

Hayward Unified School District



PERSONNEL COMMISSION

AGENDA OF THE REGULAR MEETING

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



October 23, 2017

PERSONNEL COMMISSION

Regular Meeting
Monday, October 23, 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.

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 October 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 Regular Meeting of the Personnel Commission Meetings on September 20, 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

- **Child Nutrition Assistant**
- **Coordination of Services Team Specialist**
- **Database Systems Specialist**
- **Maintenance Technician**
- **Paraeducator Bilingual Biliterate Spanish**
- **Paraeducator Special Education Bilingual Biliterate Spanish**
- **Payroll Technician**
- **School Community Liaison Bilingual Spanish**
- **Senior Grounds Equipment Operator**

H. INFORMATION

1. Personnel Commissioner recruitment update
2. Layoff update
3. 1st reading of proposed new job description for Field Coordinator, Integrated Support Services

I. ACTION

1. Ratify the following Eligibility Lists for the classifications listed:
 - **After Hours Operations Supervisor**
 - **Attendance Clerk – Bilingual Spanish Preferred**
 - **Bond Construction Coordinator**
 - **Computer Lab Technician**
 - **Coordinator of Operations and Transportation**
 - **Paraeducator Deaf and Hard of Hearing**
 - **Paraeducator Severely Handicapped**
 - **School Crossing Guard**
 - **School Improvement Program Assistant**
 - **School Office Manager – Bilingual Spanish Preferred**
 - **Trades Supervisor**
 - **YEP Program Leader**
 - **YEP Site Coordinator**

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

2. Approval of 2016-2017 Personnel Commission Annual Report

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, November 15, 2017, 5:30 p.m.
HUSD District Office – Board Room, Level B

Hayward Unified School District



PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING

September 20, 2017



PERSONNEL COMMISSION

Regular Meeting Minutes Wednesday, September 20, 2017, 5:30 p.m. HUSD District Office Board Room – Level B Hayward, California 94544

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A. OPEN SESSION

1. Chair Laine called the Regular Meeting of the Personnel Commission 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: P. Hodges Seconded by: A. Peixoto
For: 3 Opposed: 0 Abstained/Absent: 0

5. Recognition of Guest(s)

The Personnel Commission welcomed Assistant Superintendent of Human Resources Delia Ruiz.

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Vice-Chair Hodges volunteered at Stonebrae Elementary on the first day of school. Ms. Hodges welcomed students and staff back and wished them a successful year.

C. COMMENTS FROM UNION LEADERSHIP

Deisy Bates, AEOTE President, invited the Personnel Commissioners to the AEOTE sponsored Relay for Life on October 14, 2017 at Martin Luther King Middle School.

Ms. Bates also reported that AEOTE has been meeting with the District regarding new employee orientation mandates as a result of Assembly Bill 119.

AEOTE is also working with the Human Resources Department to create a bilingual training class in effort to improve the passing rate on the bilingual competency test.

D. COMMENTS FROM DISTRICT ADMINISTRATION

Assistant Superintendent of Human Resources Delia Ruiz reported that there is a resolution on the September 27, 2017 Board of Education agenda for reductions in classified staff. Assistant Superintendent Ruiz stated that the District will do their best to accommodate affected employees.

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez reported that the AEOTE new hire orientation was held today. It is a work in progress but seemed very well received.

Mr. Yañez also spoke regarding the AEOTE bilingual training class. Mr. Yañez stated that the class is focusing on academic standard vocabulary. Mr. Yañez has been working with Ms. Bates and Assistant Superintendent Ruiz on the curriculum.

F. ITEMS FROM THE PUBLIC

No public comments.

G. CONSENT AGENDA

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

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
The Personnel Commission requested that the Annual Report be presented to the Board of Education at the Regular Board Meeting of December 13, 2017.

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: P. Hodges Seconded by: A. Peixoto
For: 3 Opposed: 0 Abstained/Absent: 0
2. Approval (2nd reading) of proposed new job description for Coordination of Services Team Specialist

Moved by: A. Peixoto Seconded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0
3. Approval of proposed salary placement for Coordination of Services Team Specialist on the AEOTE salary schedule Range 16

Moved by: P. Hodges Seconded by: A. Peixoto
For: 3 Opposed: 0 Abstained/Absent: 0
4. Approval of Personnel Commission Recruitment

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

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

- **Annual Report**
- **Layoff Update**

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])
 - Executive Director, Classified Human Resources and Personnel Commission

M. RECONVENE IN OPEN SESSION

No decisions to report.

