

Hayward Unified School District



PERSONNEL COMMISSION

AGENDA OF THE REGULAR MEETING

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



March 21, 2018

PERSONNEL COMMISSION

Regular Meeting
Wednesday, March 21, 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. Andrea Peixoto, *Chair*
 - ☐ Ms. Diane Laine, *Vice-Chair*
 - ☐ Ms. Pat Hodges, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of March 21, 2018

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 Personnel Commission Meeting of February 20, 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

- **Detention Room Assistant**
- **Director II, Business Services**
- **Field Coordinator**
- **Paraeducator Special Education**
- **School Crossing Guard**
- **YEP Program Leader**

H. INFORMATION

1. 1st reading of the preliminary operating budget of the Personnel Commission for 2018-2019
2. Classified employee reception planning

I. ACTION

1. 2nd reading and approval of proposed Personnel Commission Rule Change Rule 7.23

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

2. 2nd reading and approval of proposed changes to Trades Supervisor job description

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

3. Approval of proposed updated salary placement for Coordinator of Operations and Transportation on the ACSA salary schedule Range DD

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

4. Approval of proposed updated salary placement for Payroll Supervisor on the Supervisor salary schedule Range 23

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

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

- **Campus Safety Officer**
- **College Career Center Technician**
- **Groundskeeper**
- **School Data Technician**
- **Skilled Trades Worker - Plumbing**

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)

M. RECONVENE IN OPEN SESSION

N. ADJOURNMENT @ _____

Next Regular Meeting of the Personnel Commission
Wednesday, April 18, 2018, 5:30 p.m.
HUSD District Office – Board Room, Level B

Hayward Unified School District



PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING

February 20, 2018



PERSONNEL COMMISSION

Regular Meeting Minutes Tuesday, February 20, 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. Swearing in of reappointed Commissioner, Pat Hodges
5. Approve the Agenda of February 20, 2018

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

6. Recognition of Guest(s)
The Commission welcomed Annette Higaes, AEOTE Vice-President, Deisy Bates, AEOTE President and Lisa Thierry, HR Analyst

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Chair Laine and Vice-Chair Hodges reported that they attended the annual California School Personnel Commission Association conference in San Diego earlier this month. They heard several good ideas that they will sharing with staff. Chair Laine stated that she attended very useful workshops regarding the Brown Act and meetings.

C. COMMENTS FROM UNION LEADERSHIP

Ms. Bates expressed her appreciation for the merit workshop from the January meeting.

Ms. Bates requested assistance from the Commission and staff in investigating sites using AEOTE members to do SEIU duties. Ms. Bates encouraged the Commission to get involved in order to ensure the integrity of the classifications are upheld.

Ms. Bates also reported that she attended the CTA conference in Las Vegas and they shared very helpful information on AB119.

D. COMMENTS FROM DISTRICT ADMINISTRATION

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez reported that cabinet is finalizing the budgetary concerns and are waiting for allocations to be presented to sites to see how classified staff will be effected.

F. ITEMS FROM THE PUBLIC

No 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 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: P. Hodges Seconded by: A. Peixoto
For: 3 Opposed: 0 Abstained/Absent: 0

2. Election of Personnel Commissioner Officers

A motion was moved to elect Ms. Andrea Peixoto as Chair of the Personnel Commission effective March 1, 2018.

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

A motion was moved to elect Ms. Diane Laine as Vice-Chair of the Personnel Commission effective March 1, 2018.

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

3. Ratification of the Classified Seniority List

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

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

- Preliminary Personnel Commission Budget Proposal for 2018-2019
- 2nd readings and approvals of job description and rule change

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 @ 6:39 p.m.

