

# Hayward Unified School District



## PERSONNEL COMMISSION

### AGENDA OF THE SPECIAL MEETING

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



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**August 23, 2017**

## **PERSONNEL COMMISSION**

**Regular Meeting  
Wednesday, August 23, 2017, 5:30 p.m.  
HUSD District Office  
Board Room – Level B  
Hayward, California 94544**

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### **A. OPEN SESSION**

1. Call to order at 5:30 p.m.

2. Roll Call

- ☐ Ms. Diane Laine, *Chair*
- ☐ Ms. Pat Hodges, *Vice-Chair*
- ☐ Ms. Andrea Peixoto, *Commissioner*

3. Pledge of Allegiance

4. Approve the Agenda of August 23, 2017

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
For: \_\_\_\_ Opposed: \_\_\_\_ Abstained/Absent: \_\_\_\_\_

5. 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. ITEMS FROM THE PUBLIC**

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 following Personnel Commission Meetings:
  - a) Regular Meeting of June 21, 2017
  - b) Special Meeting of July 10, 2017
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**
  - **After Hours Operations Supervisor**
  - **Attendance Clerk – Bilingual Spanish Preferred**
  - **Electronics Technician**
  - **Paraeducator Deaf and Hard of Hearing**
  - **Paraeducator Special Education**
  - **Registrar**
  - **School Bus Driver**
  - **SIP Assistant**
  - **Trades Supervisor – Building/Maintenance**
  - **YEP Program Leader**

## **H. INFORMATION**

1. Employee Separation and Candidate Decline Report
2. Layoff Update
3. 1<sup>st</sup> reading of proposed new job description Coordination of Services Team Specialist

## **I. ACTION**

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

- **Assistant Superintendent, Business Services**
- **Buyer**
- **Coordinator, Operations and Transportation**
- **Custodian**
- **Director III, Facilities, Maintenance, Operations and Transportation**
- **Facilities Coordinator**
- **Food Transporter/Kitchen Operator**
- **Lead Custodian**
- **Occupational Therapist**
- **Paraeducator Severely Handicapped**
- **Payroll Supervisor**
- **School Crossing Guard**
- **School Office Manager – Bilingual Spanish Preferred**
- **Serving Kitchen Operator**
- **YEP Operations Supervisor**
- **YEP Program Leader**
- **YEP Site Coordinator**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
For: \_\_\_\_ Opposed: \_\_\_\_ Abstained/Absent: \_\_\_\_\_

2. Approval (2<sup>nd</sup> reading) of proposed new job description for Bond Construction Coordinator

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
For: \_\_\_\_ Opposed: \_\_\_\_ Abstained/Absent: \_\_\_\_\_

3. Approval of proposed salary placement for Bond Coordinator on the ACSA Management salary schedule Range DD

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
For: \_\_\_\_ Opposed: \_\_\_\_ Abstained/Absent: \_\_\_\_\_

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

### **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)
- Public Employee Performance Evaluation (Government Code Section 54597[b])
  - Executive Director, Classified Human Resources and Personnel Commission

**M. RECONVENE IN OPEN SESSION**

Report of decisions made by the Personnel Commission in Closed Session, if any.

**N. ADJOURNMENT @ \_\_\_\_\_**

**Next Regular Meeting of the Personnel Commission  
Wednesday, September 20, 2017, 5:30 p.m.  
HUSD District Office – Board Room, Level B**

# Hayward Unified School District



## PERSONNEL COMMISSION

### MINUTES OF THE REGULAR MEETING

June 21, 2017



## **PERSONNEL COMMISSION**

### **Regular Meeting Minutes Wednesday, June 21, 2017, 5:30 p.m. HUSD District Office Board Room – Level B 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.

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#### **A. OPEN SESSION**

1. Vice-Chair Hodges called the Special Personnel Commission Meeting to order at 5:00 p.m.
2. Roll Call
  - ☒ Ms. Diane Laine, *Chair*
  - ☒ Ms. Pat Hodges, *Vice-Chair*
  - ☒ Ms. Andrea Peixoto, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of June 21, 2017

**Moved by: A. Peixoto   Seconded by: P. Hodges  
For: 3   Opposed: 0   Abstained/Absent: 0**

5. Recognition of Guest(s)  
The Commission welcomed Ma Penh Vong, Computer Technician, Adult School; Houngh Ho, Manager of Educational Data; Angelique Randolph, Database Specialist; Sotelo-McCrary, Library Media Technician, Winton Middle School; Estrella Cardenas, Registrar, Tennyson High School; Deisy Bates, AEOTE President

#### **B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION**

Vice Chair Hodges wished everyone a nice summer.

Chair Laine reported that she attended the District's Retirement party at the HUB. There were over 1,000 years of service between all of the retirees.

#### **C. COMMENTS FROM UNION LEADERSHIP**

Deisy Bates, AEOTE President reported that AEOTE is sponsoring a Relay for Life on October 14, 2017 at King Middle School.

#### **D. COMMENTS FROM DISTRICT ADMINISTRATION**

No comments.

#### **E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES**

Executive Director Fernando Yañez reported that the extended school year program started on Monday, June 19 for some of our students.

Mr. Yañez also reported that the District has reached a settlement agreement with the HEA negotiations. The agreement will be presented to the Board shortly.

#### **F. ITEMS FROM THE PUBLIC**

No comments.

#### **G. CONSENT AGENDA**

**Moved by: P. Hodges Seconded by: A. Peixoto  
For: 3 Opposed: 0 Abstained/Absent: 0**

1. Adopt Minutes from the following Personnel Commission Meetings:
  - a) Regular Meeting of May 17, 2017 – with amendments
  - b) Special Meeting of June 14, 2017 – with amendments
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**
  - **Occupational Therapist**
  - **Payroll Supervisor**
  - **Serving Kitchen Operator**

#### **H. INFORMATION**

1. Employee Separation and Candidate Decline Report

Lisa Thierry, HR Analyst gave an overview of this item. With the end of the school year upon us, we have seen an increase of retirements.

2. Layoff Update

Ms. Thierry reported that there has been an additional layoff resolution presented to the board. The layoff was a result of a district reorganization presented by the Superintendent as well as updated information received from School Site Councils.



3. 1<sup>st</sup> reading of proposed new job description Bond Construction Coordinator

**I. ACTION**

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

- **Child Development Assistant II**
- **Paraeducator Deaf and Hard of Hearing**

**Moved by: A. Peixoto Seconded by: P. Hodges**  
**For: 3 Opposed: 0 Abstained/Absent: 0**

2. Approval of the reclassification of Registrar to School Data Technician (Brenkwitz) .25 FTE

**Moved by: P. Hodges Seconded by: D. Laine**  
**For: 3 Opposed: 0 Abstained/Absent: 0**

Mr. Yañez gave an overview of the item.

Ms. Cardenas who is the incumbent of the Registrar position spoke regarding the possible reclassification and thanked HR for recognizing the need for the reclassification.

