

Hayward Unified School District



PERSONNEL COMMISSION

AGENDA OF THE REGULAR MEETING

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



February 20, 2018

PERSONNEL COMMISSION

**Regular Meeting
Tuesday, February 20, 2018, 5:30 p.m.
HUSD District Office
Level B – Board Room
Hayward, California 94544**

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

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

A. OPEN SESSION

1. Call to order at 5:30 p.m.
2. Roll Call
 - ☐ Ms. Diane Laine, *Chair*
 - ☐ Ms. Pat Hodges, *Vice-Chair*
 - ☐ Ms. Andrea Peixoto, *Commissioner*
3. Pledge of Allegiance
4. Swearing in of reappointed Commissioner, Pat Hodges
5. Approve the Agenda of February 20, 2018

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

6. Recognition of Guest(s)

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

C. COMMENTS FROM UNION LEADERSHIP

D. COMMENTS FROM DISTRICT ADMINISTRATION

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

F. 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 Personnel Commission Meeting of January 17, 2018
2. Recruitment and Selection – Adopt the Recruitment Status Report
3. Adopt the following fields of recruitment in the examination process for the following classifications:

Open & Promotional

- **Campus Safety Officer**
- **College-Career Technician**
- **Detention Room Assistant**
- **Groundskeeper**
- **School Community Liaison Bilingual Spanish**
- **School Data Technician**
- **Trades Supervisor**

H. INFORMATION

1. 1st reading of proposed Personnel Commission Rule Change Rule 7.23
2. 1st reading of proposed changes to Trades Supervisor job description

I. ACTION

1. Ratify the following Eligibility Lists for the classifications listed:
 - **Assistant Superintendent, Business Services**
 - **Coordination of Services Team Specialist**
 - **Personnel Operations Technician**
 - **Publications and Reprographics Assistant**
 - **School Bus Driver**
 - **School Community Liaison**
 - **Senior Custodian**
 - **YEP Operations Supervisor**
 - **YEP Site Coordinator**
 - **YEP Program Leader**

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

2. Election of Personnel Commissioner Officers

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

3. Ratification of the Classified Seniority List

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

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

- Preliminary Personnel Commission Budget Proposal for 2018-2019

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, March 21, 2018, 5:30 p.m.
HUSD District Office – Board Room, Level B

Hayward Unified School District



PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING

January 17, 2018



PERSONNEL COMMISSION

Regular Meeting
Wednesday, January 17, 2018, 5:30 p.m.
HUSD District Office
Level B – Board Room
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 January 17, 2018

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

Commissioner Peixoto wished everyone a Happy New Year and reported that the Hayward Education Foundation (HEF) held a reception to award grant checks to 26 educators. She is hoping that HEF can award more next year.

Commissioner Hodges reported that the HEF grant reception was very nice and that she had the opportunity to deliver 8 of the checks to teachers who were not able to attend the reception.

Chair Laine wished everyone a Happy New Year and is looking forward to seeing the new website that HUSD is planning on launching soon.

C. COMMENTS FROM UNION LEADERSHIP

Deisy Bates, AEOTE President wished everyone a Happy New Year and is happy to hear there is good news from the Governor's budget revise.

Ms. Bates is also looking forward to scheduling the second AEOTE New Employee Orientation with Executive Director Yañez soon.

D. COMMENTS FROM DISTRICT ADMINISTRATION

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez welcomed everyone back from Winter Break and hopes that everyone had a Happy New Year. Mr. Yañez also reported that he is working with our labor partners regarding new employee orientations as a result of AB119.

Executive Director Yañez stated that Cabinet is looking at the implications of the Governor's budget and are reviewing ongoing expenses.

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. November 14, 2017 –Regular Meeting
 - b. December 20, 2017 – Regular 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

- **Assistant Superintendent, Business Services**
- **Publications and Reprographics Assistant**
- **Senior Custodian**
- **YEP Program Leader**
- **YEP Site Coordinator**

H. INFORMATION

1. Personnel Commissioner recruitment update

Executive Director Yañez reported that we are waiting to hear back from the State Superintendent of Public Instruction's office on the reappointment of Commissioner Hodges.