Next Regular Meeting of the Personnel Commission

Wednesday, March 21, 2018, 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
1718-02517	Attendance Clerk	Cesar Chavez	2/14/18		
1718-02580	Campus Safety Officer	Ochoa	3/1/18		
1718-02307	Custodian	Harder	2/2/18		2/14/18
1718-02560	Detention Room Assistant	Chavez	3/1/18		
1718-01570	Field Coordinator	YEP	10/18/17 ¹		
1718-02557	Groundskeeper	Hayward High	2/23/18		3/12/18
1718-02622	Paraeducator SE	Ochoa	3/14/18		
1718-02567	Paraeducator SE	Southgate	3/14/18		
1718-02621	Paraeducator SH	Glassbrook	3/14/18		
1718-02624	Paraeducator SH	Hayward High	3/14/18		
1718-02627	Paraeducator SH	Helen Turner	3/14/18		
1718-02620	Paraeducator SH	Muir	3/14/18		
1718-02619	Paraeducator SH	Ruus	3/14/18		
1617-02603	School Bus Driver	Transportation	3/16/17 ²	7/3/17	
1718-00595	School Bus Driver	Transportation	8/8/17 ²		
1718-02370	School Crossing Guard	Lorin Eden	2/2/18	3/13/18	
1718-02371	School Crossing Guard	Tyrrell	2/8/18	3/13/18	
1718-02310	School Data Technician	Hayward Adult School	2/13/18		3/13/18
1617-03130	Skilled Trades Worker – Plumbing	M&O	6/15/17 ²	1/16/18	2/23/18
1617-03485	Trades Supervisor	M&O	7/5/17 ²	3/13/18	
1718-02643	YEP Program Leader	Bowman	3/14/18		
1718-02533	YEP Program Leader	Bret Harte	2/23/18		3/19/18
1718-02651	YEP Program Leader	Bret Harte	3/14/18		
1718-02235	YEP Program Leader	Cesar Chavez	1/4/18	2/23/18	3/19/18
1718-02523	YEP Program Leader	Cherryland	2/23/18		3/19/18
1718-02676	YEP Program Leader	Eden Gardens	3/14/18		
1718-02100	YEP Program Leader	Eldridge	12/11/17	2/23/18	3/19/18
1718-02649	YEP Program Leader	Fairview	3/14/18		
1718-02440	YEP Program Leader	Faith Ringgold	2/13/18	2/23/18	3/19/18
1718-02539	YEP Program Leader	Glassbrook	3/9/18		3/19/18
1718-02512	YEP Program Leader	Glassbrook	2/23/18		3/19/18
1617-02614	YEP Program Leader	MLK	3/21/17	2/23/18	3/19/18

1718-01711	YEP Program Leader	Ochoa	10/20/17	2/23/18	3/19/18
1718-02666	YEP Program Leader	Ruus	3/14/18		
1718-01866	YEP Program Leader	Schafer Park	11/13/17	1/2/18	3/19/18
1718-02514	YEP Program Leader	Stonebrae	2/23/18		3/19/18
1718-02532	YEP Program Leader	Stonebrae	2/23/18		3/19/18
1718-02528	YEP Program Leader	Tyrrell	3/9/18		3/19/18

