

RECRUITMENT SUMMARY

The Personnel Office staff conducted 26 examinations during the year resulting in eligibility lists for the following classifications: Administrative Assistant to the Superintendent; Campus Supervisor; Clerk I; Building Trades Technician; Cafeteria Assistant I; Cafeteria Manager III; Child Care Assistant I; Child Care Instructor; Clerk II; Instructional Aide; LVN; PE Aide; Personnel Specialist; Utility I; Work Experience Coordinator

	2017-18	2018-19
Number of Applicants	843	613
Number of Exams	21	33
Number Tested	120	138
Number on Eligibility Lists	111	82

	2017-18	2018-19
Employment	29	26
Promotions	8	2
Layoff Time Reduction	0	0
Resignations	11	23
Leaves of Absence	4	13
Voluntary Demotion	3	0
Termination	5	2
Retirement	8	7
Reclassifications	5	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

Maria Garner, Chairperson

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

Re-Appointed September 2018

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

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

2018-2019 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 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 : Samnith Kat (Cloverly); Cindy Ayala (District) ; Karla Fischer (La Rosa); Isidro Ocampo Jr. (Longden); Elizabeth Speakes (Oak); Joel Catalan (TCHS); Albert Camargo (DDSLC); Cindy Scott (Emperor) as the overall District's Classified Employee of the Year.
- * Ms. Maria Garner was re-appointed in September 2018.
- * Benefits Open Enrollment transitioned from paper to online format in the Fall of 2019.
- * Personnel Specialist position was created and filled on December 18, 2018.

Service Recognition

10 Years

Dominguez, Melinda
Leal Barrera, Marco
McKinnis, Gerald

25 Years

Luevano, Paul
Velasquez, Raymond
Watchler, Janice

15 Years

Trujillo, Emily

30 Years

Bryden, Laurie

20 Years

Avery, Janet
Camperi, Gina
De La Paz, Gladys
Downing, Carolyn
Green, Ana
Matter, Mary
Millanponce, Rachel
Mok,, Sylvia
Sabalbuero, Will
Salazar, Imelda
Wong, Zoreh