Angelique Randolph expressed concerns regarding the reclassification. Ms. Randolph stated that the volume of the work at Brenkwitz compared to the volume at the comprehensive high schools is drastically different. The comprehensive high schools range from 1000 to 2200 students versus Brenkwitz which would be approximately 200 students. Now that this position will possibly be reclassified to a School Data Technician, Ms. Randolph is concerned that the incumbent would have bumping or transfer rights and possibly bump an employee at a comprehensive high school but not possess the skill set to perform the job at a comprehensive high school level. Ms. Randolph and one other employee in the Information Technology Department (IT) is solely responsible for supporting the School Data Techs and is concerned that her department wouldn't be able to support someone who didn't have the skill set to handle the volume.

Ms. Bates thanked the Commission for looking at the reclassification. Ms. Bates stated that every position is unique and we should take into consideration when we move employees. Ms. Bates also expressed concern that there are only two people in the IT who are supporting our 32 schools and requested that the Personnel Commission to look into adding another position to IT to support the school sites.

School Data Technician Anita Hall from Tennyson High school asked how the .25 FTE would affect the transfer process. Ms. Hall also stated that the difference between an incumbent who is doing the duties at a lower volume would still be considered more qualified than a new hire who would require much more training.

Mr. Yañez explained the transfer process as outlined in CA Ed Code, Personnel Commission Rules and the AEOTE Collective Bargaining Agreement.

Ms. Hall asked the commission to take into consideration the skill set required at a comprehensive high school versus the highlighted areas in the job description.

Houng Ho also spoke regarding the many differences in the School Data Technicians at the comprehensive high schools versus Brenkwitz High School. Ms. Ho reported that there are many responsibilities that the Techs at a comprehensive high school will be tasked with that Brenkwitz would not be.

Ms. Cardenas explained that the Registrar at Brenkwitz used to be paid at a higher rate than the comprehensive high schools until the compensation study was done. Ms. Cardenas feels that the reason it was paid higher is because of the additional School Data Technician duties.

Ms. Thierry clarified that the reason the salary placement was higher before the compensation study is because the District had two separate salary schedules for employees working on a school year calendar and employees working on an annual schedule. The school year calendar salary schedule was slightly higher than the annual because their benefit contributions were split between 10 months versus 12 months of an annual employee. The District squared the salary schedule and there is no difference between the two calendars.

Commissioner Peixoto suggested that this classification should be specific to Brenkwitz High.

Mr. Yañez stated that HR does not typically do not measure the work in terms of volume, we typically measure the work in the skills and requirements needed to do the work. Mr. Yañez wants to ensure that we preserve how the Data Tech has operated in the District and that we recognize when employees are working outside of their job description.

Vice-Chair Hodges and Ms. Thierry clarified that HR staff has done their due diligence with a desk audit to ensure that we are accurately reclassifying the position. Ms. Thierry gave an overview of what the desk audit entailed.

Vice-Chair Hodges asked if staff could look into dividing the positions to have a separate classification for the Brenkwitz position in order to avoid a misplaced transfer.

Mr. Yañez explained with regards to the transfer process that in the AEOTE Collective Bargaining Agreement it states that employees are eligible to request transfer to like positions with similar duties that are on the same salary range. So even if we were to divide the classifications, it would not eliminate that possibility.

3. Approval of the reclassification of Computer Center Technician to Technology Support Specialist I (Hayward Adult School)

**Moved by: P. Hodges Seconded by: D. Laine**  
**For: 3 Opposed: 0 Abstained/Absent: 0**

Mr. Yañez explained that technology changes very quickly but this job description has not changed in approximately 15 years. A desk audit was conducted and professionals in IT were consulted with in order to determine what classification this position is representing.

Ms. Voong, the incumbent had requested to be reclassified as a Technology Support Specialist (TSS) II however, after the desk audit and the interview process staff has recommended TSS I.

Ms. Voong asked the Commission to consider reclassifying her to a TSS II as she is doing a lot of work that is captured in the TSS II job description.

Mr. Yañez stated that a lot of the duties in the TSS II job description are also captured in the TSS I job description.

Ms. Thierry gave an overview of what the desk audit entailed.

Kimako Strickland, Administrative Secretary at the Adult School thanked the Commission and HR Staff for supporting the request for the reclassification.

The Commission directed staff to develop a schedule to review the classifications in the IT department.

4. Approval (2<sup>nd</sup> reading) of proposed new job description for After Hours Operations Supervisor

**Moved by: A. Peixoto Seconded by: P. Hodges**  
**For: 3 Opposed: 0 Abstained/Absent: 0**

5. Approval of proposed salary placement for After Hours Operations Supervisor on the Supervisory salary schedule Range 19

**Moved by: A. Peixoto Seconded by: P. Hodges**  
**For: 3 Opposed: 0 Abstained/Absent: 0**

6. Approval (2<sup>nd</sup> reading) of proposed new job description for Coordinator of Operations and Transportation

**Moved by: P. Hodges Seconded by: D. Laine**  
**For: 3 Opposed: 0 Abstained/Absent: 0**

7. Approval of proposed salary placement for Coordinator of Operations and Transportation on the ACSA salary schedule Range UU

**Moved by: A. Peixoto Seconded by: P. Hodges**  
**For: 3 Opposed: 0 Abstained/Absent: 0**

8. Approval (2<sup>nd</sup> reading) of proposed new job description for Director of Facilities, Maintenance, Operations and Transportation

**Moved by: A. Peixoto Seconded by: P. Hodges**  
**For: 3 Opposed: 0 Abstained/Absent: 0**

9. Approval of proposed salary placement for Director of Facilities, Maintenance, Operations and Transportation on the ACSA salary schedule Range AB

**Moved by: A. Peixoto Seconded by: P. Hodges  
For: 3 Opposed: 0 Abstained/Absent: 0**

10. Approval (2<sup>nd</sup> reading) of proposed new job description for Facilities Coordinator

**Moved by: P. Hodges Seconded by: D. Laine  
For: 3 Opposed: 0 Abstained/Absent: 0**

11. Approval of proposed salary placement for Facilities Coordinator on the ACSA salary schedule Range DD

**Moved by: A. Peixoto Seconded by: P. Hodges  
For: 3 Opposed: 0 Abstained/Absent: 0**

12. Approval (2<sup>nd</sup> reading) of proposed change to Chapter 11 of the Personnel Commission Rules

**Moved by: P. Hodges Seconded by: D. Laine  
For: 3 Opposed: 0 Abstained/Absent: 0**

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

- 2<sup>nd</sup> Reading of Bond Construction Coordinator

**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)
- Public Employee Performance Evaluation (Government Code Section 54597[b])
  - o Executive Director, Classified Human Resources and Personnel Commission

**M. RECONVENE IN OPEN SESSION**

No decisions to report.