N. ADJOURNMENT @ 7:23 p.m.

Next Regular Meeting of the Personnel Commission

Monday, October 23, 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		10/12/17
1617-03088	Attendance Clerk	Cherryland	5/5/17	8/29/17	10/16/17
1617-03337	Attendance Clerk	East Avenue	5/23/17	8/29/17	10/5/17
1718-01258	Bond Construction Coordinator	M&O	9/19/17		
1718-01647	Child Nutrition Assistant	Schafer Park	10/16/17		
1718-00482	Coordinator of Operations and Transportation	M&O	8/7/17	8/21/17	10/10/17
1718-01382	COST Specialist	East Avenue	10/4/17		10/23/17
1718-01383	COST Specialist	Eden Gardens	10/4/17		10/23/17
1718-01384	COST Specialist	Eldridge	10/4/17		10/23/17
1718-01385	COST Specialist	Fairview	10/4/17		10/23/17
1718-0136	COST Specialist	Lorin Eden	10/4/17		10/23/17
1718-01387	COST Specialist	Palma Ceia	10/4/17		10/23/17
1718-01388	COST Specialist	Ruus	10/4/17		10/23/17
1718-01389	COST Specialist	Secondary	10/4/17		10/23/17
1718-00758	Custodian	M&O	8/22/17		9/8/17
1718-01564	Database Systems Specialist	EIT	10/10/17		
1718-00256	Electronics Technician	EIT	7/17/17		8/21/17
1718-00746	Paraeducator DHH	Itinerant	8/24/17	9/8/17	
1718-00661	Paraeducator SE Bilingual Biliterate Spanish	Schafer Park	8/15/17	9/19/17	
1718-01347	Paraeducator SH	Itinerant	10/4/17		10/4/17
1718-01692	Payroll Technician	Business Services	10/16/17		
1718-01644	Registrar	Hayward Adult School	10/16/17		
1617-02174	School Bus Driver	Transportation	1/25/17 ¹	7/3/17	
1617-02603	School Bus Driver	Transportation	3/16/17 ¹	7/3/17	
1718-00595	School Bus Driver	Transportation	8/8/17 ¹		
1718-01301	School Community Liaison	Glassbrook	10/5/17		
1718-01302	School Community Liaison	Tennyson	9/27/17		
1718-01152	School Crossing Guard	Lorin Eden	9/12/17	9/19/17	10/5/17
1617-02320	Skilled Trades Worker - Cabinetry	M&O	2/22/17 ¹	9/26/17	
1617-03130	Skilled Trades Worker - Plumbing	M&O	6/15/17 ¹	9/11/17	

1617-03485	Trades Supervisor	M&O	7/5/17		9/22/17
1718-01420	YEP Operations Supervisor	Strobridge	10/5/17		10/17/17
1718-01481	YEP Operations Supervisor	Tyrrell	10/10/17		10/17/17
1718-01409	YEP Program Leader	Bret Harte	10/5/17		10/19/17
1718-01681	YEP Program Leader	Cherryland	10/19/17		
1718-01039	YEP Program Leader	East Avenue	9/18/17		10/19/17
1718-01462	YEP Program Leader	Eldridge	10/10/17		10/19/17
1718-00913	YEP Program Leader	Ochoa	9/7/17		10/19/17
1718-00717	YEP Program Leader	Stonebrae	9/7/17		10/19/17
1718-01421	YEP Program Leader	Strobridge	10/5/17		10/19/17

1 Lack of qualified applicants.

Filled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred	Selection Date	Days
1718-00678	Attendance Clerk	Bret Harte	8/24/17		10/5/17	10/16/17	37 ¹
1617-04242	Attendance Clerk	Cesar Chavez	7/17/17	8/29/17	10/5/17	10/9/17	60 ¹
1718-00943	Child Devel. Place. Asst.	Helen Turner	9/8/17		9/26/17	10/13/17	26
1718-00963	Child Nutrition Assistant	Stonebrae	9/7/17		9/15/17	9/19/17	9
1718-01170	Child Nutrition Assistant	Tyrrell	9/18/17		9/26/17	10/10/17	17
1718-00937	Computer Lab Technician	Cesar Chavez	9/7/17		9/21/17	9/29/17	17
1718-00484	Facilities Coordinator	M&O	8/7/17		9/5/17	9/20/17	32
1718-00618	Library Media Technician	Longwood	8/15/17		9/5/17	9/15/17	23
1718-01319	Office Specialist	M & O	9/15/17		9/28/17	10/10/17	18
1718-01035	Office Specialist	Student & Parent Supp.	9/18/17		10/12/17	10/17/17	22
1718-00613	Paraeducator Bilingual Biliterate	Glassbrook	8/8/17	9/19/17	10/6/17	10/6/17	14
1718-01344	Paraeducator DHH	Fairview	10/10/17		10/12/17	10/13/17	4
1718-01333	Paraeducator SE	Eden Gardens	9/27/17		9/27/17	10/5/17	7
1718-00905	Paraeducator SE	Hayward High	9/7/17		9/7/17	10/4/17	20
1718-01335	Paraeducator SE	Itinerant	9/27/17		10/10/17	10/19/17	17
1718-00417	Paraeducator SE	Tennyson	7/27/17		8/7/17	9/11/17	32
1718-01279	Paraeducator SH	Glassbrook	9/27/17		9/27/17	10/17/17	15
1718-01457	Paraeducator SH	Glassbrook	10/10/17		10/10/17	10/16/17	5
1718-01067	Paraeducator SH	Hayward High	9/13/17		9/13/17	10/2/17	14
1718-01274	Paraeducator SH	Itinerant	9/19/17		9/26/17	10/3/17	11
1718-01346	Paraeducator SH	Itinerant	10/4/17		10/4/17	10/18/17	11
1718-01336	Paraeducator SH	Lorin Eden	9/27/17		9/27/17	10/13/17	13
1718-01040	Paraeducator SH	Mt. Eden	9/7/17		9/7/17	9/13/17	5
1718-01228	Paraeducator SH	Mt. Eden	9/18/17		9/20/17	9/21/17	4
1718-01282	Paraeducator SH	Mt. Eden	9/27/17		9/27/17	10/5/17	7
1718-01037	Paraeducator SH	Muir	9/6/17		9/26/17	10/13/17	28
1718-01280	Paraeducator SH	Ochoa	9/27/17		9/7/17	10/3/17	5
1718-01349	Paraeducator SH	Ochoa	10/5/17		10/5/17	10/5/17	1
1718-01350	Paraeducator SH	Ochoa	10/4/17		10/4/17	10/4/17	1
1718-01032	Paraeducator SH	Southgate	9/6/17		9/6/17	9/25/17	14
1718-01638	Paraeducator SH	Stonebrae	10/18/17		10/18/17	10/18/17	1
1718-01351	Paraeducator SH	Tennyson	10/4/17		10/4/17	10/13/17	8
1718-01015	Paraeducator SH	Winton	9/6/17		9/18/17	9/18/17	9
1718-01456	Paraeducator SH	Winton	10/10/17		10/10/17	10/17/17	6
1718-00682	Registrar	Hayward High	8/21/17 ¹			10/3/17	31
1718-00966	School Crossing Guard	Longwood	9/7/17		9/8/17	9/18/17	8

