



Recruitment and Hiring

How the Personnel Commission
and Human Resources work
together



Hacienda La Puente Unified School District
Board of Education Meeting
February 10, 2022



Recruitment and Hiring Plan

Human Resources and the Personnel Commission are working in conjunction on a plan to expedite recruitment, testing, selection, reference checks, and on-boarding of candidates.

The Education Code and Personnel Commission Rules and Regulations govern the hiring of classified employees. Personnel Commissions were put into place in school districts after 1935 when Assembly Bill 999 became effective and the first Civil Service Commission was established.

These rules put into place to insure fair and equitable hiring based on the “merit” of the applicant.

Requisition Process Overview

What happens when a requisition is submitted?

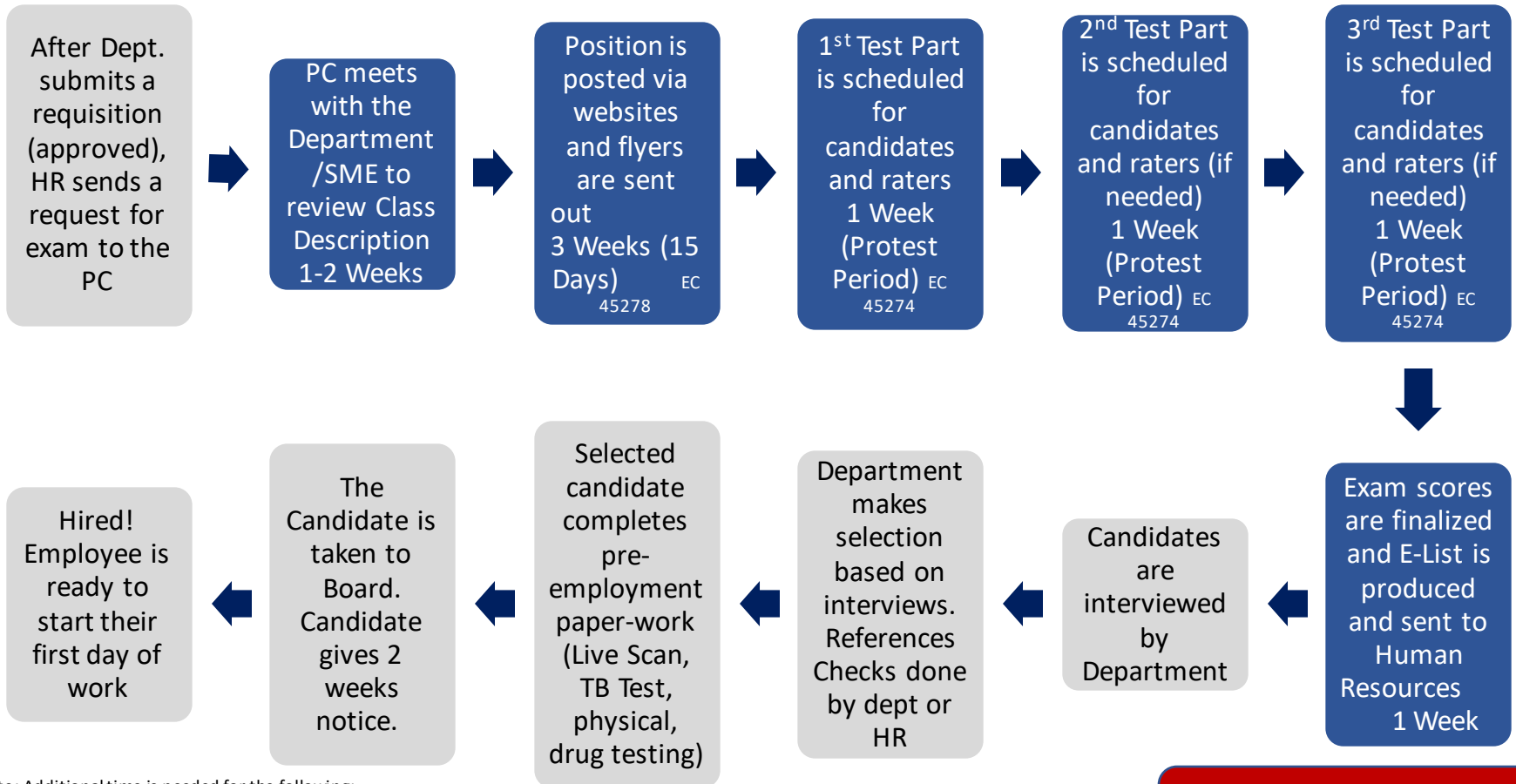


If it replaces a vacancy, it is routed through the BOSS electronic system to Fiscal, HR, PC, and Multilingual—depending on the funding source. This ensures that the position has been budgeted.

