

Hayward Unified School District



PERSONNEL COMMISSION

Andrea Peixoto, Chair
Diane Laine, Vice-Chair
Pat Hodges, Commissioner

AGENDA OF THE REGULAR MEETING January 16, 2019



PERSONNEL COMMISSION

Regular Meeting
Wednesday, January 16, 2019, 5:30 p.m.
HUSD District Office
Level B – Board Room
Hayward, California 94544

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meeting, or to otherwise participate at Commission meetings, please contact the Personnel Commission's Executive Assistant, Kristy Colyer, at **510-784-2697** for assistance. Notification of at least 48 hours before the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to the Commission meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Personnel Commission regarding an open session item on this agenda will be made available for public inspection in the Personnel Commission office located at **24411 Amador Street, Hayward, CA 94540-5000** during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's website at www.husd.us.

A. OPEN SESSION

1. Call to order at 5:30 p.m.
2. Roll Call
 - ☐ Ms. Andrea Peixoto, *Chair*
 - ☐ Ms. Diane Laine, *Vice-Chair*
 - ☐ Ms. Pat Hodges, *Commissioner*
3. Pledge of Allegiance
4. Swearing in of reappointed Commissioner, Andrea Peixoto
5. Approve the Agenda of January 16, 2019

Moved by: _____ **Seconded by:** _____
For: _____ **Opposed:** _____ **Abstained/Absent:** _____

6. Recognition of Guest(s)

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

C. COMMENTS FROM UNION LEADERSHIP

D. COMMENTS FROM DISTRICT ADMINISTRATION

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

F. GENERAL PUBLIC COMMENTS FOR ITEMS NOT APPEARING ON THE AGENDA

The "Public Comments" section of the agenda provides an opportunity for the public to address the Personnel Commission on any item of interest that is within the Personnel Commission's jurisdiction. Comments are welcome; however, please be advised that the Commission is prohibited by law from taking any action on an item brought by the speaker(s) that is not currently listed on this agenda. Please wait to be recognized, and then step up to the podium microphone to be heard.

G. CONSENT AGENDA

Moved by: _____ Seconded by: _____
For: _____ Opposed: _____ Abstained/Absent: _____

1. Adopt Minutes from the Regular Personnel Commission meeting of November 28, 2018
2. Recruitment and Selection – Adopt the Recruitment Status Report
3. Adopt the following fields of recruitment in the examination process for the following classifications:

Promotional Only

- **Lead Accounting Specialist**

Open & Promotional

- **Child Nutrition Assistant**
- **Field Coordinator, Integrated Support Services**
- **Paraeducator – Severely Handicapped**
- **Paraeducator – Severely Handicapped Health Care**
- **School Crossing Guard**
- **School Office Manager, Bilingual Spanish Preferred**
- **YEP Leader**
- **YEP Operations Supervisor**

H. INFORMATION

1. Classified Personnel Report

I. ACTION

1. Ratify the following Eligibility Lists for the classifications listed:

- **Custodian**
- **Family Engagement Outreach and Equity Specialist**
- **Paraeducator Severely Handicapped Health Care**
- **School Crossing Guard**
- **Senior Administrative Secretary**
- **Serving Kitchen Operator**

Moved by: _____ Seconded by: _____
For: _____ Opposed: _____ Abstained/Absent: _____

2. Election of Personnel Commissioner Officers

Moved by: _____ Seconded by: _____
For: _____ Opposed: _____ Abstained/Absent: _____

J. ITEMS TO BE INCLUDED IN AGENDA OF NEXT REGULAR MEETING

- **Seniority List Ratification**

K. PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

This section of the Personnel Commission agenda provides the opportunity for comments from members of the general public on the items which will be presented in Closed Session. If anyone from the general public has a comment on any of the items that will be discussed prior to the Commission's adjournment to Closed Session, he or she is invited at this time to step up to the podium microphone and be heard. After all the comments have been received, the Commission will immediately adjourn to Closed Session for deliberation and action, if any. If the Commission takes action in Closed Session, the action will be reported out in Open Session when the Commission reconvenes before adjournment of this meeting.

L. ADJOURN TO CLOSED SESSION:

- Public Employee Discipline/Dismissal/Release (Government Code Section 54957.6)
- Case Review and Planning (Government Code Section 54957.8)

M. RECONVENE IN OPEN SESSION

N. ADJOURNMENT @ _____

Next Regular Meeting of the Personnel Commission

Wednesday, February 20, 2019, 5:30 p.m.