1718-01283	School Crossing Guard	Tyrrell	9/19/17		9/19/17	9/27/17	7
1718-00663	School Improvement Assistant	Faith Ringgold	8/15/17		9/15/17	9/19/17	25
1718-00955	School Improvement Assistant	Fairview	9/6/17		9/15/17	9/20/17	11
1617-03314	School Office Manager	Treeview	5/23/17	9/6/17	10/9/17	10/17/17	107 ¹
1718-00721	YEP Program Leader	Bret Harte	9/7/17		9/15/17	10/10/17	24
1718-00745	YEP Program Leader	Burbank	9/7/17		9/15/17	10/4/17	20
1718-00726	YEP Program Leader	Ochoa	9/7/17		9/15/17	10/5/17	21
1718-01066	YEP Program Leader	Cherryland	9/19/17		9/26/17	10/13/17	19
1718-01177	YEP Program Leader	East Avenue	10/2/17		10/10/17	10/16/17	11
1718-01317	YEP Program Leader	Ruus	10/2/17		10/10/17	10/13/17	10
1718-00913	YEP Program Leader	Ochoa	9/7/17		10/5/17	10/16/17	28
1718-00719	YEP Program Leader	Schafer Park	9/6/17		9/15/17	9/29/17	18
1718-01065	YEP Program Leader	Strobridge	9/8/17		9/15/17	10/4/17	19
1718-00722	YEP Program Leader	Treeview	9/7/17		9/15/17	9/29/17	17
1718-00756	YEP Site Coordinator	Cherryland	9/7/17		9/15/17	10/2/17	18
1718-00992	YEP Site Coordinator	Tyrrell	9/5/17		9/27/17	10/2/17	20

1 Lack of qualified bilingual candidates, multiple recruitments

On Hold Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1617-01330	Assistant Superintendent	Business Services	10/13/16	3/1/17	Pending budget review
1718-01063	Paraeducator SH	Stonebrae	9/8/17		Pending transfer
1718-00433	Paraeducator Severely Handicapped Health Care	Special Education	8/8/17		Pending Special Ed staffing review
1718-00676	Senior Custodian	Bowman	8/21/17		On hold for displaced employee
1617-02593	Speech Language Pathology Assistant	Special Education	3/20/17		Pending Special Ed budget review

Cancelled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1718-01395	Paraeducator SE	Hayward High	10/5/17 ¹		New PAF submitted for admin transfer
1718-00944	Paraeducator SH	Glassbrook	9/6/17 ¹		New PAF submitted for admin transfer
1718-01038	Paraeducator SH	Muir	9/12/17 ¹		New PAF submitted for admin transfer
1718-01064	YEP Program Leader	Strobridge	9/12/17 ²		Employee rescinded resignation

1 New PAF submitted for administrative transfer.

2 Employee rescinded resignation.

Resignations/Separations September 21, 2017 to Present

Reasons	Total
Benefits	1
Personal	4
Relocation	1
Retirement	1
	7

Declined Offers of Employment September 21, 2017 to Present

Classification	Reason	Total
School Crossing Guard	Other Opportunity	1

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

- Child Nutrition Assistant
- Coordination of Services Team Specialist
- Database Systems Specialist
- Maintenance Technician
- Paraeducator Bilingual Biliterate Spanish
- Paraeducator Special Education Bilingual Biliterate Spanish
- Payroll Technician
- School Community Liaison Bilingual Spanish
- Senior Grounds Equipment Operator

RECOMMENDATION:

None

FISCAL IMPACT:

None

Action Requested:

- ☒ Information Item
☐ Approval/Ratification

SUBJECT: Personnel Commissioner Recruitment Update

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

BACKGROUND:

The three-year appointment of Pat Hodges to the Personnel Commission will expire on December 1, 2017.

On September 13, 2017, the Board of Education made the recommendation to conduct an open recruitment for the pending vacancy to solicit interested applicants in addition to Ms. Hodge's request for reappointment.

In accordance with Personnel Commission Rule 2.2 Exhibit A, the recruitment of a Personnel Commissioner shall include:

1. Prepare a recruitment brochure which lists the qualifications required, the recruitment period, the application forms and general information about the district and the responsibilities of the Personnel Commission.
2. Post the opening – including the information brochure and applications – on both the Personnel Commission web page and the general HUSD home page.
3. Mail announcement brochure to all HUSD school sites.
4. Mail announcement brochure to interested agencies from a list approved by the Personnel Commission. (Note, the list shall be reviewed by the Personnel Commission prior to each recruitment to ensure current information and interest).
5. Post announcement in local newspaper (The Daily Review).

