

# Hayward Unified School District



## PERSONNEL COMMISSION

### AGENDA OF THE REGULAR MEETING

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



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**May 16, 2018**

## PERSONNEL COMMISSION

**Regular Meeting**  
**Wednesday, May 16, 2018, 5:00 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](http://www.husd.us).

### **A. OPEN SESSION**

1. Call to order at 5:00 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 May 16, 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 following Personnel Commission Meetings:
  - a. Regular Meeting – April 25, 2018
  - b. Special Meeting – May 1, 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**

- Database Systems Specialist
- Facilities Coordinator
- Family Engagement, Outreach and Equity Specialist
- School Crossing Guard
- School Office Manager – Bilingual Spanish Preferred
- Skilled Trades Worker – Plumbing
- YEP Leader
- YEP Site Coordinator

## **H. INFORMATION**

1. Layoff update

## **I. ACTION**

1. PUBLIC HEARING: Approve the 2018-2019 Personnel Commission Operating Budget

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

2. Approve the 2018-2019 Personnel Commission Calendar

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

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

- **Coordinator of Operations and Transportation**
- **Custodian**
- **Payroll Supervisor**
- **School Crossing Guard**

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, June 20, 2018, 5:30 p.m.**  
**HUSD District Office – Board Room, Level B**

# Hayward Unified School District



## PERSONNEL COMMISSION

### MINUTES OF THE REGULAR MEETING

April 25, 2018



## PERSONNEL COMMISSION

### Regular Meeting Minutes Wednesday, April 25, 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.

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#### A. OPEN SESSION

1. Chair Peixoto called the Regular Meeting of the Personnel Commission 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 April 25, 2018

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

5. Recognition of Guest(s)  
The Personnel Commission welcomed Assistant Superintendent of Human Resources Delia Ruiz; Deisy Bates, AEOTE President; April Ocenda, community member; Lisa Thierry, HR Analyst

#### B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Commissioner Hodges reported that she attended the ribbon cutting of the athletic field at Hayward High. Ms. Hodges also reported that the Hayward Education Foundation's Hero's dinner is being held on May 11 at CSUEB. Over half of the heroes are classified staff.

Vice-Chair Laine also attended the Hayward High ribbon cutting and is pleased that our students have such a gorgeous, safe facility. Ms. Laine is also happy that all three schools are getting new fields at the same time.

### **C. COMMENTS FROM UNION LEADERSHIP**

Deisy Bates, AEOTE President invited the Personnel Commission to the AEOTE sponsored Relay for Life on Saturday, April 28 at King Middle School.

### **D. COMMENTS FROM DISTRICT ADMINISTRATION**

No comments from District Administration.

### **E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES**

Executive Director Yañez reported that Hayward High was hosting a Special Olympics Track and Field event on Thursday, April 26, the Latino Recognition Night is being held on Tuesday, May 8 at Chabot College and the District's Retirement Reception has been scheduled for Tuesday, June 5<sup>th</sup> at the Hub.

### **F. ITEMS FROM THE PUBLIC**

No comments.

### **G. CONSENT AGENDA**

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

1. Adopt Minutes from the Regular Personnel Commission Meeting of March 21, 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**

- **Coordinator of Operations and Transportation**
- **Custodian**
- **Payroll Supervisor**

### **H. INFORMATION**

1. Classified employee reception planning

Executive Assistant Kristy Colyer provided a copy of the proposed invitation that will be sent out to classified staff. Ms. Colyer asked for feedback from the Commission. Vice-Chair Laine requested that the years read 2017-2018 instead of 17-18.

2. Layoff update

Staff is currently working on the impacts. Notices will be sent to the impacted employees shortly.

3. 1<sup>st</sup> reading of new job description for Family Engagement, Outreach and Equity Specialist

Ms. Bates shared that AEOTE and the District collaborated well on the job description.