2. Merit System Study Session (see attached)

The Personnel Commission requested that the PowerPoint presentation be posted on the Personnel Commission page of the HUSD website.

Commissioner Peixoto also requested that we include the number of days the probationary period lasts on the presentation.

I. ACTION

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

- **Assessment Technician**
- **Paraeducator – Deaf and Hard of Hearing**
- **School Crossing Guard**

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

- Election of Personnel Commission Officers (if applicable)
- Seniority List Ratification

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

N. ADJOURNMENT @ 7:02 p.m.

Next Regular Meeting of the Personnel Commission
Wednesday, February 21, 2018, 5:30 p.m.
HUSD District Office – Board Room, Level B

AN OVERVIEW OF THE MERIT SYSTEM

PRESENTED BY DELIA RUIZ AND FERNANDO YAÑEZ

JANUARY 17, 2018

History of the Merit System

- First Merit System Adopted in California in 1936
- Arose out of L.A. Unified hiring and employment scandals
- There are now over 100 merit system districts and county offices of education

Fundamental Principles of the Merit System

- Recruit the most qualified candidates for classified employment
- Promote fairness, equity, non-discrimination, and integrity in hiring, retention, and promotion
- Ensure equal pay for equal work
- Provide for an efficient and effective workforce
- Improve performance and advancement through training and promotion
- Protect employee rights and provide due process

Legal Basis for the Merit System

- Authorized by the California Legislature in 1965
- The statutory basis of the Merit System for K-12 school districts is set forth in Education Code sections 45220-45320
- Personnel Commission adopts and amends Merit Rules after opportunity for input from the public, classified unions, and the District

Some Key Merit System Terms

- Personnel Commission
- Appointing Authority *(hiring manager)*
- Eligibility Lists
- Promotional Lists
- Probationary Status *(first 130 days of service)*
- Permanent Status *(granted upon successful completion of probationary period)*
- Limited Term
- Provisional
- “Substitute” *(not a formal merit system term)*

Relationship and Division of Responsibilities

DUTY	BOARD	COMMISSION
Adopt Merit Rules		X
Amend Merit Rules		X
Prepare Commission Report		X
Approve Commission Budget	County Superintendent of Schools	
Select Commission Secretary-Director/Staff		X
Supervise Commission Secretary-Director/Staff		X
Conduct Classification and Compensation Study		X
Approve/Amend/Reject Class/Comp Study	Shared Function (also note Union role)	
Approve New Classified Positions	X	
Fix Duties of Classified Positions	X	
Designate Senior Classified Mgmt.	X	
Develop Examinations		X
Conduct Testing and Schedule Oral Interviews		X
Develop Eligibility Lists		X
Appoint Classified Employees	X	
Discipline/Dismiss Employees	X	
Conduct Discipline/Dismissal Appeals		X
Approve Reductions in Force (Layoffs)	X	
Administer Layoff Procedures		X
Conduct Hearings Regarding Merit Rule Disputes		X

Selection of Personnel Commissioners

- HUSD is a pre-1965 Meritocracy
- Merit Rules dictate that the PC runs their own recruitment and the State Superintendent of Public Instruction appoints
- Staggered 3-year terms

Minimum Qualifications of Commissioners

- Registered voter
- Resident of the school district
- Known adherent to the principles of the Merit System
- Cannot be member of the Board of the District or the COE

Personnel Commission Budget Process

- Personnel Commission prepares proposed annual budget
- Alameda County Office of Education considers and approves or proposes to reject/amend
- Public Hearing by County Superintendent for final decision
- If rejected, prior year's budget rolls

Classified Personnel Director and Secretary to the Commission

- Selected by the Commission
- Board formal appointment of the Personnel Director is “ministerial”
- Serves as the Secretary to the Commission
- Supervised and directed in his/her work by the Commission

Relationships: Commission Staff & District Staff

- Commission Staff may perform District work with acquiescence of the Commission
- Director and Commission staff must be “impartial”
- Director’s role in discipline matters is limited to procedural support for the Commission
- Director may serve as a neutral resource in union negotiations