HUSD District Office – Board Room, Level B

Hayward Unified School District



PERSONNEL COMMISSION

Andrea Peixoto, Chair
Diane Laine, Vice-Chair
Pat Hodges, Commissioner

MINUTES OF THE REGULAR MEETING NOVEMBER 28, 2018



PERSONNEL COMMISSION

Regular Meeting Minutes Wednesday, November 28, 2018, 5:30 p.m. HUSD District Office Level B – Board Room Hayward, California 94544

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A. OPEN SESSION

1. Chair Peixoto called the Regular Meeting of the Personnel Commission to order at 5:30 p.m.
2. Roll Call
 - ☒ Ms. Andrea Peixoto, *Chair*
 - ☐ Ms. Diane Laine, *Vice-Chair*
 - ☒ Ms. Pat Hodges, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of November 28, 2018

**Moved by: P. Hodges Seconded by: A. Peixoto
For: 2 Opposed: 0 Abstained/Absent: 1**

5. Recognition of Guest(s)

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

No comments.

C. COMMENTS FROM UNION LEADERSHIP

No comments.

D. COMMENTS FROM DISTRICT ADMINISTRATION

No comments.

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez reported that the District closed school and offices on November 16, 2018 due to the Bay Area Air Quality Management District's recommendations of unhealthy air quality as a result of the wildfires in Butte County. HUSD collaborated with the Alameda County Office Education and school districts across the county to make the decision. The state also approved the closure so the District will receive instructional minute credit and will not lose any ADA funding.

Mr. Yañez also reported that the District will be entering into negotiations with SEIU shortly as both of their contracts are due to expire at the end of the year.

F. GENERAL PUBLIC COMMENTS FOR ITEMS NOT APPEARING ON THE AGENDA

No comments.

G. CONSENT AGENDA

**Moved by: P. Hodges Seconded by: A. Peixoto
For: 2 Opposed: 0 Abstained/Absent: 1**

1. Adopt Minutes from the Regular Personnel Commission meeting of October 17, 2018
2. Recruitment and Selection – Adopt the Recruitment Status Report
3. Adopt the following fields of recruitment in the examination process for the following classifications:

Open & Promotional

- **Custodian**
- **Family Engagement Outreach and Equity Specialist**
- **Paraeducator Severely Handicapped Health Care**

H. INFORMATION

1. Classified Personnel Report
2. Personnel Commissioner recruitment update

I. ACTION

1. Ratify the following Eligibility Lists for the classifications listed:
 - **Attendance Clerk**
 - **Coordinator of Benefits and Risk Management**
 - **COST Specialist**

- Detention Room Assistant
- Office Specialist
- Paraeducator Bilingual/Biliterate – Spanish
- Paraeducator General
- Paraeducator Severely Handicapped
- Paraeducator Special Education
- Personnel Operations Technician – Limited Term
- School Crossing Guard
- YEP Program Leader
- YEP Site Coordinator

**Moved by: P. Hodges Seconded by: A. Peixoto
For: 2 Opposed: 0 Abstained/Absent: 1**

J. ITEMS TO BE INCLUDED IN AGENDA OF NEXT REGULAR MEETING

- Update on the Personnel Commissioner Recruitment

K. PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

No comments.

L. ADJOURN TO CLOSED SESSION:

- Public Employee Discipline/Dismissal/Release (Government Code Section 54957.6)
- Case Review and Planning (Government Code Section 54957.8)

M. RECONVENE IN OPEN SESSION

No decisions to report.

N. ADJOURNMENT @ 6:15 p.m.

**Next Regular Meeting of the Personnel Commission
Wednesday, December 19, 2018, 5:30 p.m.
HUSD District Office – Board Room, Level B**

Action Requested:

- ☐ Information Item
☒ Approval/Ratification

SUBJECT: Active Recruitment Status Report**PREPARED BY:** Human Resources Analysts**BACKGROUND:**

The following report contains a list of current announced vacancies, the hiring department/location, the dates the requisitions were received, and the dates HR certified an eligibility list and received a selection from the hiring department. The report also shows the number of days that have elapsed from the time the vacancy requisition was received to the time that a hiring selection was made. Please note that the “days” calculations are based on work days. It is the goal of the Commission staff to refer names of eligible candidates to the hiring manager within 30 days of receiving the approved requisition.