1 Position initially on hold per hiring manager pending budget review.

2 Lack of qualified applicants.

Filled Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred	Selection Date	Days
1617-01330	Assistant Supt.	Business Services	10/13/16	1/2/18	2/15/18	3/14/18	51 ³
1718-02320	College-Career Tech	Hayward High	2/8/18		3/2/18	3/8/18	19
1718-02130	Coordinator, Operations & Transportation	M&O	12/8/17		12/12/17	2/15/18	44 ¹
1718-02436	COST Specialist	Glassbrook	2/8/18		2/9/18	3/6/18	17
1718-02241	Paraeducator SE	Hayward High	1/26/18		1/26/18	2/21/18	17
1718-02240	Paraeducator SH	Eden Gardens	1/26/18		1/26/18	2/27/18	21
1718-01758	Paraeducator SH	Itinerant	10/26/17		10/26/17	2/27/18	79 ²
1718-02105	Paraeducator SH	Itinerant	12/15/17		2/15/18	2/26/18	45 ²
1718-02369	Paraeducator SH	Itinerant	2/9/18		2/9/18	2/23/18	9
1718-02185	Publications Assistant	EIT	1/26/18		1/26/18	2/22/18	18
1617-02174	School Bus Driver	Transportation	1/25/17	7/3/17	2/13/18	2/26/18	159 ³
1718-01832	Senior Grounds Equipment Operator	M&O	11/1/17		12/12/17	2/9/18	65 ¹
1718-02233	YEP Program Leader	Bret Harte	1/4/18		1/26/18	2/21/18	32
1718-02441	YEP Program Leader	East Avenue	2/13/18		2/14/18	2/21/18	6
1718-02280	YEP Program Leader	Harder	1/17/18		1/26/18	2/16/18	22
1718-02525	YEP Program Leader	Park	2/14/18		2/23/18	3/9/18	17
1718-02101	YEP Program Leader	Ruus	12/11/17		1/26/18	2/20/18	45 ²
1718-02159	YEP Program Leader	Schafer Park	12/15/17		1/26/18	2/21/18	42 ²
1718-02321	YEP Site Coordinator	Strobridge	2/2/18		2/8/18	2/16/18	10

1 Delay due to hiring manager.

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

3 Lack of qualified applicants.

On Hold Requisitions

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
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
1718-02259	Office Specialist	Student Services	1/17/18		Pending Layoffs
1718-02033	Personnel Operations Tech	Human Resources	12/11/17	1/18/18	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
1718-01978	Child Development Assistant II	Itinerant	11/15/17		Position No Longer Needed

Resignations/Separations February 21, 2018 to Present

Reasons	Total
Medical Separation	1
Personal	2
Relocation	1
Retirement	1
Schedule Conflict	1
School	1
	7

Declined Offers of Employment February 21, 2018 to Present

Classification	Reason	Total
YEP Program Leader	Opportunity w/ More Hours	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

- **Detention Room Assistant**
- **Director II, Business Services**
- **Field Coordinator**
- **Paraeducator Special Education**
- **School Crossing Guard**
- **YEP Program Leader**

RECOMMENDATION:

None

FISCAL IMPACT:

None

Action Requested:

- ☒ Information Item
☐ Approval/Ratification

SUBJECT: Preliminary Operating Budget for 2018-2019

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

BACKGROUND:

In March of each year, the Personnel Commission receives a proposed preliminary budget for their review (*PC Rule 2.17.A.*). The final proposed budget will be presented with input from the Superintendent, the Board of Education, and the Personnel Commission at a public hearing in May, 2018.

The proposed budget includes an overall 2.6% increase from the 2017-2018 budget to accommodate salary step advancements as well as an anticipated 3% increase in the employer contribution for CalPERS.

RECOMMENDATION:

This is an information item only. The final budget will be presented at a public hearing in May, 2018 and subsequently adopted by the Personnel Commission. Following approval by the Commission, the budget shall then be submitted to the County Superintendent of Schools in accordance with ***Education Code Section 45253.***

2018-2019 PROPOSED PERSONNEL COMMISSION BUDGET
Hayward Unified School District

Code	Description	2017-2018 Budget	2018-2019 Budget
2305	Classified Supervisor & Admin. Salary	190,000	194,400
2310	Personnel Commission Salaries	2,100	2,100
2405	Clerical/Technical Salaries	436,155	447,059
2425	Clerical/Technical Overtime	500	500
2428	Clerical/Technical Hourly	500	500
2450	Clerical/Technical Substitutes	2,500	2,500
Salaries		631,755	647,059
Benefits		166,772	176,070
Sub-Total - cost of Personnel		798,527	823,129
4310	Materials and Supplies	6,000	6,000
4315	Food Expense - panels	2,500	500
4420	Tech Equipment	3,500	3,500
Sub-Total 4000's		12,000	10,000
5210	Mileage	250	250
5220	Conference/Workshop Expenses	10,000	10,000
5300	Dues and Membership Fees	4,000	4,000
5610	Maintenance Agreement	900	900
5620	Equipment/Facilities Rentals	500	500
5716	Intrpg Printing - Print Shop	1,250	1,250
5803	Software Licenses	5,000	5,000
5810	Advertising Expense	4,000	4,000
5830	Contracted Services	7,000	7,000
5838	Fingerprinting Expense	900	900
5850	Mailing Services - Outside Vendors	100	100
5910	Postage	2,500	2,500
5930	Telephone	350	350
Sub-Total 5000's		36,750	36,750
TOTAL BUDGET		847,277	869,879

