

Hayward Unified School District



PERSONNEL COMMISSION

AGENDA OF THE REGULAR MEETING

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



November 14, 2017

PERSONNEL COMMISSION

Regular Meeting
Tuesday, November 14, 2017, 5:30 p.m.
HUSD District Office
Large Elmhurst Conference Room
Hayward, California 94544

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

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

A. OPEN SESSION

1. Call to order at 5:30 p.m.
2. Roll Call
 - ☐ Ms. Diane Laine, *Chair*
 - ☐ Ms. Pat Hodges, *Vice-Chair*
 - ☐ Ms. Andrea Peixoto, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of November 14, 2017

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

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

1. Adopt Minutes from the following Personnel Commission Meetings
 - a. October 23, 2017 – Regular Meeting
 - b. November 1, 2017 – Special Meeting
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

- **Coordination of Services Team Specialist**
- **Field Coordinator, Integrated Support Services**
- **Paraeducator Deaf and Hard of Hearing**
- **School Community Liaison Bilingual Spanish**

H. INFORMATION

1. Personnel Commissioner recruitment update
2. Layoff update

I. ACTION

1. Ratify the following Eligibility Lists for the classifications listed:
 - **Child Nutrition Assistant**
 - **Coordination of Services Team Specialist**
 - **Database Systems Specialist**
 - **Maintenance Technician**
 - **Paraeducator Severely Handicapped**

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

N. ADJOURNMENT @ _____

Next Regular Meeting of the Personnel Commission

Wednesday, December 20, 2017, 5:30 p.m.

HUSD District Office – Board Room, Level B

Hayward Unified School District



PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING

October 23, 2017



PERSONNEL COMMISSION

Regular Meeting Minutes Monday, October 23, 2017, 5:30 p.m. HUSD District Office Board Room – Level B Hayward, California 94544

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A. OPEN SESSION

1. Vice-Chair Hodges called the Regular Meeting of the Personnel Commission to order at 5:35 p.m.
2. Roll Call
 - ☒ Ms. Diane Laine, *Chair – arrived at 5:43 p.m.*
 - ☒ Ms. Pat Hodges, *Vice-Chair*
 - ☒ Ms. Andrea Peixoto, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of October 23, 2017

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

5. Recognition of Guest(s)
The Commission welcomed Wendy Whittaker, SEIU President, James Lewis, SEIU Treasurer, Andrew Gross, AEOTE

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Commissioner Peixoto requested that the process and the role of the Personnel Commission in regards to disciplinary actions be explained at a future meeting.

C. COMMENTS FROM UNION LEADERSHIP

D. COMMENTS FROM DISTRICT ADMINISTRATION

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez reported that he attended a Northern California School

Personnel Commission Association conference in San Jose on October 16th. Executive Assistant Kristy Colyer and Assistant Superintendent of Human Resources Delia Ruiz also attended.

Topics discussed at the conference included reasonable accommodations in the testing process, progressive discipline, the art of minimum qualifications and recruitment strategies in a changing and dynamic environment.

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 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 new job description for Field Coordinator, Integrated Support Services

The Commission requested for staff to include in the second reading the duration that the funding is secured and the dollar amount of the grant.

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

2. Approval of 2016-2017 Personnel Commission Annual Report

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

The Commission requested that the significant events be listed chronologically.

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

- **Second reading of proposed job description**

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 @ 6:56 p.m.

Next Special Meeting of the Personnel Commission
Wednesday, November 1, 2017, 5:30 p.m.
HUSD District Office – Board Room, Level B

Next Regular Meeting of the Personnel Commission
Tuesday, November 14, 2017, 5:30 p.m.
HUSD District Office – Large Elmhurst Conference Room

Hayward Unified School District



PERSONNEL COMMISSION

MINUTES OF THE SPECIAL MEETING

November 1, 2017



PERSONNEL COMMISSION

Special Meeting Minutes Wednesday, November 1, 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 November 1, 2017

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

5. Recognition of Guest(s)

B. 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.

C. ACTION

1. Approval (2nd reading) of proposed new job description for Field Coordinator, Integrated Support Services

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

2. Approval of proposed salary placement for Field Coordinator, Integrated Support Services on the ACSA Management salary schedule Range UU

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

D. ADJOURNMENT @ 5:38 p.m.

Next Regular Meeting of the Personnel Commission
Tuesday, November 14, 2017, 5:30 p.m.
HUSD District Office – Large Elmhurst Conference Room