Open Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred
1819-01311	Attendance Clerk-Bilingual	Tennyson	11/5/18		12/18/18
1819-01902	Child Nutrition Assistant	Park	1/8/19	1/8/19	
1819-01701	COST Specialist	East Avenue	12/10/18		12/14/18
1718-03608	COST Specialist	Strobridge	6/13/18	9/4/18	11/9/18
1819-01906	Custodian	Chavez	1/3/19		1/4/19
1819-01907	Custodian	MLK	1/4/19		1/4/19
1819-01321	Custodian	SIAC	10/17/18	11/16/18	12/10/18
1819-01707	Field Coordinator, Integrated Support Services	Student Services	12/12/18		
1819-00956	Family Engagement Outreach and Equity Specialist	Fairview/Glassbrook	10/3/18	11/15/18	12/14/18
1819-01597	Family Engagement Outreach and Equity Specialist	Faith Ringgold/Brenkwitz	12/11/18		12/14/18
1819-01182	Family Engagement Outreach and Equity Specialist	Longwood	12/12/18		12/14/18
1819-01459	Family Engagement Outreach and Equity Specialist	King/Ochoa	12/12/18		12/14/18
1819-01922	Lead Accounting Specialist	Business Support Services	1/7/19	1/4/19	
1718-03830	Library Media Technician	Fairview/Strobridge	12/7/18		12/10/18
1819-01420	Office Specialist	Hayward Adult School	10/23/18		11/2/18
1819-01348	Paraeducator SH	Itinerant	10/24/18	12/13/18	
1819-00054	Paraeducator SH	Sunset	7/16/18	12/13/18	
1819-01596	Paraeducator SH HC	Itinerant	12/14/18		12/12/18
1819-01202	School Bus Driver	Transportation	10/4/18		
1819-01205	School Bus Driver	Transportation	10/4/18		
1819-01206	School Bus Driver	Transportation	10/4/18		
1819-01207	School Bus Driver	Transportation	10/4/18		
1819-01208	School Bus Driver	Transportation	10/4/18		
1718-03593	School Crossing Guard	Burbank	6/1/18 ¹	1/08/19	
1718-03145	School Crossing Guard	Faith Ringgold	5/2/18 ¹	1/08/19	
1819-00438	School Crossing Guard	Park	8/9/18 ¹	1/08/19	
1718-03140	School Crossing Guard	Schafer Park	5/2/18 ¹	1/08/19	
1819-00876	School Crossing Guard	Southgate	9/4/18 ¹	1/08/19	
1819-00957	School Crossing Guard	Tyrrell	9/10/18 ¹	1/08/19	
1819-01852	School Office Manager-Bilingual Preferred	Schafer Park	12/18/18	1/9/19	

1819-00125	YEP Operations Supervisor	Ruus	7/13/18	12/18/18	
1819-01370	YEP Operations Supervisor	Bowman	12/13/18	12/18/18	
1819-01875	YEP Operations Supervisor	Stonebrae	1/4/19		
1718-02651	YEP Program Leader	Bret Harte	3/14/18	12/18/18	
1819-01083	YEP Program Leader	Eldridge	10/3/18	12/18/18	
1819-01087	YEP Program Leader	Harder	10/3/18	12/18/18	
1819-00610	YEP Program Leader	Longwood	9/6/18	12/18/18	
1819-00082	YEP Program Leader	MLK	7/13/18	12/18/18	
1718-02532	YEP Program Leader	Stonebrae	2/23/18	12/18/18	
1718-03392	YEP Program Leader	Tyrrell	5/31/18	12/18/18	