Action Requested:

☐ Information Item

☒ Approval/Ratification

SUBJECT: **2nd Reading and Approval 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

- 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.~~

RECOMMENDATION:

Approve the proposed change to Personnel Commission Rule 7.23.B.

Action Requested:

☐ Information Item

☒ Approval/Ratification

SUBJECT: **2nd Reading and Approval of Proposed Change to Trades Supervisor Job Description**

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

BACKGROUND:

During our recent recruitment for the Trades Supervisor classification, we became aware of the need to add to the ability to respond to emergency call-outs to resolve immediate safety concerns. This would bring the trades family hierarchy into alignment as responding to emergency call-outs is in the other trades job descriptions as well as in the Facility Coordinator job description.

RECOMMENDATION:

Approve the proposed change to the Knowledge and Abilities and Working Conditions sections of the Trades Supervisor job description.

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 03/2018 (revised)	SALARY GRADE:	SUPV/Range 24

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.
- Respond to emergency call-out to resolve immediate safety concerns.
- 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: Approval of the Salary Placement for Coordinator of Operations and Transportation

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

BACKGROUND:

In June 2017, The Personnel Commission approved the salary placement for the Coordinator of Operations and Transportation at Range UU of the ACSA Management salary schedule. This recommendation was made in order to place the Coordinator 15% above the previous positions of Operations Manager and Transportation Manager as the scope of work for the classification combined the two subdivisions of the Maintenance and Operations department. However, recruitment and retention at this range has been difficult. The recruitment yielded only two qualified candidates on the eligibility list.

When staff conducted a compensation study with surrounding districts we found no comparable positions. The combination of an Operations and Transportation department is unique to HUSD.

RECOMMENDATION:

Recommend to the Board of Education based on the difficulty of recruitment and retention to place the classification on the ACSA Management salary schedule Range DD.

Placing the classification at this step will maintain the internal alignment of management salary schedule.

HAYWARD UNIFIED SCHOOL DISTRICT

MANAGEMENT SALARY RANGE PLACEMENT

Executive Director

Classification Title	Range
Classified Human Resources/PC	A1

Director III

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

Director II

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

Director I

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

Coordinator III

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

Manager II

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

Coordinator II

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

Manager I

Classification Title	Range
Benefits	W
Operations	W
Transportation	W

Coordinator I

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

2017-2018 CLASSIFIED MANAGEMENT SALARY SCHEDULE

3.10% Effective 7-1-2017

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

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

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

Action Requested:

- ☐ Information Item
- ☒ Approval/Ratification

SUBJECT: Approval of the Salary Placement for Payroll Supervisor

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

BACKGROUND:

In May 2017, The Personnel Commission approved the salary placement for the Payroll Supervisor at Range 19 of the ACSA Supervisory salary schedule. This recommendation intended to maintain the internal alignment established by the 2014 compensation study. However, recruitment at this range has been difficult. The original recruitment yielded only one qualified candidate on the eligibility list.

Staff has conducted a compensation study with surrounding districts and found only two comparable classifications (attached).

RECOMMENDATION:

Recommend to the Board of Education based on the salary study and difficulty of recruitment and retention to place the classification on the ACSA Supervisory salary schedule at Range 23. This 10% increase will place us in range with surrounding comparably sized districts.

The proposed increase will also maintain integrity between the internal alignment of the job families and career ladders within the payroll/accounting departments (attached).