On September 20, 2017, the Personnel Commission approved the above recruitment process and opened the recruitment from October 2, 2017 to October 31, 2017. A timeline detailing the efforts of the recruitment is attached.

HAYWARD UNIFIED SCHOOL DISTRICT

Personnel Commissioner Recruitment Recruitment Timeline

Recruitment Open: **October 2, 2017**
Recruitment Closed: **October 31, 2017**

- | | |
|--|--------------------------|
| • Announcement at Personnel Commission Meeting | Date: August 23, 2017 |
| • Agenda Item on the Regular Public BOE Meeting | Date: September 13, 2017 |
| • Recruitment Plan Approved by Personnel Commission | Date: September 20, 2017 |

Advertisements:

- | | |
|---|---|
| • Posting on HUSD Personnel Commission website | Date Posted: September 29, 2017 |
| • Posting on the HUSD home page | Date Posted: September 29, 2017 |
| • Community Groups Brochure | Date Sent: September 29, 2017 |
| • School Sites Brochure | Date Sent: October 16, 2017 |
| • Local Paper Advertisement: The Daily Review | Dates Posted: October 6, 2017
October 13, 2017
October 20, 2017
October 27, 2017 |

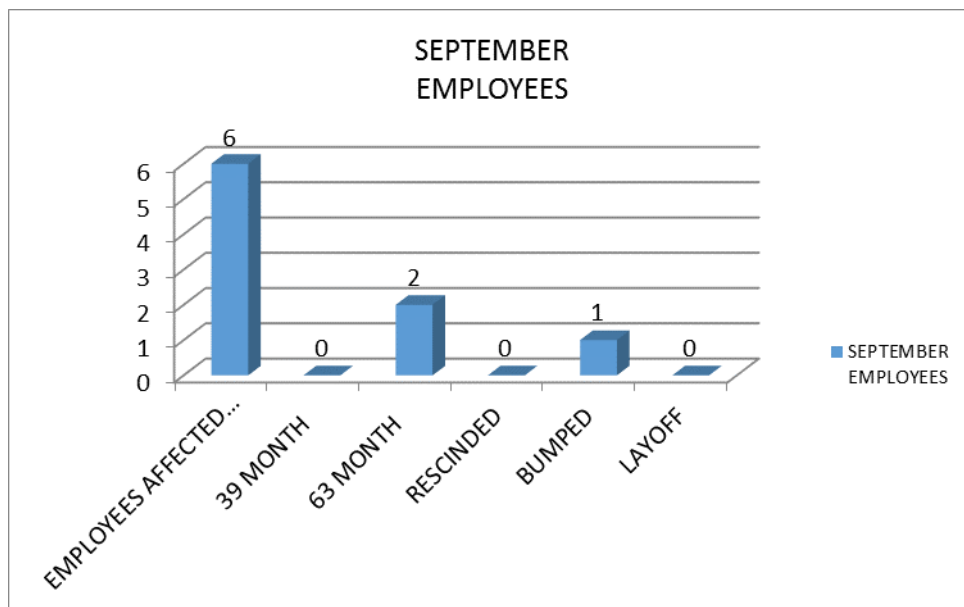
Action Requested:

- ☒ 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 September 27, 2017. Notices were sent to the affected employees and meetings were held with all labor partners concerning the impact.

SEPTEMBER EMPLOYEES	
EMPLOYEES AFFECTED BY BOARD ACTION SEPTEMBER 27, 2017	6
39 MONTH	0
63 MONTH	2
RESCINDED	0
BUMPED	1
LAYOFF	0



Action Requested:



Information Item



Approval/Ratification

SUBJECT: 1st Reading of New Job Description for Field Coordinator, Integrated Support Specialist

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

BACKGROUND:

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 has received Proposition 47 Safe Neighborhoods and Schools Act funding to support the existing COST process.

The Field Coordinator, Integrated Support Services classification aims to supervise and support the site COST Coordinators serving the needs of K-12th grade students at approximately 12 sites. The Classification's primary responsibilities will include coordinating integrated system of services to support students and families; planning, organizing, implementing, supervising, and evaluating operations based on the Community Schools Framework; and developing partnerships and leveraging resources to maximize outcomes for students and families.

HAYWARD UNIFIED SCHOOL DISTRICT

TITLE:	Field Coordinator, Integrated Support Services		
DEPARTMENT/SCHOOL:	Student and Family Services		
REPORTS TO:	Assigned Administrator	CLASSIFICATION:	Classified Management (ACSA)
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	10 Months/197 Days 8 hours per day or duty days/hours as assigned
APPROVED: Board: Commission:	9/27/2017	SALARY GRADE:	TBD

GENERAL DESCRIPTION:

Under the direction of the Director of Student and Parent Support Programs or other assigned administrator, coordinate integrated system of services to support students and families; plan, organize, implement, supervise, and evaluate operations based on the Community Schools Framework; and develop partnerships and leverage resources to maximize outcomes for students and families.