**N. ADJOURNMENT @ 7:58 p.m.**

**Next Regular Meeting of the Personnel Commission  
Wednesday, August 16, 2017, 5:30 p.m.  
HUSD District Office – Board Room, Level B**

# Hayward Unified School District



## PERSONNEL COMMISSION

### MINUTES OF THE SPECIAL MEETING

July 10, 2017



## **PERSONNEL COMMISSION**

**Special Meeting Minutes  
Monday, July 10, 2017, 9:00 a.m.**

**HUSD District Office  
Human Resources Conference Room – Level C  
Hayward, California 94544**

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### **A. OPEN SESSION**

1. Chair Laine called the Special Personnel Commission Meeting to order at 9:00 a.m.
2. Roll Call
  - ☒ Ms. Diane Laine, *Chair*
  - ☒ Ms. Pat Hodges, *Vice-Chair*
  - ☐ Ms. Andrea Peixoto, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of July 10, 2017

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

### **B. PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS**

No comments.

### **C. ADJOURN TO CLOSED SESSION:**

- o Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9)

### **D. RECONVENE IN OPEN SESSION**

### **E. ADJOURNMENT @ 4:25 p.m.**

**Next Regular Meeting of the Personnel Commission  
Wednesday, August 16, 2017, 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
1718-00483	After Hours Operations Supervisor	M&O	8/7/17		
1617-01330	Assistant Superintendent	Business Services	10/13/16	3/1/17	6/22/17
1617-03088	Attendance Clerk	Cherryland	5/5/17	7/7/17	
1617-04242	Attendance Clerk	Cesar Chavez	7/17/17	7/7/17	
1617-03337	Attendance Clerk	East Avenue	5/23/17	7/7/17	
1617-04108	Buyer	Purchasing	6/29/17		7/31/17
1718-00677	Child Development Assistant II	Itinerant	8/15/17		
1718-00482	Coordinator of Operations and Transportation	M&O	8/7/17		
1718-00256	Electronics Technician	EIT	7/17/17		
1718-00484	Facilities Coordinator	M&O	8/7/17		
1617-02579	Library Media Technician	Cherryland	3/20/17		7/20/17
1617-03318	Library Media Technician	Harder	6/7/17		6/22/17
1718-00417	Paraeducator SE	Tennyson	7/27/17		8/7/17
1718-00520	Paraeducator SH	Glassbrook	8/9/17		8/17/17
1718-00426	Paraeducator SH	Hayward Adult School	7/27/17		8/17/17
1718-00428	Paraeducator SH	Hayward Adult School	7/28/17		8/17/17
1617-03320	Paraeducator SH	Itinerant	5/30/17	7/31/17	8/17/17
1718-00511	Paraeducator SH	Itinerant	8/9/17		8/17/17
1718-00518	Paraeducator SH	Itinerant	8/10/17		8/17/17
1718-00519	Paraeducator SH	Ochoa	8/9/17		8/17/17
1718-00522	Paraeducator SH	Ochoa	8/9/17		8/17/17
1617-01241	School Bus Driver	Transportation	9/26/16 <sup>1</sup>	7/3/17	
1617-02174	School Bus Driver	Transportation	1/25/17 <sup>1</sup>	7/3/17	
1617-02603	School Bus Driver	Transportation	3/16/17 <sup>1</sup>	7/3/17	
1718-00595	School Bus Driver	Transportation	8/8/17		
1617-03314	School Office Manager	Treeview	5/23/17		8/7/17
1617-02320	Skilled Trades Worker - Cabinetry	M&O	2/22/17 <sup>1</sup>	6/5/17	
1617-03130	Skilled Trades Worker - Plumbing	M&O	6/15/17 <sup>1</sup>	7/31/17	
1617-03485	Trades Supervisor	M&O	7/5/17		

1718-00459	YEP Operations Supervisor	Winton	8/9/17		8/17/17
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1 Lack of qualified applicants.

### Filled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred	Selection Date	Days
1617-03497	Child Development Assistant II	Harder	6/10/17		6/19/17	7/5/17	17
1617-04248	Child Development Assistant II	Helen Turner	7/3/17		7/11/17	7/31/17	20
1617-03496	Child Development Assistant II	Itinerant	6/7/17		7/31/17	8/7/17	43 <sup>1</sup>
1617-03520	Custodian	Bowman	5/31/17		7/24/17	7/31/17	44 <sup>2</sup>
1617-02952	Custodian	SIAC	4/19/17		6/30/17	6/30/17	52 <sup>3</sup>
1617-02975	Custodian	SIAC	4/19/17		4/28/17	6/8/17	36
1718-00481	Director III, Facilities, Maintenance, etc.	M&O	7/27/17		7/27/17	8/16/17	1
1617-04177	Groundskeeper	Hayward Adult School	7/17/17		7/17/17	8/7/17	16
1718-00599	Groundskeeper	Mt. Eden	8/8/17		8/11/17	8/17/17	8
1617-03717	Lead Custodian	Tennyson	6/10/17		7/17/17	8/11/17	44 <sup>4</sup>
1617-03283	Occupational Therapist	Special Education	6/7/17		7/13/17	8/8/17	43 <sup>4</sup>
1718-00414	Paraeducator DHH	Itinerant	7/27/17		8/16/17	8/16/17	15
1718-00400	Paraeducator SH	Bowman	7/25/17		7/25/17	7/25/17	1
1718-00401	Paraeducator SH	Bowman	7/28/17		7/28/17	7/28/17	1
1718-00402	Paraeducator SH	Bowman	7/28/17		7/28/17	7/28/17	1
1718-00634	Paraeducator SH	East Avenue	8/15/17		8/15/17	8/15/17	1
1718-00512	Paraeducator SH	Glassbrook	8/8/17		8/8/17	8/8/17	1
1718-00604	Paraeducator SH	Muir	8/10/17		8/10/17	8/10/17	1
1718-00605	Paraeducator SH	Muir	8/10/17		8/10/17	8/10/17	1
1718-00606	Paraeducator SH	Muir	8/10/17		8/10/17	8/10/17	1
1718-00607	Paraeducator SH	Muir	8/10/17		8/10/17	8/10/17	1
1718-00399	Paraeducator SH	Park	7/25/17		7/25/17	7/25/17	1
1617-03312	Parent Outreach Worker	Cherryland	5/30/17 <sup>1</sup>		7/5/17	7/5/17	26
1617-03482	Payroll Supervisor	Business Services	5/24/17		6/27/17	7/5/17	29
1617-03525	School Crossing Guard	Southgate	6/7/17		8/10/17	8/10/17	46 <sup>5</sup>
1617-04040	Senior Custodian	Cherryland	6/28/17		8/3/17	8/11/17	32
1718-00034	Senior Custodian	Ruus	7/12/17		7/25/17	8/8/17	20
1718-00214	Senior Custodian	Winton	7/17/17		7/17/17	8/3/17	14
1617-03524	Serving Kitchen Operator	Cherryland	6/7/17		6/21/17	6/30/17	18
1617-04048	YEP Operations Supv.	Strobridge	7/3/17		7/12/17	7/17/17	10
1617-04043	YEP Program Leader	Bowman	7/3/17		7/13/17	7/31/17	20
1718-00555	YEP Program Leader	Bowman	8/2/17		8/10/17	8/14/17	9
1617-02638	YEP Program Leader	Bret Harte	3/20/17		4/14/17	6/28/17	5
1617-04050	YEP Program Leader	Cherryland	7/3/17		7/13/17	7/31/17	20
1617-04270	YEP Program Leader	Fairview	7/3/17		7/13/17	8/1/17	21
1617-04046	YEP Program Leader	Glassbrook	7/3/17		7/13/17	7/31/17	20
1617-04269	YEP Program Leader	Longwood	7/3/17		7/13/17	7/18/17	11
1617-01676	YEP Program Leader	Martin Luther King	12/6/16		7/13/17	7/31/17	27
1617-02614	YEP Program Leader	Martin Luther King	4/13/17		7/13/17	7/31/17	27
1617-03170	YEP Program Leader	Ochoa	5/11/17		7/13/17	8/8/17	33
1617-03711	YEP Program Leader	Palma Ceia	7/3/17		7/13/17	8/11/17	29
1718-00335	YEP Program Leader	Ruus	8/9/17		8/17/17	8/17/17	7