**HAYWARD UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

SALARY COMPARISON FOR PAYROLL SUPERVISOR

District	Step A	Step E*
Fremont Unified	\$ 48.81	\$ 56.31
Hayward Unified	\$ 46.13	\$ 50.91
Oakland Unified	\$ 42.21	\$ 53.94
Berkeley Unified	\$ 40.77	\$ 49.16
Dublin Unified	<i>No similar classification</i>	
Newark Unified	<i>No similar classification</i>	
Pleasanton Unified	<i>No similar classification</i>	
San Leandro Unified	<i>No similar classification</i>	
San Lorenzo Unified	<i>No similar classification</i>	

*or equivalent

Payroll Supervisor

Current: supervisor salary was set 15% above LEAD position that they would supervise

Lead Position:	Range:	Step A:	Step E:	
Lead Payroll Technician	AEOTE/24	36.22	39.97	
		41.65	45.97	15%

Proposed Salary Placement:	Range	Step A:	Step E:	
Payroll Supervisor	SUPV/19	41.79	46.13	15%

Manager:	Range	Low Step:	High Step:	
Accounting Manager	ACSA/R	51.56	61.87	34%

Proposed: set Supervisor salary at 25% above LEAD position

Lead Position:	Range:	Step A:	Step E:	
Lead Payroll Technician	AEOTE/24	36.22	39.97	
		45.28	49.96	25%

Proposed Salary Placement:	Range	Step A:	Step E:	
Payroll Supervisor	SUPV/23	46.13	50.91	27%

Manager:	Range	Low Step:	High Step:	
Accounting Manager	ACSA/R	51.56	61.87	22%

HAYWARD UNIFIED SCHOOL DISTRICT

SUPERVISORY SALARY RANGE PLACEMENT

Classification Title	Range
Youth Enrichment Operation Supervisor	6
Plant Operation Supervisor	12
Custodial Services Supervisor	15
Grounds Supervisor	15
Operational Services Supervisor	15
After Hours Operations Supervisor	19
Child Nutrition Field Supervisor	19
CWA Services Supervisor	19
District Enrollment Services Supervisor	19
Payroll Supervisor	19
Trades Supervisor	25
Occupational Therapist	36

HAYWARD UNIFIED SCHOOL DISTRICT
2017-2018 SUPERVISORS SALARY SCHEDULE
3.10% Effective 7-1-2017

Range	←Step→				
↓	A	B	C	D	E
1	26.80	27.47	28.15	28.86	29.57
2	27.47	28.15	28.86	29.57	30.32
3	28.15	28.86	29.57	30.32	31.07
4	28.86	29.57	30.32	31.07	31.84
5	29.57	30.32	31.07	31.84	32.64
6	30.32	31.07	31.84	32.64	33.47
7	31.07	31.84	32.64	33.47	34.29
8	31.84	32.64	33.47	34.29	35.15
9	32.64	33.47	34.29	35.15	36.02
10	33.47	34.29	35.15	36.02	36.94
11	34.29	35.15	36.02	36.94	37.85
12	35.15	36.02	36.94	37.85	38.81
13	36.02	36.94	37.85	38.81	39.78
14	36.94	37.85	38.81	39.78	40.77
15	37.85	38.81	39.78	40.77	41.79
16	38.81	39.78	40.77	41.79	42.84
17	39.78	40.77	41.79	42.84	43.90
18	40.77	41.79	42.84	43.90	44.99
19	41.79	42.84	43.90	44.99	46.13
20	42.84	43.90	44.99	46.13	47.28
21	43.90	44.99	46.13	47.28	48.47
22	44.99	46.13	47.28	48.47	49.67
23	46.13	47.28	48.47	49.67	50.91
24	47.28	48.47	49.67	50.91	52.18
25	48.47	49.67	50.91	52.18	53.49
26	49.67	50.91	52.18	53.49	54.82
27	50.91	52.18	53.49	54.82	56.20
28	52.18	53.49	54.82	56.20	57.61
29	53.49	54.82	56.20	57.61	59.05
30	54.82	56.20	57.61	59.05	60.52
31	56.20	57.61	59.05	60.52	62.04
32	57.61	59.05	60.52	62.04	63.58
33	59.05	60.52	62.04	63.58	65.17
34	60.52	62.04	63.58	65.17	66.80
35	62.04	63.58	65.17	66.80	68.47
36	63.58	65.17	66.80	68.47	70.18