#### **I. ACTION**

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

- **Detention Room Assistant**
- **Director II, Business Support Services**
- **Field Coordinator**
- **Paraeducator – Severely Handicapped**
- **Paraeducator – Special Education**
- **YEP Program Leader (2)**

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

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

- Public Hearing: 2018-2019 Personnel Commission Budget
- Personnel Commission 2018-2019 Calendar of Meetings

#### **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)

#### **M. RECONVENE IN OPEN SESSION**

No decisions to report.

#### **N. ADJOURNMENT @ 6:32 p.m.**

**Next Regular Meeting of the Personnel Commission**  
**Wednesday, May 16, 2018, 5:00 p.m.**  
**HUSD District Office – Board Room, Level B**

# Hayward Unified School District



## PERSONNEL COMMISSION

### MINUTES OF THE SPECIAL MEETING

May 1, 2018



## PERSONNEL COMMISSION

### Special Meeting Minutes Tuesday, May 1, 2018, 5:30 p.m. HUSD District Office Level C – Human Resources Conference Room Hayward, California 94544

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#### A. OPEN SESSION

1. Chair Peixoto called the Special Meeting of the Personnel Commission to order at 5:30 p.m.

2. Roll Call

- ☒ Ms. Andrea Peixoto, *Chair*
- ☒ Ms. Diane Laine, *Vice-Chair*
- ☒ Ms. Pat Hodges, *Commissioner*

3. Approve the Agenda of May 1, 2018

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

#### B. ITEMS FROM THE PUBLIC

No comments.

#### C. ACTION

1. 2<sup>nd</sup> reading and approval of new job description for Family Engagement, Outreach and Equity Specialist

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

2. Approval of salary placement for Family Engagement, Outreach and Equity Specialist on the AEOTE salary schedule Range 18

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

**D. ADJOURNMENT @ 5:35 p.m.**

**Next Regular Meeting of the Personnel Commission**

**Wednesday, May 16, 2018, 5:00 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	Chavez	3/16/18 <sup>1</sup>		
1718-03029	Child Nutrition Assistant	Mt. Eden	5/8/18		
1718-02130	Coordinator of Operations and Transportation	M&O	12/8/17	3/29/18	5/1/18
1718-02933	Custodian	Bowman	4/25/18		4/25/18
1718-02307	Custodian	Harder	2/2/18	3/26/18	4/20/18
1718-02932	Custodian	SIAC	4/25/18		4/25/18
1718-03207	Database Systems Specialist	EIT	5/8/18		
1718-02873	Director, Business Support Services	Business Services	5/2/18		4/17/18
1718-02259	Office Specialist	Student Services	3/16/18 <sup>1</sup>		
1718-02740	Paraeducator SE	Brenkwitz	4/9/18		4/9/18
1718-02622	Paraeducator SE	Ochoa	3/14/18		4/9/18
1718-02567	Paraeducator SE	Southgate	3/14/18		4/9/18
1718-02543	Payroll Supervisor	Business Services	3/29/18		5/7/18
1617-02603	School Bus Driver	Transportation	3/16/17 <sup>2</sup>	7/3/17	
1718-00595	School Bus Driver	Transportation	8/8/17 <sup>2</sup>		
1718-03141	School Crossing Guard	Burbank	5/2/18		4/25/18
1718-03145	School Crossing Guard	Faith Ringgold	5/2/18		4/25/18
1718-02370	School Crossing Guard	Lorin Eden	2/2/18	3/13/18	4/25/18
1718-03140	School Crossing Guard	Schafer Park	5/2/18		4/25/18
1617-03130	Skilled Trades Worker – Plumbing	M&O	6/15/17	5/10/18	
1617-03485	Trades Supervisor	M&O	7/5/17 <sup>2</sup>	4/16/18	
1718-02533	YEP Program Leader	Bret Harte	2/23/18	4/20/18	5/14/18
1718-02651	YEP Program Leader	Bret Harte	3/14/18	4/20/18	5/14/18
1718-02235	YEP Program Leader	Cesar Chavez	1/4/18	4/20/18	5/14/18
1718-02676	YEP Program Leader	Eden Gardens	3/14/18	4/20/18	5/14/18
1718-02100	YEP Program Leader	Eldridge	12/11/17	4/20/18	5/14/18
1617-02614	YEP Program Leader	MLK	3/21/17	4/20/18	5/14/18
1718-01711	YEP Program Leader	Ochoa	10/20/17	4/20/18	5/14/18
1718-02514	YEP Program Leader	Stonebrae	2/23/18	4/20/18	5/14/18
1718-02532	YEP Program Leader	Stonebrae	2/23/18	4/20/18	5/14/18
1718-02528	YEP Program Leader	Tyrrell	2/23/18	4/20/18	5/14/18