EXAMPLES OF DUTIES:

ESSENTIAL DUTIES:

- Coordinate services to ensure equitable access to resources to impact student outcomes positively
- Ensure that school level services are coordinated to support student achievement
- Collaborate with staff to align resources, articulate services and communicate effectively to increase the impact of the Coordination of Services Team (COST)
- Build the capacity of school sites to ensure effective and integrated multi-tiered services and supports
- Improve capacity to collect and analyze data to inform interventions and resource allocation
- Recruit, interview, select, develop and evaluate the performance of assigned staff
- Ensure assigned staff understands program policies, procedures and objectives
- Create and maintain productive working relationships with families, district staff, community organizations and other agencies to remove barriers and improve access to programs and services
- Respond promptly and fairly to concerns within work scope
- Collect data, prepare accurate and timely reports, and conduct oral presentations
- Conduct site audits of program implementation and provide feedback to staff to improve program quality
- Serve as primary liaison to program evaluators to facilitate program evaluation process
- Collect and review relevant documents, e.g. time sheets, schedules, to ensure accuracy revising as necessary and appropriate

Other Duties:

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

KNOWLEDGE OF:

- Policies and objectives of assigned programs and activities
- Principles and practices of supervision and training, facilitation and teambuilding skills
- Interpersonal skills using tact, patience and courtesy
- Record-keeping and report preparation techniques
- Data collection techniques
- 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:

- To conduct training within work scope
- Implement and manage a strategic planning process involving multiple sources, timelines, and work streams
- Effectively elicit, compile, organize, and summarize complex information from a wide variety of sources into a structured plan format
- Be flexible to perform work within changing priorities
- Demonstrate excellent interpersonal skills to work harmoniously with staff, students, administrators, parents and others
- Establish and maintain cooperative working relationships and resolve conflicts
- Write, revise, and edit multi-part documents and reports and maintain accurate and current records of operations and costs
- Use research and data as appropriate to support plan implementation
- Plan, organize, and direct the safe and efficient operation of assigned staff at multiple sites
- Interpret policies, rules and regulations within work scope
- Write and speak clearly and concisely and understand and follow instructions
- Operate a computer and assigned software
- Operate Microsoft Suite at an intermediate level
- Travel to conduct district business
- Work independently with minimal direction and supervision

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE:

Bachelor's Degree plus three (3) years defined experience or Master's Degree plus one (1) year experience. Experience defined: working with students and families in an educational or mental health setting coordinating a complex referral, support, and service delivery system.

LICENSES AND OTHER REQUIREMENTS:

Possession of valid first aid certificate and CPR certification.

Valid driver's license required to travel in personal vehicle to various sites.

ENVIRONMENT:

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

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:

- **After Hours Operations Supervisor**
- **Attendance Clerk – Bilingual Spanish Preferred**
- **Bond Construction Coordinator**
- **Computer Lab Technician**
- **Coordinator of Operations and Transportation**
- **Paraeducator Deaf and Hard of Hearing**
- **Paraeducator Severely Handicapped**
- **School Crossing Guard**
- **School Improvement Program Assistant**
- **School Office Manager – Bilingual Spanish Preferred**
- **Trades 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

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

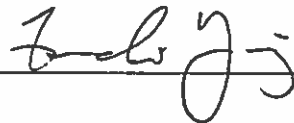
FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
AFTER HOURS OPERATIONS SUPERVISOR
No. 18-D10

Rank	Last Name	First Name
1.00	SANCHEZ	STEVEN
2.00	BAILEY	WAYNE
3.00	WASHINGTON	TRACI

List Expires: 04/12/2018

Signed By:  Date: 10/12/17



AN EQUAL OPPORTUNITY EMPLOYER



Personnel Commission

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ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
ATTENDANCE CLERK -
BILINGUAL SPANISH PREFERRED
MERGED LIST No. 18-L46 AND 18-L17
PAGE 2 OF 2**

Rank	Last Name	First Name	Eligibility Expires
8.00	*BRAVO	MARISOL	3/28/2018
8.00	CAJINA	SYLVIA	2/10/2018
8.00	*GARZA	SANDRA	3/28/2018
8.00	HOVINGH	MARY	2/10/2018
8.00	LAMPI	CATHERINE	2/10/2018
8.00	SCHIMMELS	JESSICA	2/10/2018
8.00	TORRES	JESSICA	3/28/2018
9.00	BERESFORD	CHRISTOPHER	3/28/2018
9.00	COLOMA	LUCIA	2/10/2018
9.00	*HELLEGERS	CINTHYA	3/28/2018
9.00	RAMIREZ	KORISSE	2/10/2018
10.00	BECERRA	SILVIA	2/10/2018
10.00	CASTRO	MAHELDA	2/10/2018
10.00	PANTOJA	GRACIELA	3/28/2018
10.00	*REYES	GUDELIA	3/28/2018
10.00	TORRES	LINDA	2/10/2018
11.00	MOTA	JENNY	3/28/2018
12.00	*GUTIERREZ	AMPARO	3/28/2018
12.00	OROZCO	CLAUDIA	3/28/2018

* = Denotes Spanish Speaking Candidate

Signed By: [Signature] Date: 10/5/17



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ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director
Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
ATTENDANCE CLERK -
BILINGUAL SPANISH PREFERRED
MERGED LIST No. 18-L46 AND 18-L17
PAGE 2 OF 2**

