

**PERSONNEL COMMISSION**

**Regular Meeting  
Wednesday, September 20, 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.

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](http://www.husd.us).

**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 September 20, 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 Regular Meeting of the Personnel Commission Meetings on August 23, 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**

- **Attendance Clerk – Bilingual Spanish Preferred**
- **Bond Construction Coordinator**
- **Computer Lab Technician**
- **Paraeducator Deaf and Hard of Hearing**
- **Paraeducator Severely Handicapped**
- **School Office Manager – Bilingual Spanish Preferred**
- **YEP Site Coordinator**

## H. INFORMATION

1. 2016-2017 Personnel Commission Annual Report draft

## I. ACTION

1. Ratify the following Eligibility Lists for the classifications listed:
  - **Attendance Clerk – Bilingual Spanish Preferred**
  - **Electronics Technician**
  - **Paraeducator Deaf and Hard of Hearing**
  - **Paraeducator Severely Handicapped**
  - **Paraeducator Special Education**
  - **Registrar**
  - **School Bus Driver**
  - **YEP Program Leader**

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

2. Approval (2<sup>nd</sup> reading) of proposed new job description for Coordination of Services Team Specialist

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

3. Approval of proposed salary placement for Coordination of Services Team Specialist on the AEOTE salary schedule Range 16

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

4. Approval of Personnel Commission Recruitment

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

5. Approval of request to designate existing eligibility list for School Office Manager as most appropriate list for Office Specialist and Child Development Placement Assistant

**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, October 18, 2017, 5:30 p.m.  
HUSD District Office - Board Room, Level B**