Collective Bargaining and the Merit System

- Potential for Conflict between Merit Rules and Collective Bargaining Agreement
- Collective Bargaining Agreement covers all matters of wages, hours and working conditions that have been bargained
- If CBA is silent, Merit Rule may control
- Classified employees entitled to “reasonable notice” prior to adoption of any Merit Rules

Hiring

- Determination of the Duties
- Development of the Tests
- Eligibility Lists
- Rule of Three Ranks
- Promotional Lists
- Oral Interviews

Employee Classification & Reclassification

Involves:

- Development of Classification Plan
- Relationship of positions within the classified service
- Appropriate salary ranges and placement

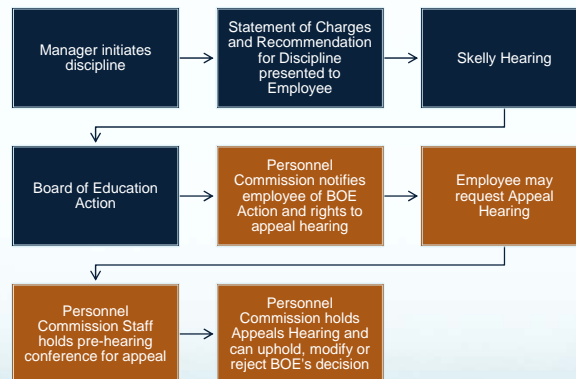
Probationary Period for Employees

- 6 months/130 days of paid service (with extensions for leaves)
- One (1) work year for classified administrators
- No right to appeal

Discipline and Due Process for Permanent Employees

- Merit Rules establish the disciplinary process for permanent employees and grounds for discipline
- District files written charges and imposes discipline
 - District procedures typically include administrator charge, "Skelly Hearing", and Board Review
- Appeal by the Employee
- Hearing/Final Decision by the Commission
 - May be assigned to a neutral hearing officer for advisory findings
- Commission's determination final and binding

Disciplinary Action Process



Other Dispute Resolution

- The Commission has the power to conduct hearings of protests related to the Merit Rules
- Testing and Examinations
- Establishment of Eligibility Lists
- Other

Layoffs and Re-employment

Key Concepts

- Lack of work or lack of funds
- Seniority
 - Date of hire in probationary position
- Rehire List
 - 39 months (laid off)
 - 63 months (voluntary demotion or voluntary reduction in hours)

Classification and Compensation Study

DIVISION OF ROLES/DUTIES CLASSIFICATION AND COMPENSATION

(Not an Exhaustive List)

Role/Duty	Board	Commission	Authority
Conduct Classification/Compensation Study		X	45268
Approve new positions	X		45277, MR 3.11
Establish the duties of the position	X*		45241, MR 3.6
Recommend the minimum qualifications	X		45276
Establish minimum qualifications		X	45276, MR 3.10
Recommend salary schedule		X	45268
Establish salary schedule	X*		45268, GC 3540
Allocate positions with the Plan		X	45256, MR 3.8
Affix titles to positions	X	X	MR 3.10
Adopt the Classification Plan		X	MR 3.8

*The Board consults with the classified unions on these matters.