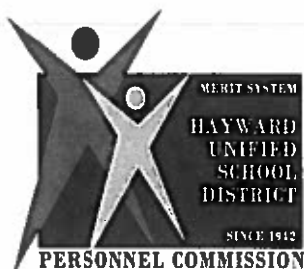
Rank	Last Name	First Name	Eligibility Expires
8.00	*BRAVO	MARISOL	3/28/2018
8.00	CAJINA	SYLVIA	2/10/2018
8.00	*GARZA	SANDRA	3/28/2018
8.00	HOVINGH	MARY	2/10/2018
8.00	LAMPI	CATHERINE	2/10/2018
8.00	SCHIMMELS	JESSICA	2/10/2018
8.00	TORRES	JESSICA	3/28/2018
9.00	BERESFORD	CHRISTOPHER	3/28/2018
9.00	COLOMA	LUCIA	2/10/2018
9.00	*HELLEGGERS	CINTHYA	3/28/2018
9.00	RAMIREZ	KORISSE	2/10/2018
10.00	BECERRA	SILVIA	2/10/2018
10.00	CASTRO	MAHELDA	2/10/2018
10.00	PANTOJA	GRACIELA	3/28/2018
10.00	*REYES	GUDELIA	3/28/2018
10.00	TORRES	LINDA	2/10/2018
11.00	MOTA	JENNY	3/28/2018
12.00	*GUTIERREZ	AMPARO	3/28/2018
12.00	OROZCO	CLAUDIA	3/28/2018

* = Denotes Spanish Speaking Candidate

Signed By: [Signature] Date: 10/5/17



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DIANE LAINE
ANDREA PEIXOTO


FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
BOND CONSTRUCTION COORDINATOR
No. 18-D66**

Rank	Last Name	First Name
1.00	RAMIREZ	ERNESTO

List Expires: 04/19/2018

Signed By:  Date: 10/19/17



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FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
COMPUTER LAB TECHNICIAN -
16 HOURS PER WEEK
No. 18-L45**

Rank	Last Name	First Name
1.00	CAWLEY	JONATHAN
1.00	SAK	DAVID
2.00	SANTOS	ADAM
2.00	SLACK	TIMOTHY
3.00	FORDE	BRANDON
3.00	LOPEZ	OMAR

List Expires: 3/21/2018

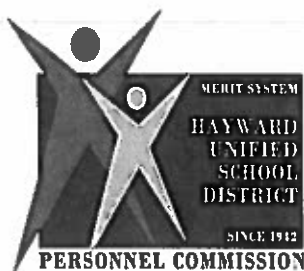
Signed By: _____

Date: _____

9/21/17



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Personnel Commission

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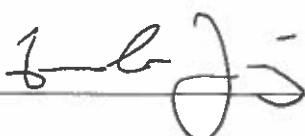
Commissioners:
PAT HODGES
DIANE LAINE
ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

(MERGED)
ELIGIBILITY LIST FOR:
COORDINATOR OF OPERATIONS AND TRANSPORTATION
No. 18-D12

Rank	Last Name	First Name	List Expires
1.00	GUNDIMEDA	RAVI	04/10/18
2.00	ESPINOZA	JOSE RICARDO	02/16/18
3.00	RASULI	HAMED	04/10/18
4.00	HERRERA	ROMEO	04/10/18
5.00	SOUZA-VINJE	HEATHER	04/10/18

Signed By:  Date: 10/10/17



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ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director
Classified Human Resources and Personnel Commission

(MERGED)
ELIGIBILITY LIST FOR:
PARAEDUCATOR DEAF AND HARD OF HEARING
No. 18-D64

Rank	Last Name	First Name	List Expires
1.00	WHETSONE	RENU	02/25/18
2.00	GOODMAN	LEENAI	03/29/18

Signed By:  Date: 9/29/17



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Commissioners:
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DIANE LAINE
ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

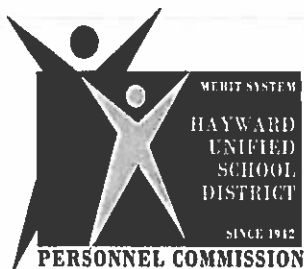
(MERGED)
ELIGIBILITY LIST FOR:
PARAEDUCATOR SEVERELY HANDICAPPED
No. 18-D67

Rank	Last Name	First Name	List Expires
1.00	LOVEJOY	DANIEL	03/25/18
1.00	VASQUEZ	MARIA	10/07/17
2.00	IM	SUN	03/01/18
2.00	MCCOMB	FAYTHE	03/25/18
3.00	HAYS	DOMINIQUE	03/01/18
3.00	SHEPHERD	ELIJAH	03/25/18
4.00	CHANDLER	DANA	03/25/18
4.00	HSU	STELLA	03/01/18
5.00	RICHARDSON JR.	EMMETT	03/25/18
6.00	BOLTON	SANDRA	10/07/17
7.00	PERENON	KAYLEA	03/25/18
8.00	GREENE	SHAWNA	03/01/18
8.00	ROBINSON	MONTOYA	10/07/17
9.00	CHAO	JOSEPHINE	02/17/18
9.00	SOULNIER	PAULINE	03/25/18

Signed By:  Date: 9/24/17



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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:
SCHOOL CROSSING GUARD
No. 18-D74

Rank	Last Name	First Name
1.00	IBIRONKE	GBENGA
2.00	LLOYD	MONAI
3.00	VILLANUEVA	ASHLEY

List Expires: 04/05/2018

Signed By:  Date: 10/5/17



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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:
SCHOOL IMPROVEMENT PROGRAM ASSISTANT
No. 18-L28

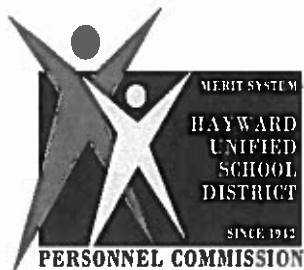
Rank	Last Name	First Name
1.00	RAYBON	LASHAWN
2.00	LAU	ANN
2.00	ROMAN-PIGMAN	AILSSA
3.00	WILLIAMS	SHAWNTEA