If it is a new position, HR takes the request to Executive Cabinet for approval.

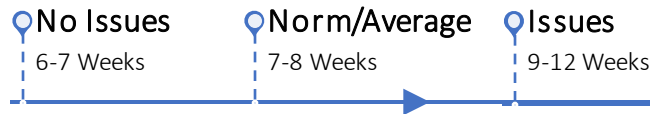
If an eligibility list of candidates already exists, HR sends the list to the requestor to hold interviews.

Recruitment Process Timeline

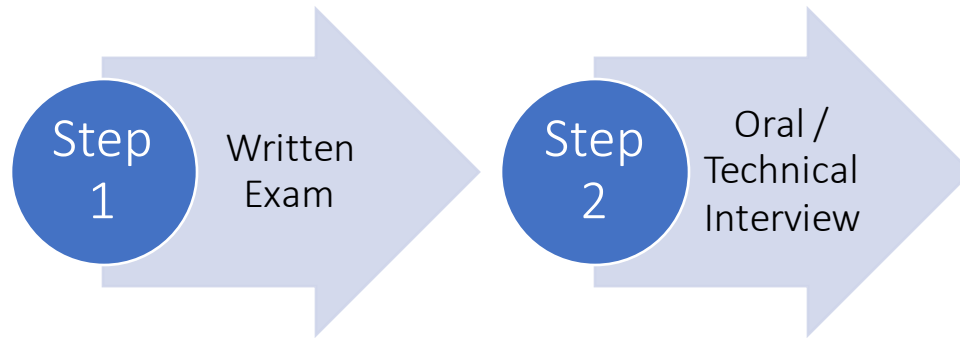


Note: Additional time is needed for the following:

- >Class Description revision
- Candidate does not do Live Scan, TB, or pre-employment physical in a timely manner
- >Candidate protests (Add 1 additional week)
- >Heavy recruitment schedule
- >Rater Availability
- >Virtual testing processes



Ways to Expedite the Process



Depending on the size of the applicant pool, the written exams and oral technical interviews could take multiple days each.

Key Points

- **Raters**: An oral/technical interview requires them. Raters are typically supervisors of the classification and/or those who have done the job previously, and retired people from that classification.
- **Administrators and Supervisors**: We will use them for entry level positions instead of having to find raters from other districts. Every rater must sign an attestation that they do not know the applicants.

NEW!





Ways to Expedite the Process



Some classifications with large numbers of applicants:

- Will now have one-day written exams held in large venues such as Willow Adult School MPR.
- Several administrations of the exam will be held back-to-back to ensure it is completed in one day.

NEW!