1617-04047	YEP Program Leader	Strobridge	7/3/17		7/13/17	7/31/17	20
1617-03576	YEP Program Leader	Tyrrell	7/3/17		7/13/17	8/8/17	26
1617-04045	YEP Program Leader	Winton	7/5/17		7/13/17	7/31/17	19
1617-03099	YEP Site Coordinator	Mt. Eden High	5/18/17		6/1/17	6/28/17	5
1617-04120	YEP Site Coordinator	Southgate	7/3/17		7/12/17	7/17/17	10
1617-04009	YEP Site Coordinator	Treeview	6/9/17		8/1/17	8/14/17	37

1 Initial selected candidate declined offer and additional candidates referred for interview.

2 Position initially held for displaced employee.

3 Position initially on hold for review.

4 Delay due to summer break.

5 Position filled by reinstatement of employee.

### On Hold Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Referred
1718-00613	Paraeducator Bilingual Biliterate	Glassbrook	8/8/17 <sup>1</sup>	
1718-00415	Paraeducator DHH	Chavez	7/27/17 <sup>2</sup>	
1718-00661	Paraeducator SE Bilingual Biliterate	Schafer Park	8/15/17 <sup>1</sup>	
1718-00433	Paraeducator Severely Handicapped Health Care	Special Education	8/8/17 <sup>3</sup>	
1617-02593	Speech Language Pathology Assistant	Special Education	3/20/17 <sup>4</sup>	

1 On hold for displaced employee.

2 Pending change in location of position.

3 Pending review of staffing.

4 Pending Special Education budget review.

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:

**Open & Promotional**

- After Hours Operations Supervisor
- Attendance Clerk – Bilingual Spanish Preferred
- Electronics Technician
- Paraeducator Deaf and Hard of Hearing
- Paraeducator Special Education
- Registrar
- School Bus Driver
- SIP Assistant
- Trades Supervisor – Building/Maintenance
- YEP Program Leader

**RECOMMENDATION:**

None

**FISCAL IMPACT:**

None

## Action Requested:

- ☒ Information Item  
☐ Approval/Ratification

**SUBJECT:**                **Employee Separation and Candidate Decline Information**

**PREPARED BY:**      Human Resources Analysts

**BACKGROUND:**

The Personnel Commission requested information on employee reasons for leaving the District and candidate reasons for declining offers of employment.

Staff reviewed employment and recruitment records and found the following information:

Employees that have left the District from June 22, 2017 to present:

Failed Probation	2
Resignation	31
	<b>33</b>

Reasons provided for the resignations above:

Other Employment	9
Personal	4
Relocation	4
Retirement	6
School	8
	<b>31</b>

Candidates that have declined employment offers from June 22, 2017 to present:

Assistant Superintendent,	
Business Services	1    Personal
Child Development	
Assistant II	1    Benefits
Child Development	
Assistant II	1    Personal
	<b>3</b>

Action Requested:

☒ Information Item

☐ Approval/Ratification

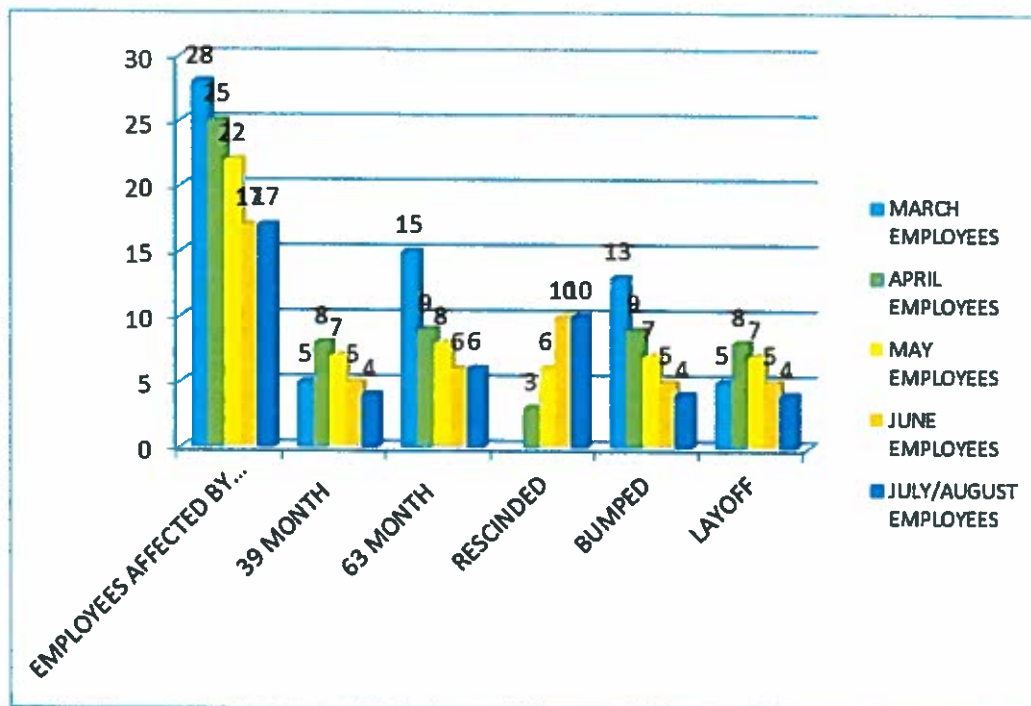
**SUBJECT: Layoff Update**

**PREPARED BY:** Fernando Yanez, Executive Director, Classified Human Resources & Personnel Commission

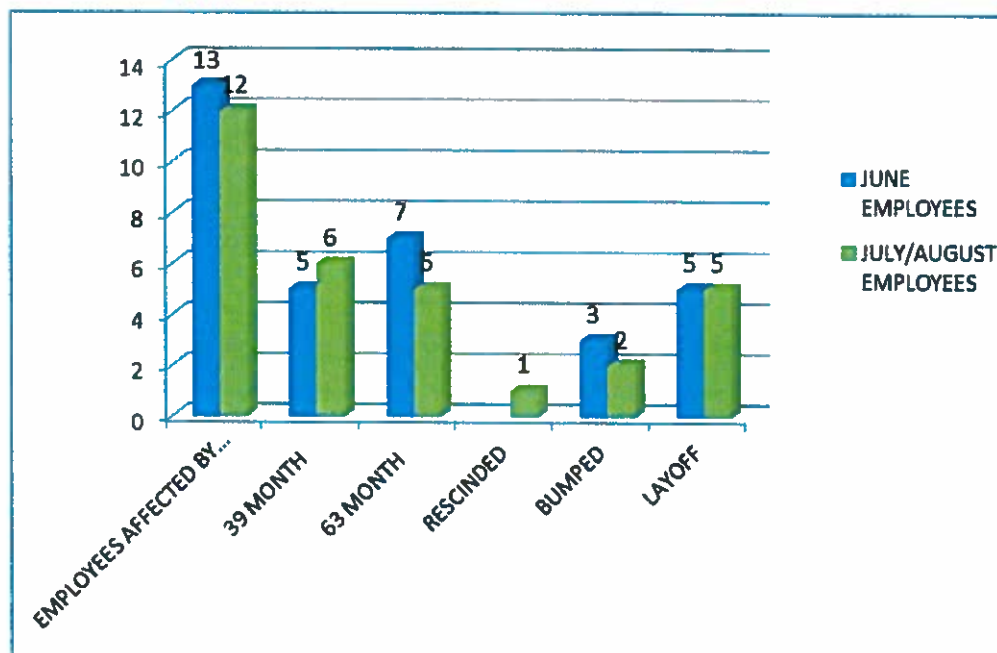
**BACKGROUND:**

Due to a lack of work and/or lack of funds, the classified layoff resolution was presented to and approved by the Board of Education on March 8, 2017 and June 7, 2017. Notices were sent to the affected employees and meetings were held with all labor partners concerning the impact.

	MARCH EMPLOYEES	APRIL EMPLOYEES	MAY EMPLOYEES	JUNE EMPLOYEES	JULY/AUGUST EMPLOYEES
EMPLOYEES AFFECTED BY BOARD ACTION MARCH 8, 2017	28	25	22	17	17
39 MONTH	5	8	7	5	4
63 MONTH	15	9	8	6	6
RESCINDED		3	6	10	10
BUMPED	13	9	7	5	4
LAYOFF	5	8	7	5	4



	JUNE EMPLOYEES	JULY/AUGUST EMPLOYEES
EMPLOYEES AFFECTED BY BOARD ACTION JUNE 7, 2017	13	12
39 MONTH	5	6
63 MONTH	7	5
RESCINDED		1
BUMPED	3	2
LAYOFF	5	5



**Action Requested:**

- ☒ Information Item  
☐ Approval/Ratification

**SUBJECT:** 1<sup>st</sup> Reading of Proposed New Job Description Coordination of Services Team Specialist

**PREPARED BY:** Fernando Yañez, Executive Director, Classified Human Resources and Personnel Commission

**BACKGROUND:**

At the regular meeting of the Board of Education of August 16, 2017, the Board established the need of a new job classification for a Coordination of Services Team Specialist for the Student and Family Services Department.

Our district continues to focus on supporting students and their families to ensure students are successful. We recognize that instances exist in which a student may be in need of additional support; academic, mental health, health services or basic needs. In response, our district has been proactive in developing partnerships to leverage resources to offer needed supports in our schools.

A Coordination of Services Team (COST) process has been implemented for service providers and site staff to meet regularly to review the needs of individual students and procure services. While each site has a COST Coordinator, it is evident that sites with fewer resources face challenges implementing this process effectively. This was identified as an area of need during our LCAP community meetings. The Student and Family Services Department applied for Proposition 47 funding to fund a new classification to support the existing COST process.

The Coordination of Services Team Specialists classification aims to serve K-12<sup>th</sup> grade students at approximately 12 sites identified as needing additional support. This classification will support the COST Coordinators at the identified sites by conducting needs assessments around services, maintaining data on the COST process, working with providers to develop a continuum of services for students, monitoring and following up on the students receiving services; and working with internal and external partners to expand and improve services.

## HAYWARD UNIFIED SCHOOL DISTRICT

<b>TITLE:</b>	<b>Coordination of Services Team Specialist</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT/SCHOOL:</b>	<b>Student and Family Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Technical and Clerical (AEOTE)</b>
<b>FAIR LABOR STANDARDS ACT CLASSIFICATION:</b>	<b>Non-Exempt</b>	<b>WORK YEAR: HOURS:</b>	<b>10 Months/197 Days 8 hours per day or duty days/hours as assigned</b>
<b>APPROVED:</b> Board: Commission:	<b>08/16/17</b>	<b>SALARY GRADE:</b>	<b>AEOTE Range 16</b>

### **BASIC FUNCTION:**

Under general supervision, collaborate with site administrator to enhance the outcomes of the Coordination of Service Team (COST) by collecting and analyzing relevant data, leveraging internal and external resources, and monitoring the implementation of services to ensure that students have maximal access and are making optimal progress; and work with internal and external partners to ensure alignment, expansion, and improvement of services.

### **ESSENTIAL DUTIES:**

Support the COST process to ensure efficiency by performing duties such as:

- Conduct assessment of the student support resources
- Conduct gap analysis and identify areas of need
- Conduct COST process training
- Collect COST referrals
- Monitor referrals and follow up as necessary with students, families, staff and providers
- Monitor identified student progress through the COST process
- Maintain data related to the COST process
- Collaborate with Site COST Coordinator to evaluate and improve the COST process
- Support administration to align and expand services
- Support the administration in informing families and the community COST process
- Train and support service providers to align programs with school structures, systems, curriculum and goals
- Provide support and technical assistance to the various school leadership teams
- Support the integration of youth leadership, parent engagement, and family support through the Full Service Community School efforts

- Ensure that services programs and other supports are inclusive
- Participate actively in professional development
- Provide cross-training to other staff members

#### **OTHER DUTIES:**

Perform other duties, related to the job, as assigned.

#### **KNOWLEDGE OF:**

Referral and case management  
 Data collection  
 Effective inclusive practices  
 Adult learning theory  
 Standard English grammar  
 Filing and record keeping techniques  
 Modern office practices, procedures and equipment  
 Telephone techniques and etiquette

#### **ABILITY TO:**

Establish and maintain harmonious and effective working relationships  
 Maintain current and accurate records  
 Communicate effectively orally and in writing  
 Understand and carry out oral and written instructions  
 Meet schedules and time lines, especially during peak periods  
 Work in fast-paced environment with constant interruptions, maintaining flexibility  
 Prepare and present program information accurately and clearly  
 Conduct professional development  
 Implement a resource assessment  
 Interpret District policies and procedures and applicable State and Federal regulations  
 Work effectively in diverse communities  
 Promote equity for our historically underserved populations  
 Operate a vehicle observing legal and defensive driving practices  
 Work a flexible schedule

#### **MINIMUM QUALIFICATIONS**

##### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: 1) graduation from high school and 2) completion of two years of college or university work in social sciences or related field, or three years experience working as a counselor, case manager, social worker or a related field serving historically underserved populations.

##### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and a safe driving record



Incumbent will be involved in fieldwork which requires travel in personal vehicle to various sites

**ENVIRONMENT:**

Indoor work environment and fieldwork requiring travel and a flexible work schedule

**PHYSICAL DEMANDS:**

Mental acuity to perform essential functions effectively

Hearing and speaking to exchange information

Seeing to read a variety of material

Dexterity of hands to operate equipment and computer keyboard

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:

- Assistant Superintendent, Business Services
- Buyer
- Coordinator, Operations and Transportation
- Custodian
- Director III, Facilities, Maintenance, Operations and Transportation
- Facilities Coordinator
- Food Transporter/Kitchen Operator
- Lead Custodian
- Occupational Therapist
- Paraeducator Severely Handicapped
- Payroll Supervisor
- School Crossing Guard
- School Office Manager – Bilingual Spanish Preferred
- Serving Kitchen Operator
- YEP Operations Supervisor
- YEP Program Leader
- YEP Site Coordinator

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

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Commissioners:  
PAT HODGES  
DIANE LAINE  
ANDREA PEIXOTO

FERNANDO YAÑEZ  
Executive Director  
Classified Human Resources and Personnel Commission

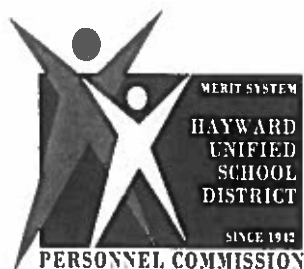
**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**  
**No. 17-K61**

Last Name	First Name	Eligibility Expires
DOMINGUEZ	JOE	12/21/17
NUNLEY	CECILE	12/21/17
RICHARDS	BRYAN	7/21/17
ROGERS	LUCI	7/21/17
SHIEH	CYNTHIA	12/21/17

Signed By: [Signature] Date: 6/21/17



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# Personnel Commission

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**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**BUYER (THROUGH 6/30/2020)**  
**No. 17-L187**

Rank	Last Name	First Name
1.00	BURNETT	GLORIA
2.00	KINSEY	RICHARD
3.00	SIFFLET-HILL	RUBY
4.00	GUERRERO	YOLANDA
4.00	HUNT	HERBERT
5.00	JO	HA NEUL

List Expires: 1/31/2018

Signed By:  Date: 7/31/17



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**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**COORDINATOR OF OPERATIONS AND TRANSPORTATION**  
**No. 18-D12**

Rank	Last Name	First Name
1.00	ESPINOZA	JOSE RICARDO

**List Expires: 02/16/2018**

Signed By:  Date: 8/16/17



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## (OPEN & PROMOTIONAL)

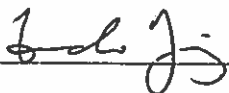
### ELIGIBILITY LIST FOR:

CUSTODIAN

No. 17-D211

Rank	Last Name	First Name
1.00	ALLISON	IVAN
1.00	CARDOZE	ALEX
1.00	PITCHFORD	KENNETH
2.00	FAAGAU	AARON
3.00	WHITE	LAWRENCE
4.00	PENA	PATRICIA
5.00	GAINES	EUGENIA
6.00	CARRILLO	ISMIEL
6.00	MOORE	ALEXIS
6.00	SCHABERT	JACOB
7.00	CRUZ	CARLOS

List Expires: 01/19/2018

Signed By:  Date: 7/11/17



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ANDREA PEIXOTO

## (OPEN & PROMOTIONAL)


### ELIGIBILITY LIST FOR:

**DIRECTOR III, FACILITIES, MAINTENANCE, OPERATIONS AND TRANSPORTATION**

**POSITION**  
**No. 17-K64**

Rank	Last Name	First Name
1	CODY	TIMOTHY
1	DOWLING	GEORGE
2	MARTINEZ	FERNANDO
3	ROMERO	ALFREDO

Expiration Date: 01/27/2018

Signed By:  Date: 7/27/17



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Executive Director

Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**FACILITIES COORDINATOR**  
**No. 18-D11**

Rank	Last Name	First Name
1.00	GONZALES	DANIEL
2.00	ALBRIGHT	DONALD
3.00	JOHNSTON	KENNETH
4.00	JACKSON	RICHARD
5.00	RAMIREZ	ERNESTO
6.00	WILDE	KEVIN

List Expires: 02/17/2018

Signed By:

Date:

8/17/17





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**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**FOOD TRANSPORTER/KITCHEN OPERATOR**  
**LIMITED TERM**  
**No. 18-L12**

Rank	Last Name	First Name
1.00	NELSON	HOLLY
1.00	PERRY-KOSKELA	NANCY
2.00	COLON	ROSEANN
3.00	TORRES	SESAME

**List Expires: 1/27/2018**

Signed By:  Date: 7/27/17



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**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**LEAD CUSTODIAN**  
**No. 17-D212**

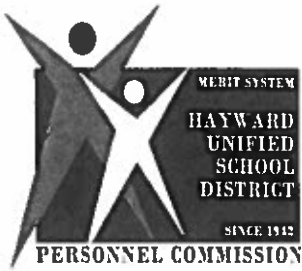
Rank	Last Name	First Name
1.00	CRUZ	CARLOS
2.00	GAINES	EUGENIA
3.00	ALLISON	IVAN
3.00	MUNOZ	ALFREDO
4.00	COLEMAN	DEVYNE

**List Expires: 01/17/2018**

Signed By:  Date: 7/17/17



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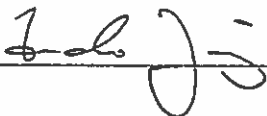
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**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**OCCUPATIONAL THERAPIST**  
**No. 17-D200**

Rank	Last Name	First Name
1.00	JIAO	SABIÑE
2.00	GREEN	GAYE
2.00	SIERRA RODRIGUEZ	ERENDIRA
3.00	BEST	GABRIELLE
4.00	BRILLIANT	NINA
5.00	ROBERTS	AUNDREA
6.00	BUI	LINDA
7.00	KOTSEVA	KALINA

**List Expires: 01/13/2018**

Signed By:  Date: 7/13/17



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**(MERGED)**  
**ELIGIBILITY LIST FOR:**  
**PARAEDUCATOR SEVERELY HANDICAPPED**  
**No. 18-D24**

Rank	Last Name	First Name	List Expires
1.00	VASQUEZ	MARIA	10/07/17
2.00	NGUYEN	BRANDON	02/17/18
2.00	TAT	CHRISTOPHER	02/17/18
3.00	BARRON	JANESSA	02/17/18
3.00	BOLTON	SANDRA	10/07/17
4.00	LESLIE	LATRENDIA	02/17/18
5.00	LANE	RAFAELLE	02/17/18
6.00	GONZALEZ	MICHELLE	02/17/18
6.00	SMITH	NAKEASHA	10/07/17
7.00	KUNIMITSU	LEN	02/17/18
7.00	MORENO	LISBETH	10/07/17
8.00	ROBINSON	MONTOYA	10/07/17
9.00	CHAO	JOSEPHINE	02/17/18
10.00	KAUR	GURJINDER	02/17/18