Closure

- Questions/discussion

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
1617-01330	Assistant Superintendent, Business Services	Business Services	10/13/16	1/2/18	2/13/18
1718-02320	College-Career Center Technician	Hayward High	2/8/18		
1718-02130	Coordinator, Operations & Transportation	M&O	12/8/17		12/12/17
1718-02436	COST Specialist	Glassbrook	2/8/18		2/9/18
1718-02307	Custodian	Harder	2/2/18		
1718-02241	Paraeducator SE	Hayward High	1/26/18		
1718-02240	Paraeducator SH	Eden Gardens	1/26/18		
1718-01758	Paraeducator SH	Itinerant	10/26/17		10/26/17
1718-02105	Paraeducator SH	Itinerant	12/15/17		
1718-02369	Paraeducator SH	Itinerant	2/9/18		
1718-02033	Personnel Operations Tech.	Human Resources	12/4/17		1/18/18
1718-02185	Publications and Reprographics Assistant	EIT	1/26/18		1/26/18
1617-02174	School Bus Driver	Transportation	1/25/17 ¹	7/3/17	2/13/18
1617-02603	School Bus Driver	Transportation	3/16/17 ¹	7/3/17	
1718-00595	School Bus Driver	Transportation	8/8/17 ¹		
1718-02370	School Crossing Guard	Lorin Eden	2/2/18		
1718-02371	School Crossing Guard	Tyrrell	2/8/18		
1718-02310	School Data Technician	Hayward Adult School	2/13/18		
1718-01832	Senior Grounds Equipment Operator	M&O	11/1/17		12/12/17
1617-03130	Skilled Trades Worker – Plumbing	M&O	6/15/17 ¹	1/16/18	
1617-03485	Trades Supervisor	M&O	7/5/17 ²	2/15/18	
1718-02233	YEP Program Leader	Bret Harte	1/4/18		1/26/18
1718-02235	YEP Program Leader	Cesar Chavez	1/4/18		1/26/18
1718-02441	YEP Program Leader	East Avenue	2/13/18		2/14/18
1718-02036	YEP Program Leader	Eldridge	12/4/17	1/2/18	1/26/18
1718-02100	YEP Program Leader	Eldridge	12/11/17	1/2/18	1/26/18
1718-02440	YEP Program Leader	Faith Ringgold	2/13/18		2/14/18
1718-02280	YEP Program Leader	Harder	1/17/18		1/26/18
1617-02614	YEP Program Leader	MLK	3/21/17	1/2/18	1/26/18
1718-01711	YEP Program Leader	Ochoa	10/20/17	1/2/18	1/26/18

1718-02101	YEP Program Leader	Ruus	12/11/17	1/2/18	1/26/18
1718-01866	YEP Program Leader	Schafer Park	11/13/17	1/2/18	1/26/18
1718-02159	YEP Program Leader	Schafer Park	12/15/17	1/2/18	1/26/18
1718-02321	YEP Site Coordinator	Strobridge	2/2/18		

1 Lack of qualified applicants.

2 Position initially on hold pending staffing review.

Filled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred	Selection Date	Days
1718-01939	Child Development Assistant II	Itinerant	11/14/17	11/16/17	12/14/17, 12/22/17	1/12/18	36
1718-01940	Child Development Assistant II	Itinerant	11/14/17	11/16/17	1/18/18	2/9/18	55 ¹
1718-02249	COST Specialist	Eldridge	1/9/18		1/26/18	1/26/18	13 ²
1718-02192	Paraeducator Bilingual Biliterate	Glassbrook	12/22/17		2/2/18	2/2/18	26
1718-00746	Paraeducator DHH	Itinerant	8/24/17	11/27/17	12/20/17	1/9/18	28
1718-01395	Paraeducator SE	Hayward High	10/5/17	11/14/17	12/11/17	12/18/17	23
1718-01883	Paraeducator SE	Schafer Park	11/13/17	11/14/17	12/11/17	1/10/18	36
1718-02179	Paraeducator SE	Treeview	1/6/18		1/19/18	2/9/18	24
1718-02206	Paraeducator SH	SIAC	1/6/18		1/19/18	1/25/18	13
1718-02207	Paraeducator SH	Southgate	1/26/18		1/26/18	1/31/18	4
1718-01063	Paraeducator SH	Stonebrae	9/8/17	10/19/17	11/16/17	2/1/18	68 ³
1718-02304	School Community Liaison	Park	1/26/18		1/31/18	2/2/18	6
1718-01831	School Crossing Guard	Faith Ringgold	11/27/17		12/15/17	1/16/18	32
1718-02062	YEP Program Leader	Bret Harte	1/22/18		1/30/18	1/30/18	1
1718-02036	YEP Program Leader	Eldridge	12/4/17		1/26/18	2/15/18	14
1718-01867	YEP Program Leader	Strobridge	11/13/17		1/26/18	2/15/18	14
1718-02007	YEP Operations Supervisor	Ruus	11/28/17	12/8/17	1/18/18	1/26/18	33
1718-00756	YEP Site Coordinator	Cherryland	2/2/18		2/2/18	2/15/18	9

