



2021-2022 ANNUAL REPORT

Hayward Unified School District
PERSONNEL COMMISSION





MISSION STATEMENT

The mission of the Personnel Commission is to attract, hire, retain and promote the best qualified personnel consistent with the principles of the Merit System; thereby continuing to enrich the quality of Hayward Unified School District's programs and services



APPRECIATIONS & GRATITUDE

- HUSD welcomed back students and staff to in-person learning and work for the start of the 21-22 school year. After a long 17 month hiatus due to the COVID-19 pandemic, we were all glad to be back. Classified staff worked hard to prepare our school sites, classrooms and offices for the return of our students and staff. The maintenance & operations department were diligent in keeping the sites clean and sanitized. The office staff ensured that the students were following proper COVID-19 protocol. It was a successful return for all involved.
- The week of May 15-21, 2022 was recognized by the State of California as Classified School Employees Week. The Personnel Commission hosted a hybrid drive through/park and play carnival celebration. Over 200 classified employees attended and enjoyed themselves. Staff handed out swag bags, hot dogs and cupcakes.



FUNCTIONS OF THE PERSONNEL COMMISSION

The following are a few of the primary functions for which the Personnel Commission is responsible:

- Establishing and keeping up to date a classification plan and allocating all positions within the classified service to classes within this plan.
- Recommending to the Board of Education salary schedules and assigning each class in the classified service to the proper schedule.
- Conducting or participating in community salary surveys in order to allocate salary rates which are based on principle of "equal pay for equal work".
- Preparing class descriptions, including approving minimum qualifications.
- Formulating and prescribing rules and regulations as are necessary to insure the efficiency of the service, selection and retention of employees based on merit and fitness.
- Conducting hearings of appeals from such administrative actions as suspensions, demotions, dismissals. Conducting investigations into merit system matters as prescribed by the Education Code. The findings of the Commission resulting from such investigations and hearings are binding upon the governing board.
- Prescribing procedures used to establish eligibility lists which may be extended by order of the Commission.
- Certifying that employees have been recruited by competitive procedures and assigned in accordance with competitive schedules.

ACTIVITIES AND STATISTICAL COMPARISON

<i>Employee Actions:</i>	2019-20	2020-21	2021-22
Appointments			
Regular	80	79	252
Substitute	3	3	44
Limited Term	1	1	0
Unclassified	4	4	2
Promotions	19	19	78
Reclassifications	0	0	0
Voluntary Demotions	1	1	1
Terminations			
Resignations	79	79	161
Retirements	29	29	29
Dismissals	2	2	1
Release from Probation	3	3	12
Miscellaneous Actions	2019-20	2020-21	2021-22
Suspensions	0	0	1
Transfers	3	3	28
Personnel Commission	2019-20	2020-21	2021-22
Regular Meetings	11	11	10
Special Meetings	2	2	3

<i>Exam Actions:</i>	2019-20	2020-21	2021-22
Examinations Announced	370	221	621
Open	88	54	137
Intersession/Transfer	278	167	484
Continuous Examinations	7	0	15
Applications Received	6065	2825	6180
Applications Accepted	3235	1481	3729
Applications Rejected	2830	1344	2451
Examinations Conducted:	2019-20	2020-21	2021-22
Written	94	103	387
Oral	62	46	92
Performance	2	0	8
Candidates Tested/Interviewed:	2019-20	2020-21	2021-22
Written	1483	423	1525
Oral	498	367	787
Performance	34	0	13
Eligible Lists:	2019-20	2020-21	2021-22
Candidates Added	779	543	1254



DIVERSITY IN THE WORKPLACE

Ethnicity:	Applicants						New Hires					
	2019-20	%	2020-21	%	2021-22	%	2019-20	%	2020-21	%	2021-22	%
Asian/Pacific Islander	773	12.75%	363	12.85%	788	27.89%	31	20.53%	11	11.11%	14	6.57%
African American	1031	17.00%	410	14.51%	887	31.40%	19	12.58%	15	15.15%	27	12.68%
Filipino	293	4.83%	101	3.58%	264	9.35%	6	3.97%	3	3.03%	16	7.51%
Hispanic	2100	34.63%	861	30.48%	2477	87.68%	74	49.01%	44	44.44%	101	47.42%
White	722	11.91%	349	12.35%	602	21.31%	18	11.92%	10	10.10%	20	9.39%
Other	339	5.59%	134	4.74%	285	10.09%	2	1.32%	0	0.00%	12	5.63%
Decline to State	20.53	13.29%	607	21.49%	877	31.04%	1	0.66%	16	16.16%	12	5.63%

THANK YOU

The Personnel Commission would like to thank the individuals who have assisted by serving as members of our interview boards and/or performance panels during the 2021-2022 year.



PERSONNEL COMMISSIONERS



Andy Peixoto
Chair



Diane Laine
Vice-Chair



Pat Hodges
Commissioner

PERSONNEL COMMISSION STAFF

Fernando Yañez

Executive Director, Classified Human
Resources and Personnel Commission

Kristy Colyer

Executive Assistant

Debbie Ou

Human Resources Analyst

Jackie Young

Human Resources Analyst

Jennifer Operin

Lead Personnel Operations Technician

Laura Calif

Personnel Operations Technician

Dr. Matt Wayne

Superintendent