Filled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred	Selection Date	Days
1819-01245	Academic Vocational Evaluator	Hayward Adult School	10/17/18		10/29/18	12/14/18	37
1819-01313	COST Specialist	Southgate	10/11/18		11/9/18	11/26/18	27
1819-01171	COST Specialist	Tyrrell	10/31/18		11/9/18	11/26/18	13
1819-01274	Custodian	East Avenue	10/12/18		11/7/18	12/3/18	30
1819-01845	Custodian	Palma Ceia	12/12/18		12/12/18	12/21/18	8
1819-01452	Detention Room Assistant	Bret Harte	11/15/18		11/15/18	11/30/18	7
1819-00097	Electronics Technician	EIT	8/17/18		9/24/18	12/4/18	71
1819-00915	Paraeducator Bilingual Biliterate	Glassbrook	9/10/18		11/5/18	12/10/18	59 ¹
1819-01225	Paraeducator General	East Avenue	10/5/18		11/5/18	11/16/18	29
1718-04421	Paraeducator SE	MLK	7/13/18	10/16/18	11/6/18	12/17/18	39
1819-00874	Paraeducator SH	Faith Ringgold	9/12/18	10/8/18	11/2/18	12/7/18	39
1819-01234	Paraeducator SH	Itinerant	10/22/18		11/2/18	12/4/18	26
1819-01412	Paraeducator SH	Itinerant	10/31/18		11/2/18	12/4/18	19
1819-01413	Paraeducator SH	Itinerant	10/31/18		11/2/18	12/4/18	19
1819-00987	Payroll Technician	Business Services	9/14/18		10/11/18	11/29/18	49 ²
1718-03141	School Crossing Guard	Burbank	5/2/18 ¹	11/13/18	10/31/18	1/9/19	27
1819-01926	Senior Administrative Secretary	Educational Services	1/7/19		1/7/19	1/7/19	1
1819-01846	Senior Custodian	Stonebrae	12/12/18		12/12/18	1/7/19	9
1819-01019	Serving Kitchen Operator	Helen Turner	10/29/18	10/29/18	11/7/18	1/7/18	35
1617-03130	Skilled Trades Worker – Plumbing	M&O	6/15/17 ²	9/17/18	10/2/18	11/30/18	49 ²
1819-00081	YEP Operations Supervisor	MLK	7/13/18	8/24/18	11/30/18	12/1/18	64 ³
1819-00644	YEP Program Leader	Fairview	9/6/18	10/10/18	11/7/18	11/29/18	31
1819-01002	YEP Program Leader	Palma Ceia	10/3/18	10/10/18	11/7/18	11/29/18	31
1819-01004	YEP Program Leader	Schafer Park	11/15/18		11/15/18	11/29/18	6
1718-03661	YEP Site Coordinator	Faith Ringgold	6/19/18	10/17/18	11/15/18	11/29/18	26
1819-00256	YEP Site Coordinator	Ruus	7/27/18	10/17/18	11/15/18	11/29/18	26

¹ Initial referred candidate declined interview, additional rank referred.

² Delay due to hiring manager.

³ Position held for displaced employee.

On Hold Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1819-00762	Paraeducator DHH	Chavez	9/14/18		Pending Staffing Review
1718-02533	YEP Program Leader	Bret Harte	2/23/18	7/16/18	Pending Budget Review
1718-03356	YEP Program Leader	Bret Harte	6/11/18	7/16/18	Pending Budget Review
1819-00641	YEP Program Leader	Bret Harte	9/4/18		Pending Budget Review

1718-02100	YEP Program Leader	Eldridge	12/8/17		Pending Budget Review
1819-00595	YEP Program Leader	Longwood	8/15/18		Pending Budget Review
1718-03357	YEP Program Leader	MLK	6/11/18	7/16/18	Pending Budget Review
1819-00083	YEP Program Leader	MLK	7/27/18		Pending Budget Review
1819-00538	YEP Program Leader	Park	8/24/18		Pending Budget Review
1718-03569	YEP Program Leader	Strobridge	6/11/18		Pending Budget Review

Cancelled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1819-01077	Library Media Technician	Burbank	9/17/18		New Requisition in process. Hiring manager reviewing FTE
1819-00466	Paraeducator DHH	Mt. Eden	8/13/18		Position No Longer Needed
1819-01344	Paraeducator SH	Eden Gardens	10/23/18		Position No Longer Needed

Resignations/Separations November 29, 2018 to Present

Reasons	Total
Other Employment	2
Personal	3
Released from Probation	1
Retirement	3
School	3
	12

Declined Offers of Employment November 29, 2018 to Present

Classification	Reason	Total
Electronic Technician	Benefits	1
Library Media Technician	Personal	1
		2

Action Requested:

- ☐ Information Item
☒ Approval/Ratification

SUBJECT: Approval of Fields of Recruitment

PREPARED BY: Human Resources Analysts

BACKGROUND:

The District has a need to fill positions in the following classifications:

Promotional Only

- **Lead Accounting Specialist**

Open & Promotional

- **Child Nutrition Assistant**
- **Field Coordinator, Integrated Support Services**
- **Paraeducator – Severely Handicapped**
- **Paraeducator – Severely Handicapped Health Care**
- **School Crossing Guard**
- **School Office Manager, Bilingual Spanish Preferred**
- **YEP Leader**
- **YEP Operations Supervisor**

RECOMMENDATION:

None

FISCAL IMPACT:

None

AGENDA REPORT#: H (1)

Meeting Date: January 16, 2019

Action Requested:

- ☒ Information Item
- ☐ Approval/Ratification

SUBJECT: Classified Personnel Report

PREPARED BY: Kristy Colyer, Executive Assistant

BACKGROUND:

The Board of Education approved the following personnel appointments, changes of status, retirements, leaves of absences and terminations on December 12, 2018.

B. CLASSIFIED PERSONNEL

1. Approve Appointments, Changes of Status, Leaves of Absence and Terminations.

APPOINTMENTS:

PROBATIONARY:

<u>Name</u>	<u>Position</u>	<u>Class/Site</u>	<u>Effective Date</u>	<u>Range</u>	<u>Reason</u>
Brown, Martin	101183	Crossing Guard/ Transportation	11/13/2018	SEIU/3	Replacement
Gonzalez, Alejandra	191005	Para SH/Special Ed	11/13/2018	SEIU/16	Replacement
Houngviengkham, Rina	019086	Office Specialist/Ed Services	12/03/2018	AEOTE/11	Replacement
Padilla, Vanessa	017110	Para SH/Special Ed	11/01/2018	SEIU/16	Replacement
Van Hook, Amia	191437	Office Assistant/ Purchasing	11/27/2018	AEOTE/7	Replacement
Walton, Kathy	019119	Para General/East Avenue	11/30/2018	SEIU/11	New position

PROMOTION:

<u>Name</u>	<u>Position</u>	<u>Class/Site</u>	<u>Effective Date</u>	<u>Range</u>	<u>Reason</u>
Haro, Maria	019124	Bilingual Migrant Education Outreach Worker/SIAC	07/01/2018	AEOTE/18	New position
Jimenez, Consuelo	019125	Bilingual Migrant Education Outreach Worker/SIAC	07/01/2018	AEOTE/18	New position
Paez-Rincon, Daniella	019123	Para SH/Stonebrae	10/29/2018	SEIU/16	Replacement
Rivas, Rosemary	019130	Coordinator of Benefits and Risk Management/ Business Services	11/07/2018	ACSA/DD	New position

REINSTATEMENT:

<u>Name</u>	<u>Position</u>	<u>Class/Site</u>	<u>Effective Date</u>	<u>Range</u>	<u>Reason</u>
Quintanilla, Laurie	511757	CNA/Cherryland	11/05/2018	SEIU/11	Replacement

SUBSTITUTES:

<u>Name</u>	<u>Position</u>	<u>Class/Site</u>	<u>Effective Date</u>	<u>Range</u>	<u>Reason</u>
Solorio, Luis	800100	Custodian/Various	10/23/2018	SSEIU/18	As needed
Thumbavanam, Padmanabhan	610025	Crossing Guard/ Various	10/26/2018	SSEIU/3	As needed
Wilkerson, Ricky	800100	Custodian/Various	10/25/2018	SSEIU/18	As needed

CHANGES OF STATUS

LOCATION CHANGE:

<u>Name</u>	<u>Position</u>	<u>Class/Site</u>	<u>Effective Date</u>	<u>Range</u>	<u>Reason</u>
Calderon, Marie	260343	Para SH/From Southgate to Stonebrae	10/31/2018	SEIU/16	Admin transfer
Grgurina, Peter	111203	Para SH/From Southgate to Schafer Park	10/31/2018	SEIU/16	Admin transfer

LEAVES OF ABSENCE:

<u>Name</u>	<u>Position</u>	<u>Class/Site</u>	<u>Effective Date</u>	<u>Range</u>	<u>Reason</u>
Abaskhron, Monda	990049	YEP Operations Supv/Fairview	11/26/2018- 12/14/2018	SUPV/6	Medical
Amann, Frank	016155	Para DHH/Mt. Eden	10/24/2018- 11/05/2018	SEIU/16	Medical
Butler, Angel	111142	YEP Leader/Park	11/20/2018- 01/29/2019	SEIU/10	Pregnancy
Cobb, Irene	260749	Para SH-HC/Tyrrell	11/08/2018- 11/14/2018	SEIU/19	Medical
Cobb, Irene	260749	Para SH-HC/Tyrrell	11/15/2018- 11/26/2018	SEIU/19	Medical
Cobb, Irene	260749	Para SH-HC/Tyrrell	11/28/2018- 12/05/2018	SEIU/19	Medical
Duenas, Ana	016187	Assessment Tech/ SIAC	11/05/2018- 06/12/2019	AEOTE/21	Medical (intermittent)
Estrada, Nellie	260190	Para SpEd- Bilingual/Burbank	11/05/2018- 01/07/2019	SEIU/13	FMLA
Ghattas, Ilaria	280009	Sr. Admin Secretary/Ed Services	11/14/2018- 12/17/2018	AEOTE/21	Medical
Gundred, Michelle	990072	YEP Operations Supv/Park	09/22/2018- 10/28/2018	SUPV/6	Medical
Gundred, Michelle	990072	YEP Operations Supv/Park	11/08/2018- 11/18/2018	SUPV/6	Medical
Gundred, Michelle	990072	YEP Operations Supv/Park	11/26/2018- 11/30/2018	SUPV/6	Medical
Hatfield, Joshua	450019	Groundskeeper/ M&O	01/14/2019- 02/08/2019	SEIU/22	Parental (AB2393)
Johnson, Idona	015136	Para SH/East Ave.	10/24/2018- 10/13/2018	SEIU/16	Medical
Johnson, Lisa	240016	Attendance Clerk/ Eden Gardens	11/29/2018- 12/21/2018	AEOTE/13	Medical
Palmer, Peter	782006	Para SH/Tennyson	12/12/2018- 02/11/2019	SEIU/16	Medical
Pantoja, Norma	280050	Office Manager/ Ochoa	11/13/2018- 11/30/2018	AEOTE/17	Medical
Sanchez, Yessenia	111145	YEP Leader/Ruus	02/04/2019- 02/08/2019	SEIU/10	Child Care (unpaid)
Vasquez, Maria	191032	Para SH/Southgate	12/20/2018- 01/31/2019	SEIU/16	Pregnancy
Vasquez, Maria	191032	Para SH/Southgate	02/01/2019- 03/29/2019	SEIU/16	Parental (AB2393)
Veloso, Arvin	101211	Custodian/ Stonebrae	11/05/2018- 11/16/2018	SEIU/18	Military
Young, Jacqueline	511307	HR Analyst/HR	11/19/2018- 11/30/2018	AEOTE/32	Personal (unpaid)

TERMINATIONS:

FAILED PROBATION:

<u>Employee Number</u>	<u>Position</u>	<u>Effective Date</u>
22475	511624	10/31/2018
22435	018081	11/29/2018

RESIGNATIONS: (INFORMATION ONLY)

<u>Name</u>	<u>Position</u>	<u>Class/Site</u>	<u>Effective Date</u>	<u>Range</u>	<u>Reason</u>
Garza, Anthony	019008	Family Engagement Specialist/Faith Ringgold	11/30/2018	AEOTE/18	Relocation
McCready, Janice	280041	Office Manager/ Schafer Park	12/31/2018	AEOTE/17	Retirement
Pineda, Jazmin	511625	YEP Leader/ Burbank	11/30/2018	SEIU/10	Personal
Tat, Christopher	015113	Para SH/Mt. Eden	11/30/2018	SEIU/16	Relocation

Action Requested:

- ☐ Information Item
- ☒ Approval/Ratification

SUBJECT: Ratification of Eligibility Lists

PREPARED BY: Human Resources Analysts

BACKGROUND:

The District has an immediate need to update the eligibility lists in the following classifications:

- **Custodian**
- **Family Engagement Outreach and Equity Specialist**
- **Paraeducator Severely Handicapped Health Care**
- **School Crossing Guard**
- **Senior Administrative Secretary**
- **Serving Kitchen Operator**

Staff affirms that the eligibility lists presented for ratification by the Personnel Commission have been compiled in accordance with all applicable federal and State of California laws, rules and regulations governing merit system classified school district employee recruitment and testing.