1 Initial candidate completed employment process and then unavailable to start.

2 Administrative Transfer

3 Department had multiple positions to fill; other sites took priority.

On Hold Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1718-01978	Child Development Assistant II	Itinerant	11/15/17		Pending Budget Review
1718-02360	Child Nutrition Assistant	Hayward High	2/2/18		Pending Layoffs
1718-00256	Electronics Technician	EIT	7/17/17	8/21/17	Pending Budget Review
1718-01570	Field Coordinator	YEP	10/18/17		Pending Budget Review
1718-02259	Office Specialist	Student Services	1/17/18		Pending Layoffs
1718-02284	Paraeducator Bilingual Biliterate	Strobridge	1/26/18		Pending Layoffs
1718-01302	School Community Liaison	Tennyson	9/27/17		Pending Layoffs
1718-02308	Senior Custodian	Bowman	2/2/18		Pending Layoffs

Cancelled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1718-01644	Registrar	Hayward Adult	10/16/17	10/17/17	Desk Audit Resulting in School Data Technician
1617-02593	Speech Language Pathology Assistant	Special Education	3/20/17		Position No Longer Needed

Resignations/Separations January 18, 2018 to Present

Reasons	Total
Abandonment of Position	1
Other Employment	5
Personal	2
Schedule Conflict	1
School	3
	12

Declined Offers of Employment January 18, 2018 to Present

Classification	Reason	Total
Child Development Assistant II	Personal	1

AGENDA REPORT#: G (3)

Meeting Date: February 20, 2018

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

- Campus Safety Officer
- College-Career Technician
- Detention Room Assistant
- Groundskeeper
- School Community Liaison Bilingual Spanish
- School Data Technician
- Trades Supervisor

RECOMMENDATION:

None

FISCAL IMPACT:

None

Action Requested:

☐ Information Item☒ Approval/Ratification

SUBJECT: **1st Reading of Proposed Change to Personnel Commission Rule 7.23.B**

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

BACKGROUND:

Currently Personnel Commission Rule 7.23 provides that supervisory, managerial and administrative classes serve an extended probationary period only if they are exempt from overtime rules. In practice, this means that the classifications that are supervisory in title and function only serve a 130 day probationary period. This is simply not enough time for the District to make an informed decision regarding the recommendation of permanent status.

Considering that these supervisors are in managerial positions that make decisions concerning the hiring process, the evaluation of employees and are able to recommend discipline, it would serve the District best if the extended probationary period were applied to them as well regardless of overtime exemption status.

7.23 Probationary Period

- A. Appointments from open competitive eligibility lists or promotional eligibility lists shall be for a probationary period of up to six months or 130 working days of paid service for non-management positions, whichever is longer. Transfers and appointments to positions in classes designated by the Commission as executive or administrative, the probationary period shall be up to one year. This probationary period shall not include time served under emergency, provisional or limited-term appointment but shall date from the beginning of service in a permanent position after appointment from a valid eligibility list or from the effective date of the transfer. No employee shall attain permanent status in the classified service until he has completed a probationary period in a class. (Education Code Section 45301) [Revised: 11-21-02]

In the event a provisional appointment of an employee, who has previously established permanency within the classified service, to a promotional position exceeds ninety (90) days and the employee who is serving in the provisional position is selected for the position, the step on the salary range on which the employee will be placed shall be reviewed and designated by the Assistant Superintendent of Employee Services with approval by the Personnel Commission.