Signed By:

Date:

8/15/17



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Executive Director

Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**PAYROLL SUPERVISOR**  
**No. 17-L176**

Rank	Last Name	First Name
1.00	BROSNAN	SUSAN

**List Expires: 12/26/2017**

Signed By:  Date: 6/26/17



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**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**SCHOOL CROSSING GUARD**  
**No. 18-D08**

Rank	Last Name	First Name
1.00	THOMAS	DANIPELLE
2.00	PATTERSON	RONALD
3.00	WINN	DAVID

**List Expires: 02/07/2018**

Signed By: 6-2-15 Date: 8/7/17



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Executive Director

Classified Human Resources and Personnel Commission

## (OPEN & PROMOTIONAL)

### ELIGIBILITY LIST FOR:

**SCHOOL OFFICE MANAGER – BILINGUAL SPANISH PREFERRED**  
**MERGED LIST No. 17-L120 AND 17-L186**

Rank	Last Name	First Name	Eligibility Expires
1.00	DICKSON	MICHELLE	9/22/17
2.00	CONTRERAS-GARCIA	MARICELLA	9/22/17
3.00	MELENDEZ	JESSICA	1/25/18
4.00	CHONG	ADRIANA	9/22/17
4.00	ZAMORA	KAREN	1/25/18
5.00	COOK	YVETTE	1/25/18
5.00	MCGINLEY	ANDREA	1/25/18
5.00	SAAD	MARYAN	1/25/18
5.00	THOMAS	DANIELLE	1/25/18
6.00	*GAYTAN GARCIA	SUSANA	1/25/18
7.00	*CISNEROS	CRISTINA	1/25/18
7.00	PORRAS	WENDY	9/22/17
8.00	OBREGON	MIRUBENAT	9/22/17
9.00	EFFENDI	AISHA	1/25/18
9.00	LANGI	ANGELIQUE	1/25/18
10.00	MILLER	NICOLE	9/22/17
10.00	ORTEGA	DELICIA	1/25/18
10.00	*REYES	GUDELIA	1/25/18
11.00	HERNANDEZ	STEPHANIE	1/25/18
12.00	JACKSON	SESLIE	9/22/17
13.00	DAVENPORT	ANGELICA	1/25/18
14.00	ABBOTT	BRIANNA	1/25/18
14.00	CAJINA	VALERIA	1/25/18
14.00	JEBBARI	FATIMA	1/25/18
14.00	RODRIGUEZ	JESSICA	1/25/18
15.00	ROMAN-PIGMAN	AILSSA	1/25/18

\* = Denotes Spanish speaking candidate

Signed By:  Date: 8/1/17



AN EQUAL OPPORTUNITY EMPLOYER



# Personnel Commission

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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:**  
**SERVING KITCHEN OPERATOR**  
**No. 17-L177**

Rank	Last Name	First Name
1.00	GUILETTE	AQUISHA
2.00	JIMENEZ-MUSTAFICH	OLIVIA
3.00	HOKO	OFA
4.00	REYES	SUSAN
5.00	SAYRE	RAYMOND
6.00	NAIR	BALAMURALI

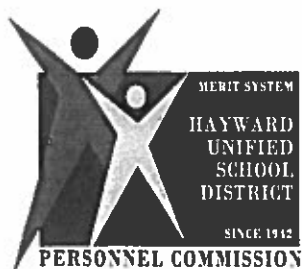
List Expires: 12/20/2017

Signed By: [Signature] Date: 6/20/17



AN EQUAL OPPORTUNITY EMPLOYER





# 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:**  
**YEP OPERATIONS SUPERVISOR**  
**No. 17-L185**

Rank	Last Name	First Name
1.00	PAYNE	CATHERINE
2.00	EDMONSON	RYAN
3.00	MARINELLI	RAYMOND
3.00	MORRIS	CHERISE
4.00	SANTOS	JUSTIN
5.00	AKINTOMIDE	KYM
5.00	HENDERSON	KAMILAH
6.00	ROBINSON	AISHA

List Expires: 2/11/2018

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

8/11/17



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# Personnel Commission

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FERNANDO YAÑEZ  
Executive Director

Classified Human Resources and Personnel Commission

## (OPEN & PROMOTIONAL)

### ELIGIBILITY LIST FOR:

YEP PROGRAM LEADER, 15-19 HOURS PER WEEK

No. 17-L183

Rank	Last Name	First Name
1.00	BRAVO	MARISOL
1.00	MORGANE	ALAIYA
2.00	RICH	PATRICIA
3.00	NGUYEN	JULIE
3.00	WOOD	HALEY
4.00	ALVAREZ	CARINA
5.00	FLORIAN	LIDIA
5.00	SAM	ANGELINA
6.00	DAVILA	JANET
6.00	GARIETZ	VICTORIA
6.00	MORRIS	MAISHA
6.00	SALEB	JAKLEEN
7.00	SALCEDO	LYDIA
8.00	MORALES	JENNIFER
8.00	VASQUEZ	MICHAEL
9.00	BENITO	KAYLA
9.00	BENNETT	TINA
9.00	TORRES	JUSTIN
10.00	AYAZ	LOVE
10.00	GIRGIS	ISSAM
10.00	TORRES	MAGDALENA
10.00	VU	ZACHERY
11.00	GARCIA	JOSSELYN

List Expires: 01/12/2018

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

7/12/17



AN EQUAL OPPORTUNITY EMPLOYER



# 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:**  
**YEP SITE COORDINATOR,**  
**PROMOTIONAL ONLY**  
**No. 17-L184**

Rank	Last Name	First Name
1.00	MORRIS	CHERISE
2.00	AGUILAR	VANESSA
2.00	SUN	RAINBOW

List Expires: 1/12/2018

Signed By:  Date: 7/12/18



AN EQUAL OPPORTUNITY EMPLOYER

**HAYWARD UNIFIED SCHOOL DISTRICT**

<b>TITLE:</b>	<b>Bond Construction Coordinator</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT/SCHOOL:</b>	<b>Maintenance and Operations</b>	<b>CLASSIFICATION:</b>	<b>ASCA Management</b>
<b>FAIR LABOR STANDARDS ACT CLASSIFICATION:</b>	<b>Exempt</b>	<b>WORK YEAR: HOURS:</b>	<b>12 Months/261 Days 8 hours per day or duty days/hours as assigned</b>
<b>APPROVED:</b> Board: Commission:	<b>06/07/2017</b>	<b>SALARY GRADE:</b>	<b>TBD</b>

**BASIC FUNCTION:**

Under the direction of an assigned administrator, plan, organize, direct, manage and coordinate new construction, modernization projects, data collection and report development; perform independent, specialized accounting and budgeting duties and analysis related to bond and construction projects; audit projects, track milestones and other information for the Bond Oversight Committee; provide work direction to others.