1718-02895	YEP Site Coordinator	Schafer Park	4/10/18	4/20/18	5/14/18
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1 Position initially on pending 2017-2018 layoffs.  
2 Lack of qualified applicants.

### **Filled Requisitions**

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred	Selection Date	Days
1718-02674	Assessment Technician	Student Services	3/16/18			4/20/18	24 <sup>1</sup>
1718-02580	Campus Safety Officer	Ochoa	3/1/18		3/15/18	5/9/18	48 <sup>2</sup>
1718-02360	Child Nutrition Assistant	Hayward High	2/2/18		4/19/18	4/25/18	55 <sup>1</sup>
1718-02682	Child Nutrition Assistant	Treeview	4/12/18			4/23/18	8 <sup>1</sup>
1718-02560	Detention Room Assistant	Chavez	3/1/18		3/16/18	5/1/18	42 <sup>2</sup>
1718-01570	Field Coordinator	YEP	10/18/17 <sup>1</sup>	3/8/18	4/12/18	4/25/18	33
1718-02673	Office Specialist	Student Services	3/16/18			4/23/18	25 <sup>1</sup>
1718-02949	Paraeducator SE	Bret Harte	4/11/18		4/9/18	4/16/18	4
1718-02880	Paraeducator SH	Burbank	4/9/18		4/18/18	5/1/18	17
1718-02624	Paraeducator SH	Hayward High	3/14/18	3/26/18	4/18/18	5/1/18	25
1718-02627	Paraeducator SH	Helen Turner	3/14/18	3/26/18	4/18/18	5/3/18	27
1718-02952	Paraeducator SH	Itinerant	4/9/18		4/17/18	5/2/18	18
1718-03119	Paraeducator SH	Itinerant	5/2/18		5/2/18	5/9/18	6
1718-02954	Paraeducator SH	Mt. Eden	4/9/18		5/2/18	5/2/18	18
1718-02619	Paraeducator SH	Ruus	3/14/18	3/26/18	4/18/18	5/9/18	31
1718-02371	School Crossing Guard	Tyrrell	2/8/18	3/13/18	4/16/18	4/18/18	25
1718-02643	YEP Program Leader	Bowman	3/14/18		4/13/18	5/2/18	34
1718-02649	YEP Program Leader	Fairview	3/14/18		4/13/18	5/1/18	33
1718-02870	YEP Program Leader	Faith Ringgold	4/10/18		4/17/18	5/1/18	25
1718-02539	YEP Program Leader	Glassbrook	3/9/18		4/13/18	5/2/18	37 <sup>3</sup>
1718-02512	YEP Program Leader	Glassbrook	2/23/18		4/13/18	4/30/18	45 <sup>3</sup>
1718-02666	YEP Program Leader	Ruus	3/14/18		4/13/18	5/2/18	34

1 Position originally put on hold pending 2017-18 layoffs.

2 Delay due to hiring manager.

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

### **On Hold Requisitions**

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1718-02653	Paraeducator SE	Tennyson	4/9/18		Pending Layoffs
1718-02621	Paraeducator SH	Glassbrook	3/14/18	4/18/18	Pending Program Closure
1718-02308	Senior Custodian	Bowman	2/2/18		Pending Layoffs

### **Resignations/Separations April 26, 2018 to Present**

Reasons	Total
Other Employment	1
Personal	3
	4

### **Declined Offers of Employment April 26, 2018 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**

- Database Systems Specialist
- Facilities Coordinator
- Family Engagement, Outreach and Equity Specialist
- School Crossing Guard
- School Office Manager – Bilingual Spanish Preferred
- Skilled Trades Worker – Plumbing
- YEP Leader
- YEP Site Coordinator