List Expires: 3/14/2018

Signed By: [Signature] Date: 9/17/17



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ANDREA PEIXOTO

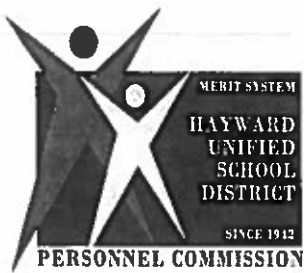
FERNANDO YAÑEZ
Executive Director
Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
SCHOOL OFFICE MANAGER –
BILINGUAL SPANISH PREFERRED
MERGED LIST No. 18-L47 AND 17-L186**

Rank	Last Name	First Name	Eligibility Expires
1.00	CONTRERAS-GARCIA	MARICELLA	4/4/18
2.00	HAYS	DOMINIQUE	4/4/18
3.00	*MELENDEZ	JESSICA	1/25/18
4.00	SANCHEZ	EVELIA	4/4/18
5.00	ZAMORA	KAREN	1/25/18
6.00	COOK	YVETTE	1/25/18
6.00	MCGINLEY	ANDREA	1/25/18
6.00	MEARES	KATHY	4/4/18
6.00	SAAD	MARYAN	1/25/18
6.00	THOMAS	DANIELLE	1/25/18
7.00	*GAYTAN GARCIA	SUSANA	1/25/18
7.00	*REYES	GUDELIA	4/4/18
8.00	MACHADO	RENEE	4/4/18
9.00	CLARK	KARIMAH	4/4/18
9.00	COTA	ANGELA	4/4/18
10.00	*CORONA	ANAYENSI	4/4/18
10.00	EFFENDI	AISHA MAHMOOD	1/25/18
10.00	LANGI	ANGELIQUE	1/25/18
10.00	LEASURE	MONICA	4/4/18
10.00	LEIVA	STEPHANIE	4/4/18
11.00	*MENDEZ-RUIZ	PAOLA	4/4/18



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Commissioners:
PAT HODGES
DIANE LAINE
ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

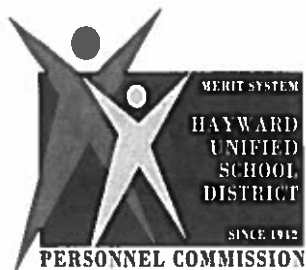
11.00	ORTEGA	DELICIA	1/25/18
12.00	* BARAJAS	ANA	4/4/18
12.00	HERNANDEZ	STEPHANIE	1/25/18
12.00	HINOJOS	ARIANA	4/4/18
13.00	BARON	CRISTINA	4/4/18
13.00	DAVID	CRISTINA	4/4/18
14.00	DAVENPORT	ANGELICA	1/25/18
15.00	ABBOTT	BRIANNA	1/25/18
15.00	CAJINA	VALERIA	1/25/18
15.00	DOMINGUEZ	CYNTHIA	4/4/18
15.00	JEBBARI	FATIMA	1/25/18
15.00	RODRIGUEZ	JESSICA	1/25/18
16.00	BURKMAN	LAURA	4/4/18
16.00	ROMAN-PIGMAN	AILSSA	1/25/18
17.00	CARRERA	JASMINE	4/4/18
17.00	TRUCIOS	VIRGINIA	4/4/18
18.00	MANUEL	CARLOS	4/4/18

*= Denotes Spanish speaking candidate

Signed By: *Julio S* Date: 10/9/17



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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:

TRADES SUPERVISOR

No. 18-D09

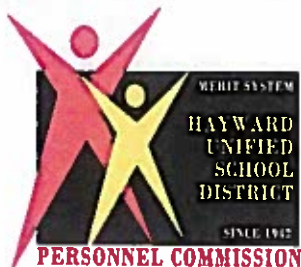
Rank	Last Name	First Name
1.00	MALONEY	ARLO
2.00	SUGAYAN	TAM

List Expires: 03/20/2018

Signed By:  Date: 7/20/17



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Executive Director

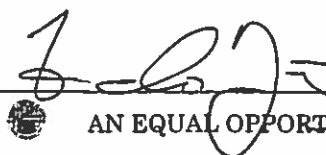
Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
YEP PROGRAM LEADER
No. 18-L58

Rank	Last Name	First Name
1.00	SOROUR	SALLY
2.00	VALDES	NICOLE
3.00	RAI	MANPRIT
3.00	SALAZAR	ANDREA
4.00	VALIENTE	CHRISTIAN
5.00	THAING	JESSIE
5.00	VALENCIA	RUTH
6.00	IRVING	SHAINA
7.00	CAMPBELL	SHAVONNA
8.00	CORONADO	JESSE
8.00	MONCREASE	CAPRICE
8.00	RECENO	JESSKA
8.00	YANEZ	LETICIA
9.00	METYAS	YOUSTINA
9.00	RAI	JASPREET
9.00	VASQUEZ	ISAMAR
10.00	CAMPOS	JOHNNY
10.00	DUALAN	CLARISSA
10.00	EVANS	KINA

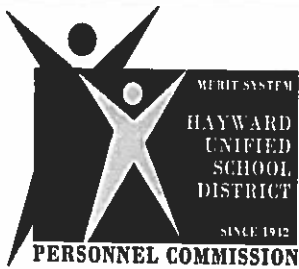
List Expires: 4/17/2018

Signed By: _____


AN EQUAL OPPORTUNITY EMPLOYER

Date: _____

10/19/17



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:
YEP SITE COORDINATOR
MERGED LIST No. 18-L48 AND 17-L178