**ESSENTIAL DUTIES:**

Plan and coordinate information and explanation of project scope, schedules and budgets; direct data collection for reporting of construction milestones and project funding; track and provide prompt responses to issues and requests for information.

Perform independent, specialized accounting and budgeting duties including forecasting and analysis related to construction and bond projects; maintain various financial records; ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports.

Plan, administer, track and approve assigned budgets and related expenditure of all funds pertaining to the district's construction projects, ensuring all projects remain within budget; prepare and present related statistical and impact reports.

Monitor assigned budgets to assure accuracy, thoroughness and compliance, identify and rectify discrepancies, respond to questions, provide detailed instructions and work direction to others.

Review change orders and inspection reports; monitor fund releases by project, receipts, and cash flow for construction projects, including general obligation funds, certificate of participation, and developer fees; monitor contracts, architect fees, change orders by project, claims, stop notices, retention payments, and other charges; review funds for legality of expenditures, and assist in processing construction payments.

Assist in audits and year-end closing of district accounts; act as primary contact for the general obligation bond audits.

**Bond Construction Coordinator - Continued**

Assure compliance with local, state, and federal reporting requirements, guidelines, rules and regulations, district procedures and policies.

Analyze complex, advanced-level technical accounting procedures and processes; implement appropriate accounting systems; review and maintain records; prepare reports.

Confer with legal counsel in the interpretation of complex bond language to ensure legal and ethical allocation of bond funds; brief the Bond Oversight Committee on the potential impact of highly sensitive public issues.

Conduct site visits and perform audits and constructability reviews of construction contract documents including architectural, engineering, and project management plans and specifications to evaluate comparability to proposed construction plans.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Local, state, and federal reporting and accounting practices, principals, guidelines, rules, and regulations.

Construction schedules.

Preparation of financial reports and schedules.

California school district fiscal and budget procedures and reporting requirements.

Applicable sections of the California Education Code, other laws, rules, and regulations related to assigned activities.

General characteristics and relative costs of methods of construction, architectural features, and building and room designs suitable for school uses.

Basic principles of contract law, research and cost analysis.

District organization, operations, policies, and procedures.

Operation of a computer and assigned software.

Research methods, and report writing and recordkeeping techniques.

English usage, grammar, spelling and punctuation.

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Review and analyze project budgets and cost estimates.

Maintain comprehensive documentation of compliance activities and identify potential compliance issues that require follow-up or investigation.

Learn, interpret, apply and explain rules, regulations, policies and procedures related to assigned school district function.

Research, compile, analyze and interpret complex fiscal records and technical materials, such as budget data, architectural plans, building standards, and project schedules, and accurately and effectively report findings.

Operate a computer, related software, and standard office equipment.

Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.

Exercise analytical and independent judgment with little direction and adopt an effective course of action.

**Bond Construction Coordinator - Continued**

Establish project construction management plans.  
Screen and select construction design and management professionals.  
Monitor and work with regulatory agencies.  
Perform cost management tasks.  
Perform bid and award activities.  
Develop construction contracts.  
Work confidentially with discretion, and complete work with constant interruptions.  
Communicate effectively, both orally and in writing.  
Conduct meetings, discussions, and make presentations.

Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting, business administration or related field, and four years' experience in budget development and construction project management.  
Experience with new school construction is highly desired.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and maintenance of a safe driving record.  
Incumbent will be involved in field work which requires travel vehicles to various sites and locations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, outdoor, office and construction.  
Regular exposure to fumes, dust and odors will occur.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of documents.  
Hearing and speaking to exchange information and make presentations.  
Sitting, standing and walking for extended periods of time.  
Walking over rough or uneven surfaces.

**HAZARDS:**

Exposure to potential hazards of working around construction projects and related machinery.  
Potential exposure to hazardous substances and materials.

Action Requested:

- ☐ Information Item
- ☒ Approval/Ratification

**SUBJECT:**                   **Approval of the Salary Placement for Bonds Construction Coordinator**

**PREPARED BY:**       **Fernando Yañez, Executive Director, Classified Human Resources and Personnel Commission**

**BACKGROUND:**

At the meeting of June 21, 2017, the Personnel Commission conducted a first reading of the classified job description for Bond Construction Coordinator. This job description is being created to support the restructuring of the Maintenance & Operations Department.

**RECOMMENDATION:**

Place the classification on the ACSA Management salary schedule at Range DD.

# HAYWARD UNIFIED SCHOOL DISTRICT

## MANAGEMENT SALARY RANGE PLACEMENT

### Executive Director

Classification Title	Range
Classified Human Resources/PC	A1

### Director III

Classification Title	Range
Chief Facilities Officer	AB
Chief Financial Officer	AB
Facilities, Maintenance, Operations & Transportation	AB

### Director II

Classification Title	Range
Business Services	AA
Child Nutrition and Warehouse	AA
Educational Information Technology	AA
M&O/Transportation	AA

### Director I

Classification Title	Range
Facilities Maintenance	B
Director - Public Info & Gov Relations	B

### Coordinator III

Classification Title	Range
Before and After School Programs	DD
Facilities	DD
Student and Parent Support Programs	DD

### Manager II

Classification Title	Range
Accounting	R
Child Nutrition Operations and Warehouse Delivery Services	R
Educational Data	R
Facilities Maintenance	R
Insurance & Emergency Preparedness	R
Network	R
Purchasing	R

### Coordinator II

Classification Title	Range
Field Coordinator (YEP)	UU
Operations & Transportation	UU
Safety & Security	UU

### Manager I

Classification Title	Range
Benefits	W
Operations	W
Transportation	W

### Coordinator I

Classification Title	Range
Budget/Fiscal Analyst	Y
Newcomer Services Coordinator	Y



**2017-2018 CLASSIFIED MANAGEMENT SALARY SCHEDULE**  
**3.10% Effective 7-1-2017**

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Executive Director	A1	159,011	165,006	171,228	177,682	184,381	191,331
Director III	AB	146,638	152,503	158,604	164,950	171,546	178,409
Director II	AA	135,237	140,308	145,652	151,176	156,919	162,880
Director I	B	125,364	130,073	134,971	140,064	145,360	150,884
Coordinator III	DD	116,114	121,091	125,069	129,732	134,575	139,685
Manager II	R	107,652	111,604	115,720	120,000	124,452	129,183
Coordinator II	UU	99,522	103,198	107,025	110,997	115,134	119,510
Manager I	W	87,298	90,486	93,801	97,248	100,832	104,663
Coordinator I	Y	78,145	80,968	83,899	86,952	90,127	93,554

*(224 workdays + 22 vacation days + 15 holidays = 261 days)*

Longevity Increments	Annual
10 years	1200.00
15 years	1800.00
20 years	2400.00
25 years	3000.00
30 years	4200.00
Professional Growth	Annual
Master's Degree	550.00
Doctorate Degree	725.00