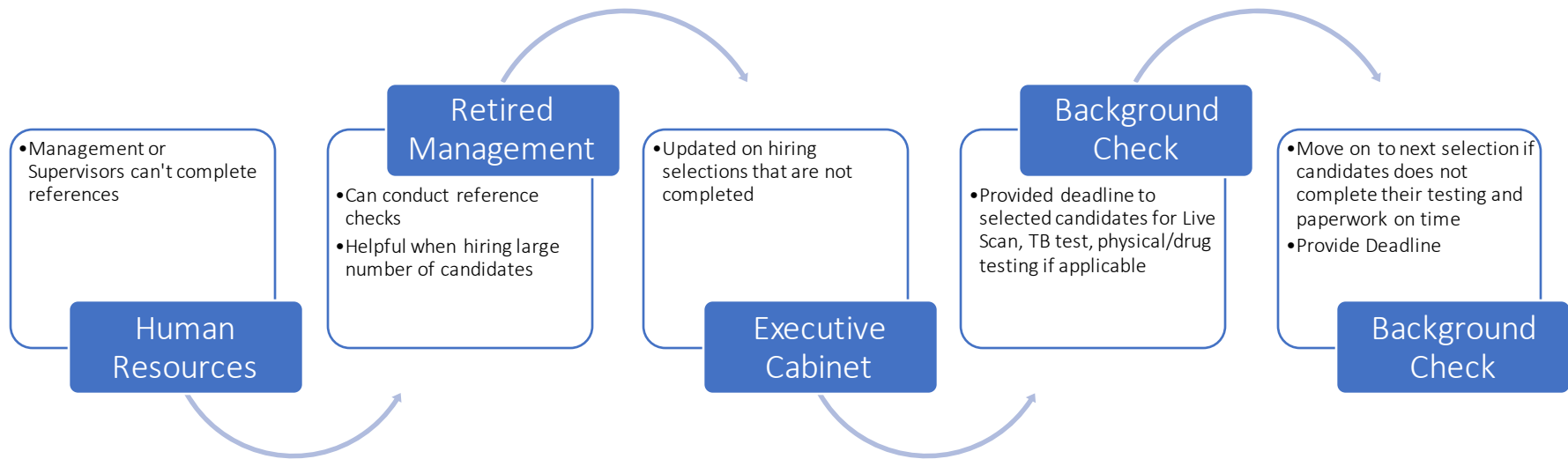
Considerations: In our last Custodian I/II recruitment we had 310 applicants.

- Some did not pass the written exam
- Some declined to test
- Some were no shows on the day of the test, etc.



If all successful applicants test into 3 ranks, we will be able to hire any/all of the applicants when we have lots of vacancies in the same classification.

Ways to Expedite the Process



The hiring authority should be ready with their next selections if a candidate does not respond or have a reason to be removed from the eligibility list.

Recruitment Efforts





District Marquees

All school district
marquees
advertise that we
are hiring.

Recruitment Efforts in the Community



Workman HS

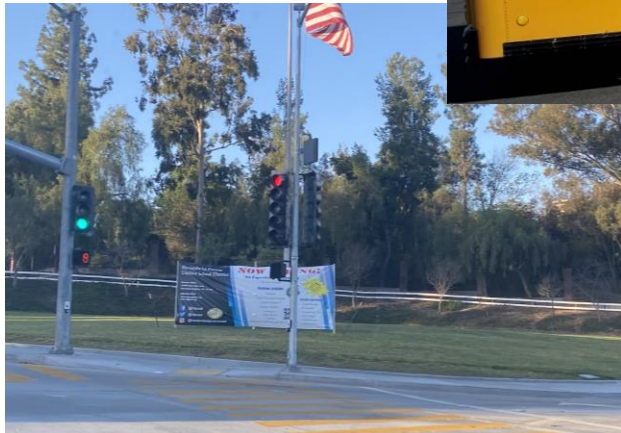
As part of recruitment efforts, we placed banners across the District at key locations: District Office, Workman High School, Facilities, Graziade, Turnbull Canyon (near Los Altos HS), and Industry Hills Expo Center. Thank you to the City of Industry and our Transportation and Facilities Department for their support in placing these banners!



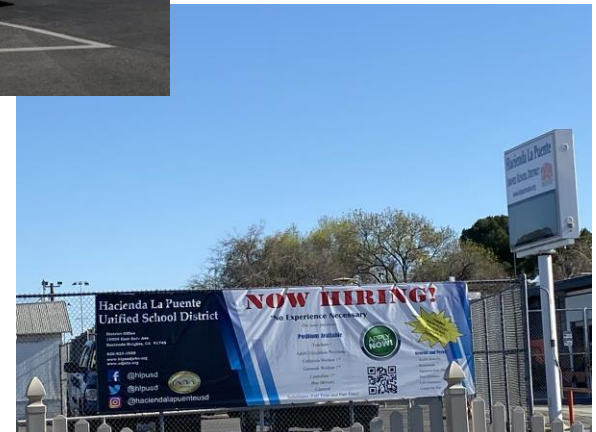
Stimson Site



District Office



Industry Hills Expo Center



Facilities

Questions?