Longevity Increments	Annual
10 years	1200.00
15 years	1800.00
20 years	2400.00
25 years	3000.00
30 years	4200.00
Professional Growth	Annual
Associates of Arts	350.00
Bachelor's Degree	600.00

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:

- **Campus Safety Officer**
- **College Career Center Technician**
- **Groundskeeper**
- **School Data Technician**
- **Skilled Trades Worker - Plumbing**

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:
CAMPUS SAFETY OFFICER
NO. 18-D134

Rank	Last Name	First Name
1.00	CASON	JORDAN
2.00	BIRINGER	CHRISTOPHER
3.00	COSBY	JIMMY
4.00	HAMILTON	RAYNIQUA
4.00	JALIL	AMIR
5.00	FIELDS	LIONELL
5.00	MACON	LORENZO
6.00	HORTON	BENNIE
6.00	SOLIS	RICK
7.00	WALTERS	CURTIS
8.00	HARRIS	WILLIE
9.00	SANDERS	DONTE
10.00	PRIDE	DANTE

List Expires: 09/15/2018

Signed By:  Date: 3/15/18
 AN EQUAL OPPORTUNITY EMPLOYER



Personnel Commission

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FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
COLLEGE CAREER CENTER TECHNICIAN
No. 18-L108

Rank	Last Name	First Name
1.00	MEARES	KATHY
2.00	FORD	NIA
2.00	PEREZ CAZAREZ	CINTHYA
3.00	PERKINS	CHAVONNA
3.00	SMALLING	TAMECA
4.00	HAYS	DOMINIQUE
5.00	KOHL	GENA
6.00	BUAN	KHOEUN

List Expires: 9/1/2018

Signed By: [Signature] Date: 3/1/18



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:
GROUNDKEEPER
NO. 18-D137

Rank	Last Name	First Name
1.00	CARDOZE	ALEX
2.00	CAMPOS	ARMANDO
2.00	WHITE	LAWRENCE
3.00	CALDERON-RODRIGUEZ	SAUL
3.00	MANLEY	JAMES
4.00	ARANDA	SERGIO
4.00	CARDOZE	MICKEY
5.00	LONGRIDGE	AUSTIN
6.00	PERRY	PATRICIA

List Expires: 09/09/2018

Signed By:  Date: 3/12/18



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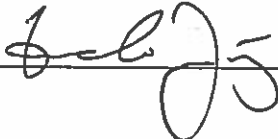
FERNANDO YAÑEZ
Executive Director

Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
SCHOOL DATA TECHNICIAN
No. 18-L119

Rank	Last Name	First Name
1.00	GIRYAVETS	VICTORIA
2.00	SAVARIMUTTU	PEARL
3.00	KATS	HIROMI
3.00	ZIZILEUSKAS	ANDREA
4.00	CRANGLE	EMILIE
5.00	PIETERS	VIRGINIA
5.00	TRAN	MAN
6.00	ACOSTA	DALILA
7.00	TORES	GABRIELA

List Expires: 09/12/2018

Signed By:  Date: 5/12/18



AN EQUAL OPPORTUNITY EMPLOYER



Personnel Commission

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Commissioners:
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DIANE LAINE
ANDREA PEIXOTO

FERNANDO YAÑEZ
Executive Director
Classified Human Resources and Personnel Commission

(OPEN & PROMOTIONAL)
ELIGIBILITY LIST FOR:
SKILLED TRADES WORKER - PLUMBING
No. 17-D186

Rank	Last Name	First Name
1.00	KOVARIK	MARK
2.00	BARBER	TRINI
3.00	KORTH	MIKE

List Expires: 08/23/2018

Signed By: *Paul J. J* Date: 2/23/18



AN EQUAL OPPORTUNITY EMPLOYER