**RECOMMENDATION:**

None

**FISCAL IMPACT:**

None

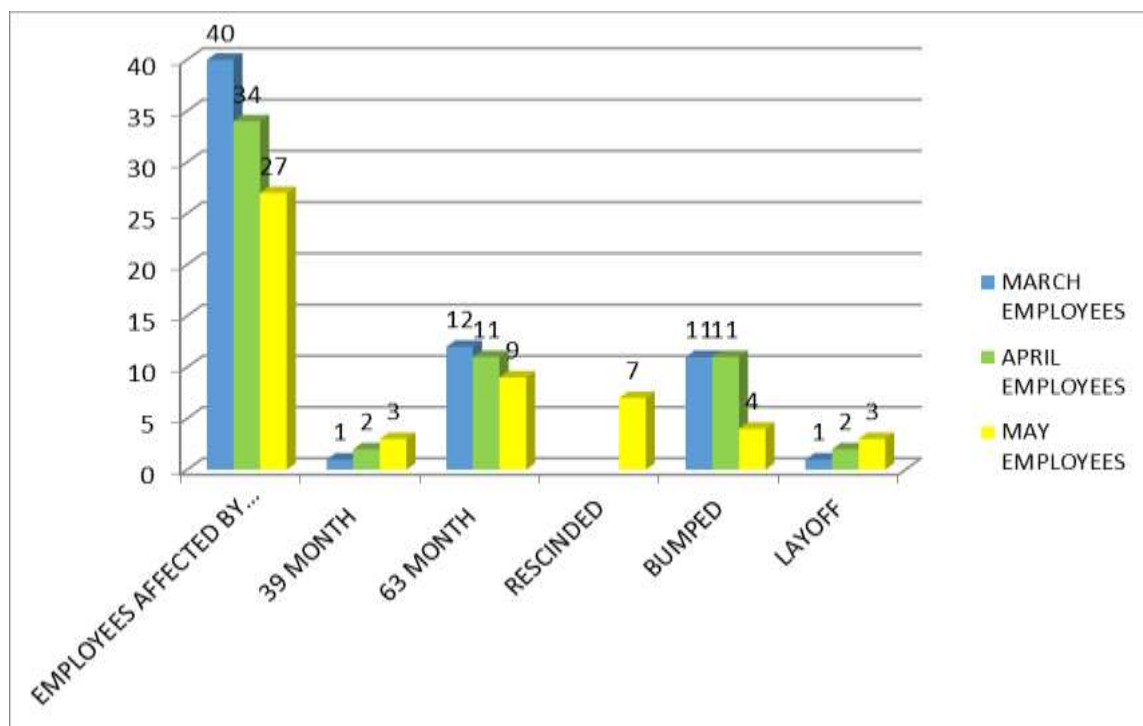
## Action Requested:

- ☒ Information Item  
☐ Approval/Ratification

**SUBJECT: Layoff Update****PREPARED BY:** Fernando Yanez, Executive Director, Classified Human Resources & Personnel Commission**BACKGROUND:**

Due to a lack of work and/or lack of funds, the classified layoff resolution was presented to and approved by the Board of Education on March 8, 2018. Notices were sent to the affected employees and meetings were held with all labor partners concerning the impact.

	MARCH EMPLOYEES	APRIL EMPLOYEES	MAY EMPLOYEES
EMPLOYEES AFFECTED BY BOARD ACTION	40	34	27
39 MONTH	1	2	3
63 MONTH	12	11	9
RESCINDED			7
BUMPED	11	11	4
LAYOFF	1	2	3



Action Requested:

- ☐ Information Item
- ☒ Approval/Ratification

**SUBJECT:** **PUBLIC HEARING: Approval of the Personnel Commission  
Operating Budget for 2018-2019**

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

**BACKGROUND:**

Prior to the adoption of its budget, the Commission must hold a public hearing to allow for comments regarding the budget. The final budget is being presented at a public hearing at the regular Personnel Commission meeting held on May 16, 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.***

Additionally, a copy of the proposed budget shall have been sent to the County Superintendent and notification given to the Board of Education announcing the time, date and place of the public hearing.

