of Enterprise Programs and Risk Management
- Director of Fiscal Services
- ELD Instructional Coordinator (2)
- Grounds Promotional Eligibility List
- Irrigation Specialist
- Library Media Assistant
- Network Systems Specialist
- Personnel Technician
- Supervisor – Custodial Services
- Supervisor – Grounds
- Supervisor – Facilities and Maintenance Operations
- Technology Support Specialist
- Utility Worker I
- Utility Worker III

Recruitment			
Categories	2018-19	2019-20	2020-21
Applications Received	613	517	251
Examinations Conducted	33	25	20
Candidates Tested	138	129	103
Candidates on Eligibility List	82	70	80

Personnel Commission

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Recruitment			
Categories	2018-19	2019-20	2020-21
Employment	26	23	48
Promotions	2	3	5
Layoff Time Reduction	0	0	0
Resignations	23	16	13
Leave of Absence	13	6	63
Voluntary Demotion	0	0	0
Termination	2	1	1
Retirement	7	13	2
Reclassifications	3	3	8

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.

2020 – 2021 HIGHLIGHTS

- An Independent Comprehensive Job Classification Study resulted in the revisions of Job Descriptions and Job Titles effective July 1, 2020.
- Ms. Gina Aparicio was re-appointed as the Board of Education appointee, effective December 1, 2020.
- Joint Board of Education and Personnel Commission Meeting occurred in February 2021
- Mr. Isaac Salazar, Personnel Technician I, joined the Personnel Services team in March 24, 2021.