- B. Classifications which will require incumbents to serve an extended probationary period shall be those classes designated as supervisory, executive, or administrative ~~and which are exempt from overtime payment provisions in accordance with the provisions of Rule 11.15.~~

HAYWARD UNIFIED SCHOOL DISTRICT

TITLE:	Trades Supervisor – Building/Maintenance		
DEPARTMENT/SCHOOL:	Maintenance and Operations		
REPORTS TO:	Assigned Administrator	CLASSIFICATION:	Supervisory (ACSA)
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 Months/261 Days 8 hours per day or duty days/hours as assigned
APPROVED: Board: Commission:	06/1990 05/2017 (revised)	SALARY GRADE:	ACSA/Range U

BASIC FUNCTION:

Under the direction of the Facilities Maintenance Manager or other assigned administrator, provide safe and comfortable buildings and utilities to District students and personnel by organizing and overseeing response to building and maintenance needs and emergencies; assure Department personnel have access to the parts, tools, equipment and materials required to perform duties in an efficient and timely manner; perform journey-level work in the repair and maintenance of District buildings and utilities; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide safe and comfortable buildings and utilities to District students and personnel by organizing and overseeing response to building and maintenance needs and emergencies related to plumbing, HVAC, locksmithing, carpentry, property repair and a variety of other situations; coordinate work orders and assign appropriate personnel; initiate emergency calls; dispatch and provide instructions to Department personnel.
- Assure Department personnel have access to the parts, tools, equipment and materials required to perform duties in an efficient and timely manner; review and authorize purchase order requests; contact vendors concerning purchase orders, product information, price bids and quotations; initiate purchase requisitions.
- Perform journey-level work in the repair and maintenance of District buildings and utilities; visit job sites to inspect work and make deliveries; assist personnel with completing work orders.
- Supervise the performance of assigned personnel; select employees and recommend transfers, reassignment, termination and disciplinary actions; train and provide work direction and guidance to assigned personnel; monitor staff attendance and arrange staff activities; review and sign employee timecards as directed.
- Monitor and evaluate program activities for effectiveness; develop and implement new programs and procedures to enhance Department effectiveness.
- Communicate with other Departments, administrators, personnel, vendors and various outside agencies to exchange information, provide technical assistance, coordinate activities and resolve issues or concerns.
- Responds to emergencies and call-outs as required; coordinates and monitors work of staff in areas of expertise to effect repairs for the purpose of resolving immediate safety concerns.

- Operate a variety of maintenance and carpentry equipment including a two-way radio, hand and power tools, pumps and generators; operate a computer and assigned software; operate a vehicle to conduct work.
- Prepare and maintain a variety of records and reports related to work orders, staff attendance, safety meetings and inspections, equipment and supply issues, Department projects and assigned activities.
- Coordinate and participate in meetings and conferences as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Practices, procedures and techniques of coordinating building and maintenance activities.
- Proper methods, materials, tools, terminology and equipment used in the building maintenance trades.
- Health and safety regulations and procedures.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Policies and objectives of assigned program and activities.
- Principles and practices of supervision and training.
- Operation and use of hand and power tools and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned activities.
- Record-keeping and report preparation techniques.

ABILITY TO:

- Provide safe and comfortable buildings and utilities to District students and personnel by organizing and overseeing response to building and maintenance needs and emergencies.
- Assure Department personnel have access to the parts, tools, equipment and materials required to perform duties in an efficient and timely manner.
- Supervise the performance of assigned personnel.
- Operate a wide variety of power equipment and hand tools related to the building trades.
- Estimate materials and supply needs.
- Order parts and supplies according to established guidelines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Prioritize and schedule work.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Observe health and safety regulations.
- Operate a computer and assigned software.
- Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: This position requires successful completion of a state approved apprenticeship program and journey level status in one or more of the construction trades. Any combination of education, state certification, training and/or experience equivalent to: graduation from high school and completion of five years of journey level experience with a minimum of 1 year supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and a safe driving record. Incumbent will be involved in field work which requires travel in a vehicle to various sites.

California Department of Industrial Relations Division of Apprenticeship Certification or Trades Journeymen Certification.

California HVAC Contractors License (C-20) preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

- Emergency call-out
- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Walking and standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate hand tools, a computer keyboard and specialized equipment.
- Seeing to read a variety of materials and observe Department activities.
- Lifting, pushing or pulling heavy objects as assigned by the position.

HAZARDS:

- Exposure to vapors and fumes.
- Working around and with machinery having moving parts.