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
1617-03337	Attendance Clerk	East Avenue	5/23/17	8/29/17	10/5/17
1718-01800	Child Development Assistant	Bowman	10/30/17		10/30/17
1718-01647	Child Nutrition Assistant	Schafer Park	10/16/17		10/27/17
1718-01384	COST Specialist	Eldridge	10/4/17		10/23/17
1718-01385	COST Specialist	Fairview	10/4/17		10/23/17
1718-01386	COST Specialist	Lorin Eden	10/4/17		10/23/17
1718-01564	Database Systems Specialist	EIT	10/10/17		11/2/17
1718-01671	Maintenance Technician	M&O	10/20/17		11/8/17
1718-00746	Paraeducator DHH	Itinerant	8/24/17	10/25/17	
1718-01758	Paraeducator SH	Itinerant	10/26/17		10/26/17
1718-01063	Paraeducator SH	Stonebrae	9/8/17	10/19/17	
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		
1718-01581	School Community Liaison	Glassbrook	10/5/17	11/8/17	
1718-01302	School Community Liaison	Tennyson	9/27/17	11/8/17	
1718-01832	Senior Grounds Equipment Operator	M&O	11/1/17		11/8/17
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	11/8/17	
1718-01177	YEP Program Leader	East Avenue	10/2/17		10/19/17
1617-02614	YEP Program Leader	MLK	3/21/17	9/29/17	10/19/17
1718-01711	YEP Program Leader	Ochoa	10/20/17		
1718-00717	YEP Program Leader	Stonebrae	9/7/17	9/29/17	10/19/17
1718-01803	YEP Program Leader	Tyrrell	11/2/17		

¹ Lack of qualified applicants.

Filled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred	Selection Date	Days
1617-03088	Attendance Clerk	Cherryland	5/5/17	8/29/17	10/16/17	11/2/17	47 ¹
1718-01258	Bond Construction Coordinator	M&O	9/19/17		10/22/17	10/24/17	26
1718-01479	Child Development Assistant II	Child Development	10/23/17		10/23/17	10/30/17	6
1718-00482	Coordinator of Operations and Transportation	M&O	8/7/17	8/21/17	10/10/17	10/31/17	51 ²
1718-01382	COST Specialist	East Avenue	10/4/17		10/23/17	11/8/17	26
1718-01383	COST Specialist	Eden Gardens	10/4/17		10/23/17	11/7/17	25
1718-01387	COST Specialist	Palma Ceia	10/4/17		10/23/17	11/8/17	26
1718-01388	COST Specialist	Ruus	10/4/17		10/23/17	11/7/17	25
1718-01389	COST Specialist	Secondary	10/4/17		10/23/17	11/8/17	26
1718-00758	Custodian	M&O	8/22/17		9/8/17	10/23/17	44 ³
1718-01395	Paraeducator SE	Hayward High	10/5/17		11/6/17	11/8/17	25
1718-01745	Paraeducator SE	Mt. Eden	10/16/17		10/25/17	11/7/17	17
1718-01347	Paraeducator SH	Itinerant	10/4/17		10/4/17	10/24/17	15
1718-01757	Paraeducator SH	Itinerant	10/30/17		10/30/17	11/1/17	3
1718-01152	School Crossing Guard	Lorin Eden	9/12/17	9/19/17	10/5/17	10/25/17	27
1718-00676	Senior Custodian	Bowman	8/21/17		11/2/17	11/2/17	53 ⁴
1718-01420	YEP Operations Supervisor	Strobridge	10/5/17		10/20/17	11/3/17	22
1718-01481	YEP Operations Supervisor	Tyrrell	10/10/17		10/20/17	11/3/17	19
1718-01409	YEP Program Leader	Bret Harte	10/5/17		10/19/17	10/29/17	17
1718-01681	YEP Program Leader	Cherryland	10/19/17		10/26/17	11/3/17	12
1718-01039	YEP Program Leader	East Avenue	9/18/17		10/19/17	10/29/17	30
1718-01462	YEP Program Leader	Eldridge	10/10/17		10/16/17	11/3/17	19
1718-00913	YEP Program Leader	Ochoa	9/7/17		10/17/17	10/17/17	29
1718-01421	YEP Program Leader	Strobridge	10/5/17		10/18/17	10/29/17	17

1 Position 10 hours/week; multiple full-time positions filled first.

2 Lack of qualified candidates, recruitment extended.

3 Change in management, delay in interviews.

4 Initially on hold for displaced employee.

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
1718-00256	Electronics Technician	EIT	7/17/17	8/21/17	Pending Budget Review
1718-01570	Field Coordinator	YEP	10/18/17		Pending New Recruitment
1718-01320	Heavy Equipment Mechanic	M&O	11/2/17		On Hold for Displaced Employee
1718-00433	Paraeducator Severely Handicapped Health Care	Special Education	8/8/17		Pending Staffing Review
1617-02593	Speech Language Pathology Assistant	Special Education	3/20/17		Pending Budget Review
1617-03485	Trades Supervisor	M&O	7/5/17		Pending Staffing Review

Cancelled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1718-00661	Paraeducator SE Bilingual Biliterate Spanish	Schafer Park	8/15/17	9/19/17	Change in Position

Resignations/Separations October 24, 2017 to Present

Reasons	Total
Other Employment	2
Personal	2
Released from Probation	1
Relocation	1
Retirement	1
	7