RECOMMENDATION:

It is recommended that the Personnel Commission ratify the above mentioned eligibility lists for use by the Hayward Unified School District.

FISCAL IMPACT:

Continuing vacancies in this classification will mean a loss of staff productivity and/or the District's ability to maintain a safe and healthy learning environment for students.



Personnel Commission

24411 AMADOR STREET • POST OFFICE BOX 5000, Hayward CA 94540-5000
Telephone (510) 784-2648 • Fax (510) 784-2696

Commissioners:
PAT HODGES
DIANE LAINE
ANDREA PEIXOTO


FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
CUSTODIAN
NO. 19-D71

Rank	Last Name	First Name
1.00	VICTORIA	ISAAC
2.00	BROWN	SHAWN
2.00	MUNSON	KYLE
3.00	WYCHE	JAMAL
4.00	PIGMAN	JOHN
5.00	ARANGO-WATSON	FELICIA
5.00	MCGILBRA	VAREN
6.00	CORTEZ	JOHNNY
6.00	PRICE	ERICA
6.00	SHANNDIAH	OMAR
7.00	ARETTA	JOSEPH
7.00	HARLEY	SHANAY
7.00	REYNA	DEJEANE
8.00	DE SOTO JR	PAUL
9.00	ENGLIN	DONITA

List Expires: 06/07/2019

Signed By:  Date: 12/10/18



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Executive Director

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(OPEN & PROMOTIONAL)

ELIGIBILITY LIST FOR:

Family Engagement Outreach and Equity Specialist
No. 19-J24

Rank	Last Name	First Name
1.00	MENDEZ	LINDSAY
2.00	RIVERA GARCIA	CAROL
3.00	WELLS	LAURISSA
4.00	MASIS	JOHN
4.00	RAMENTO	RENATO
5.00	HAYS	DOMINIQUE
5.00	TORRES	ROSYDALIA
6.00	THOMAS	CHANDRA
7.00	BALTAZAR	IXCHEL
7.00	LUNA	JOSE
8.00	PICAZO	EDUARDO
9.00	ARGUELLO	VIRIDIANA
9.00	PINTO GARCIA	OLGA

List Expires: 06/14/2019

Signed By: [Signature] Date: 12/17/18



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(OPEN & PROMOTIONAL)

ELIGIBILITY LIST FOR:

PARAEDUCATOR SEVERELY HANDICAPPED HEALTH CARE
NO. 19-D69

Rank	Last Name	First Name
1.00	RECENO	MARIA
2.00	MIL	RAZIEL

List Expires: 05/30/2019

Signed By:  Date: 11/30/18



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Executive Director

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(MERGED)
ELIGIBILITY LIST FOR:
SCHOOL CROSSING GUARD
No. 19-D44

Rank	Last Name	First Name	List Expires
1.00	THUMBAVANAM VENKATESWARAN	PADMANABHAN	04/30/19
2.00	ODOM	CHARDENE	04/30/19
3.00	CABRAL	SHEILA	05/28/19
4.00	LAFAELE CASTRO	ELIZABETH	05/14/19
5.00	FUENTES	LUZ	05/14/19

Signed By:  Date: 11/28/18



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Commissioners:
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DIANE LAINE
ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director
Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
Senior Administrative Secretary
No. 19-J25

Rank	Last Name	First Name
1.00	TRAN	PHOUNG
2.00	KO	LINDA
3.00	CONTRERAS-GARCIA	MARICELA
3.00	MCCAULEY	BRENNAN
4.00	MCGINLEY	ANDREA
5.00	SANGIACOMO	PAMELA

List Expires: 06/21/2019

Signed By: [Signature] Date: 12/21/18



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(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
Serving Kitchen Operator
No. 19-J22

Rank	Last Name	First Name
1.00	CORREA	CELESTE
2.00	TIGNER	JUSTIN
3.00	MONTANO	LORENA
4.00	ESTRADA	MICHELLE
5.00	PERRY-KOSKELA	NANCY
6.00	SEKHON	GURSHARAN

List Expires: 06/17/2019

Signed By:  Date: 12/17/12



AN EQUAL OPPORTUNITY EMPLOYER