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**
- **Coordination of Services Team Specialist**
- **Personnel Operations Technician**
- **Publications and Reprographics Assistant**
- **School Bus Driver**
- **School Community Liaison**
- **Senior Custodian**
- **YEP Operations Supervisor**
- **YEP Site Coordinator**
- **YEP Program Leader**

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:
DIANE LAINE
PAT HODGES
ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director


Classified Human Resources and Personnel Commission

**ELIGIBILITY LIST FOR:
ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES**

**POSITION
No. 18-K01**

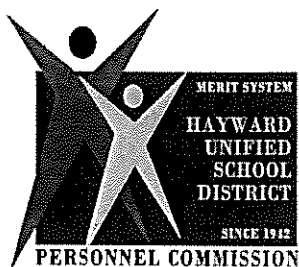
Last Name	First Name
BONNETT	MARK
FROMM	GREGORY
GARDE	ALLAN
SMITH	ERIC

Expiration Date: 08/13/2018

Signed By:  Date: 2/13/18



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ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
COORDINATION OF SERVICES TEAM SPECIALIST
MERGED LIST No. 18-L59, 18-L75, 18-L100

Rank	Last Name	First Name	Eligibility Expires
1.00	JOHNSON	CARLA	4/23/18
2.00	ORTEGA	DELICIA	8/9/18
3.00	MORGAN	LINDA	8/9/18
4.00	VINCENSSE	RHONDA	8/9/18
5.00	MONREAL	MARILYN	8/9/18
5.00	NJERI	LYNETTE	5/16/18
6.00	CABISTAN	RAQUEL	8/9/18
7.00	JONES	DELIA	8/9/18

Signed By:  Date: 2/13/18



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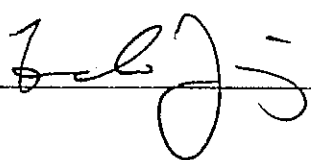
FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
PERSONNEL OPERATIONS TECHNICIAN
No. 18-L89

Rank	Last Name	First Name
1.00	CALIF	LAURA
2.00	WESCOTT	DEBORAH
3.00	CASTILLO	ANGIE
3.00	HAYS	DOMINIQUE
3.00	MANGRUM	MICHAEL
4.00	MARTIN	LINDSEY
5.00	BADR	YOMNA
6.00	SAECHAO	JENNIFER

List Expires: 07/17/2018

Signed By:  Date: 1/17/18



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(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
PUBLICATIONS AND REPROGRAPHICS ASSISTANT
No. 18-L93

Rank	Last Name	First Name
1.00	NEHSE	REBECCA
2.00	CLARK	RUSSELL
2.00	MCDANIEL	KRISTOPHER
2.00	SMITH	MICHAEL
3.00	ROTH	CYNTHIA
4.00	POUDRIER	ANDREW
5.00	JULIAN	MELVIN
6.00	ADLER	RANDOLPH

List Expires: 07/19/2018

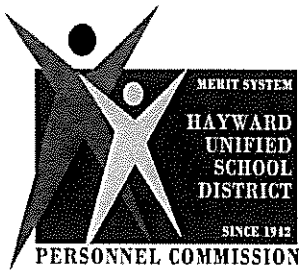
Signed By: _____

Date: _____

1/22/18



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Executive Director

Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
SCHOOL BUS DRIVER
No. 18-D01

Rank	Last Name	First Name
1.00	AMBION	JOHN

List Expires: 08/09/2018

Signed By: *[Signature]* Date: 2/13/18



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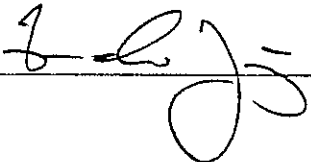
FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
SCHOOL COMMUNITY LIAISON
NO. 18-D106

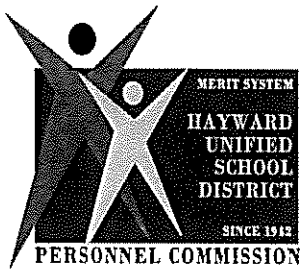
Rank	Last Name	First Name
1.00	DE JIMENEZ	OLIVIA

List Expires: 7/29/2018

Signed By:  Date: 1/31/18



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Executive Director

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(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
SENIOR CUSTODIAN
NO. 18-D121