Rank	Last Name	First Name	Eligibility Expires
1.00	NEAL	DIJONNAE	3/26/2018
2.00	AGUILAR	VANESSA	1/12/2018
2.00	SUN	RAINBOW	1/12/2018
3.00	BARRAZA	URIEL	3/26/2018
4.00	MONTOYA	BRENDA	3/26/2018
4.00	SANTOS	JUSTIN	3/26/18
5.00	CACAS	BRITTNEY	3/26/18

Signed By:  Date: 9/26/17



AN EQUAL OPPORTUNITY EMPLOYER

Action Requested:

☐ Information Item

☒ Approval/Ratification

SUBJECT: 2016-2017 Personnel Commission Annual Report Draft

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

BACKGROUND:

Personnel Commission Rule 2.18 states that the Executive Director of Classified Human Resources shall prepare, as required by Education Code Section 45266, an annual report of Commission activities. The report shall be prepared for the Commission no later than the meeting in November. Once approved by the Commission, the report shall be submitted to the Superintendent/Board of Education.

RECOMMENDATION:

Approve the 2016-2017 Personnel Commission Annual Report.



PERSONNEL COMMISSION

DIANE LAINE, Chair

PAT HODGES, Vice-Chair

ANDREA PEIXOTO, Commissioner

PERSONNEL COMMISSION STAFF

FERNANDO YAÑEZ

Executive Director, Classified Human Resources

KRISTY COLYER, Executive Assistant

LISA MEHALAS-THIERRY, Human Resources Analyst

DEBBIE OU, Human Resources Analyst

JENNIFER TRUBLOOD-OPERIN, Lead Personnel
Operations Technician

JENNIFER STEPHEN, Personnel Operations Technician

DISTRICT SUPERINTENDENT

DR. MATT WAYNE

Acknowledgement

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 2016-17.

Annual Report



2016-2017

Annual Report of Activities

Statistical Comparison

PERSONNEL COMMISSION SIGNIFICANT EVENTS

- ◆ The week of May 21-27, 2017 was recognized by the State of California as Classified School Employees Recognition Week. The Personnel Commission hosted a reception on May 17, 2017 to honor those employees who retired. The Commission also recognized current employees who reached milestones in their careers. Employees who have reached more than 20 years of service to the District received lapel pins during the reception. The annually sponsored event was well attended by approximately 100 classified employees! The event was catered by our Child Nutrition Department.
- ◆ Personnel Commissioners and Personnel Commission staff attended the California State Personnel Commissioner Association Annual Conference in San Francisco, CA in January 2017. Everyone participated in professional development training sessions on The Merit System, Recruitment and Selection, Working with Millennials, Due Process, Legal Updates and Budget Updates.
- ◆ In partnership with AEOTE leadership, staff conducted the first bi-annual AEOTE New Employee Orientation. Topics covered during the orientation included absence management, leaves of absences, Workers' Compensation, stipends, payroll and timecards, benefits and workplace wellness. The orientation also gave an opportunity for new employees to learn about the mission and responsibilities of the Personnel Commission as well as the Districts mission and vision. The orientation was well attended and we look forward to future meetings.

Ethnicity:	Applicants		New Hires	
	2015-16	%	2016-17	%
African American	1391	23.50%	1258	19.59%
Asian/Pacific Islander	699	11.81%	616	9.59%
Filipino	303	5.12%	309	4.81%
Hispanic	1803	30.46%	1965	30.60%
White	978	16.52%	760	11.83%
Other	384	6.49%	410	6.38%
Decline to State	361	6.10%	1104	17.19%
			6	2.86%
			0	0%

*Applications that answered "Unknown" are not included in the above table.

Exam Actions	2014-15	2015-16	2016-17
Examinations Announced.....	524	430	466
Open Examinations.....	183	146	117
Intercession/Transfer.....	341	284	349
Applications Received*.....	9871	6614	6422
Applications Accepted.....	5683	3936	3560
Applications Rejected.....	4188	2678	2862
Examinations Conducted			
Written.....	185	145	181
Oral.....	135	87	59
Candidates Tested/Interviewed			
Written.....	3032	1858	1758
Oral.....	998	663	552
Eligible Lists			
Candidates Added.....	1149	910	1006
<i>*Applications received and applicant totals are different because applicants apply for multiple positions.</i>			
Employee Actions	2014-15	2015-16	2016-17
Appointments			
Regular.....	218	191	173
Substitute.....	200	172	230
Limited Term.....	2	1	0
Noon Supervisor (Unclassified).....	94	66	70
Extra Assignment Specialist (Unclassified).....	133	63	73
Promotions.....	37	33	43
Reclassifications.....	0	0	2
Voluntary Demotions.....	2	0	1
Terminations			
Resignations.....	97	63	108
Retirements.....	26	25	21
Dismissals.....	1	5	2
Released from Probation.....	8	24	25
Layoffs/Reductions in Hours (FTE)	1	8
Miscellaneous Actions			
Suspensions.....	0	0	2
Transfers.....	92	123	104
Personnel Commission			
Regular Meetings.....	11	11	11
Special Meetings.....	13	9	5
Hearings.....	0	0	0
Employees on Roll			
Regular Employees.....	1123	1038	1084
Noon Supervisors.....	234	160	134
Substitutes/Limited Term.....	203	165	136
Total.....	1560	1336	1354