Declined Offers of Employment October 24, 2017 to Present

Classification	Reason	Total
N/A		

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

- **Coordination of Services Team Specialist**
- **Field Coordinator, Integrated Support Services**
- **Paraeducator Deaf and Hard of Hearing**
- **School Community Liaison Bilingual Spanish**

RECOMMENDATION:

None

FISCAL IMPACT:

None

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:

- **Child Nutrition Assistant**
- **Coordination of Services Team Specialist**
- **Database Systems Specialist**
- **Maintenance Technician**
- **Paraeducator Severely Handicapped**

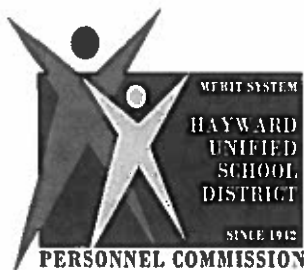
Staff affirms that the eligibility lists presented for ratification by the Personnel Commission have been compiled in accordance with all applicable federal and State of California laws, rules and regulations governing merit system classified school district employee recruitment and testing.

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:
CHILD NUTRITION ASSISTANT
No. 18-L60

Rank	Last Name	First Name
1.00	DIB	TANIA
2.00	MORGANE	ALAIYA
3.00	MONTALVO	IRMA
3.00	THIERRY	ELOISA
4.00	MUNOZ	LINDA
4.00	RODRIGUEZ	SUSEN
5.00	MONCREASE	CAPRICE
6.00	RIVERA	GRACIELA
7.00	BEACH	GINGER
8.00	ROSALES	JESSICA
9.00	VALDIVIA MONTOYA	MIRIAM
10.00	PIMENTEL	GUADALUPE
11.00	ZAVALA	DULCE
12.00	SARMIENTO	MELANIE
12.00	VENANCIO	WENDY

List Expires: 04/27/2018

Signed By:  Date: 10/30/17



AN EQUAL OPPORTUNITY EMPLOYER



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:
COORDINATION OF SERVICES TEAM SPECIALIST
No. 18-L59

Rank	Last Name	First Name
1.00	DUTRA	LANETTE
1.00	PULIDO	CHANEL
1.00	WALKER	CANDACE
2.00	CORTES	JESSICA
2.00	JOHNSON	CARLA
3.00	NEWSOME	JANAE
4.00	COTA	ANGELA
5.00	MAGALLAN	ALEXANDRIA
6.00	OUN	LAKHENA

List Expires: 04/23/2018

Signed By: bel 25 Date: 10/23/17



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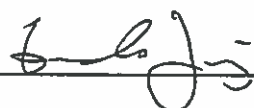
Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
DATABASE SYSTEMS SPECIALIST

POSITION
No. 18-L70

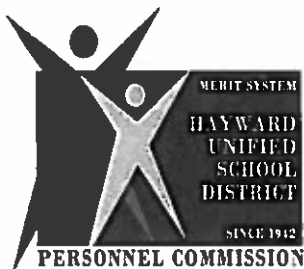
Rank	Last Name	First Name
1	LAL	ASHISH
2	GIRYAVETS	VICTORIA
3	COHEN	MITCH
3	SMITHWICK	JAMES
4	ERIKSON	JEFFREY

Expiration Date: 05/02/2018

Signed By:  Date: 11/2/17



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Executive Director

Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
MAINTENANCE TECHNICIAN
No. 18-D89

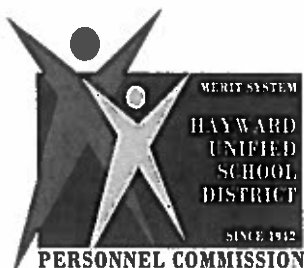
Rank	Last Name	First Name
1.00	ROBLES	JUAN
2.00	ROBIDEAUX	REGINA
3.00	GAYLORD	DAVID
4.00	BARIS	JASPER
4.00	CAMPOS	ARMANDO
5.00	URENA	PEDRO
5.00	WALKER	JON
5.00	WORLEY	PATRICK
6.00	ORSUA	RUDY

List Expires: 05/08/2018

Signed By: 6-2-25 Date: 11/8/17



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FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

(MERGED)
ELIGIBILITY LIST FOR:
PARAEDUCATOR SEVERELY HANDICAPPED
No. 18-D98

Rank	Last Name	First Name	List Expires
1.00	SANTOS	VICTORIA	05/06/18
2.00	VAZQUEZ	MARIA	05/06/18
3.00	IM	SUN	03/01/18
4.00	WEAVER	MEGAN	05/06/18
5.00	NOVOA PALACIOS	ALMA	05/06/18
6.00	BOWER	JACQUELEAN	05/06/18
7.00	VU	ZACHERY	05/06/18
8.00	GREENE	SHAWNA	03/01/18
9.00	SOULNIER	PAULINE	03/25/18

Signed By:  Date: 11/6/17



AN EQUAL OPPORTUNITY EMPLOYER