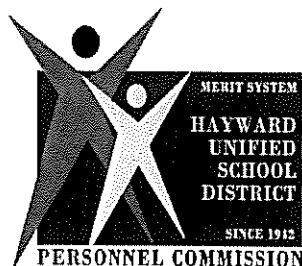
Rank	Last Name	First Name
1.00	FOSTER	VASATY
2.00	SHARP	DAVID
3.00	CARDOZE	ALEX
3.00	PENA	PATRICIA
3.00	RANDALL	DONALD
4.00	MUNOZ	OTTONIEL
5.00	ROSAS	ALBERTO
6.00	VELASCO	JOSELITO
7.00	MARTIN	MATTHEW

List Expires: 8/08/2018

Signed By: [Signature] Date: 2/12/18



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Executive Director
Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
YEP OPERATIONS SUPERVISOR
No. 18-L17-L185 AND 18-L90
MERGED LIST

Rank	Last Name	First Name	Eligibility Expires
1.00	PAYNE	CATHERINE	2/11/2018
2.00	MORRIS	CHERISE	2/11/2018
3.00	LOPES	NOAH	7/18/2018
4.00	SARMIENTO	JAMES CHRISTIAN	7/18/2018
5.00	AKINTOMIDE	KYM	2/11/2018
5.00	HENDERSON	KAMILAH	2/11/2018

Signed By: [Signature] Date: 1/18/18



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(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
YEP SITE COORDINATOR - MERGED LIST
No. 18-L48 AND 18-L94

Rank	Last Name	First Name	Eligibility Expires
1.00	THIBODEAUX	DANIEL	7/25/18
2.00	BARRAGAN	ALMA	7/25/18
3.00	WILLIAMS	ANDRE	7/25/18
4.00	MAHARAJ	YOLANDA	7/25/18
5.00	GIRGIS	ISSAM	7/25/18
6.00	MONTOYA	BRENDA	3/26/18
7.00	CACAS	BRITTNEY	3/26/18

Signed By:  Date: 1/25/17



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Executive Director

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(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
YEP PROGRAM LEADER
No. 18-L95

Rank	Last Name	First Name
1.00	MOSS-TAFT	DEIDRA
2.00	GANT	MELISSA
3.00	ARREAGA	NATALIE
3.00	VALERIANO-ROLLINS	ADRIANA
4.00	PARKINSON	AMBER
4.00	VALENCIA	ALEJANDRA
5.00	MARTINEZ OSEGUERRA	RUBEN
6.00	RODRIGUEZ	ITZELT
7.00	MUAMMAR	TILA
7.00	NAVARRO	ABBY
7.00	TRAN	POLLY
7.00	VANBIK	MARTHA
8.00	LAMPARAS	MICHELLE
9.00	TRAN	ANTHONY
10.00	RODRIGUEZ	DIANE
11.00	FIELDS	ARIEL
12.00	WILLIAMS	ANDRE
13.00	GARCIA	JOSSELYN
14.00	RAMIREZ	KARLA

List Expires: 7/25/2018

Signed By:  Date: 1/25/18
 AN EQUAL OPPORTUNITY EMPLOYER

Action Requested:

- ☐ Information Item
☒ Approval/Ratification

SUBJECT: **Ratification of the Classified Employee Seniority List**

PREPARED BY: Human Resources Analysts

BACKGROUND:

According to Personnel Commission Rule 9.1.4 Classified Seniority Lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Executive Director of Classified Human Resources and certified by the Personnel Commission before it is used.

The seniority list was approved by the Executive Director of Classified Human Resources on Friday, February 2, 2018. The list was made available to the employees for review from Monday, February 5, 2018 to Friday, February 9, 2018. During this time, employees who believed that an error had been made on his/her seniority computation had the opportunity to request additional information. Staff received four inquiries with minor adjustments required.

The lists are maintained and will be available for future inspection in the Classified Human Resources Office.

RECOMMENDATION:

It is recommended that the Personnel Commission ratify the Classified Employee Seniority List for use by the Hayward Unified School District.

FISCAL IMPACT:

N/A