**RECOMMENDATION:**

Approve the Personnel Commission budget for the 2018-2019 fiscal year as presented.

**2018-2019 PROPOSED PERSONNEL COMMISSION BUDGET (adjusted)**  
**Hayward Unified School District**

<b>Code</b>	<b>Description</b>	<b>2018-2019 Budget</b>
2305	Classified Supervisor & Admin. Salary	194,881
2310	Personnel Commission Salaries	2,100
2405	Clerical/Technical Salaries	455,432
2425	Clerical/Technical Overtime	500
2428	Clerical/Technical Hourly	500
2450	Clerical/Technical Substitutes	2,500
<b>Salaries</b>		<b>655,913</b>
<b>Benefits</b>		<b>195,595</b>
<b>Sub-Total - cost of Personnel</b>		<b>851,508</b>
4310	Materials and Supplies	6,000
4315	Food Expense - panels	500
4420	Tech Equipment	3,500
<b>Sub-Total 4000's</b>		<b>10,000</b>
5210	Mileage	250
5220	Conference/Workshop Expenses	10,000
5300	Dues and Membership Fees	4,000
5610	Maintenance Agreement	900
5620	Equipment/Facilities Rentals	500
5716	Intrpg Printing - Print Shop	1,250
5803	Software Licenses	5,000
5810	Advertising Expense	4,000
5830	Contracted Services	7,000
5838	Fingerprinting Expense	0
5850	Mailing Services - Outside Vendors	100
5910	Postage	2,500
5930	Telephone	0
<b>Sub-Total 5000's</b>		<b>35,500</b>
<b>TOTAL BUDGET</b>		<b>897,008</b>

**AGENDA REPORT#: I (2)**

**Meeting Date: May 16, 2018**

Action Requested:

- ☐ Information Item
- ☒ Approval/Ratification

**SUBJECT:                    Approval of the 2018-2019 Personnel Commission Calendar**

**PREPARED BY:        Kristy Colyer, Executive Assistant, Personnel Commission**

**BACKGROUND:**

Traditionally the Personnel Commission holds their Regular Meetings on the third Wednesdays of each month. Following you will find a proposed calendar following this schedule.

**RECOMMENDATION:**

Approve the proposed calendar.

**HAYWARD UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION CALENDAR FOR 2018-2019**

**(Meetings are held on the third Wednesday of every month and begin at 5:30 p.m. in the Board Room unless otherwise noted.)**

August 15	Regular Meeting; Draft of Annual Report to Governing Board	Ed. Code 45266 P.C. Rule 2.18 A Gov. Code 54950 – 54961
By September 1	Notification of Expired Term for Personnel Commissioner(s) to Board of Education and Personal Notification to Commissioner whose term is expiring.	P.C. Rule 2.3 Ed. Codes 45246 & 45249
September 19	Regular Meeting; Final Annual Report to Personnel Commission*; Appointment of Commissioner(s)	Ed. Code 45266 P.C. Rule 2.18A & 2.7 Gov. Code 54950 – 54961
October 17	Regular Meeting	P.C. Rule 2.7 Gov. Code 54590 – 54961
November 14	Regular Meeting	P.C. Rule 2.7 Gov. Code 54590 – 54961
By December 1	Notification to State Superintendent – Appointment/Reappointment of Personnel Commissioner(s); Expiration of Commissioners Term	
December 19	Regular Meeting	P.C. Rule 2.7 Gov. Code 54590 – 54961
January 16	Regular Meeting; Election of Personnel Commission Officers	P.C. Rule 2.7 Gov. Code 54590 – 54961
February 20	Regular Meeting; Seniority List Ratification	P.C. Rule 2.7 Gov. Code 54590 – 54961
March 20	Regular Meeting; Preliminary Budget Proposal	Ed. Code 45253 P.C. Rules 2.17 (A) & 2.7 Gov. Code 54950 – 54961
April 17	Regular Meeting	P.C. Rule 2.7 Gov. Code 54590 – 54961
May 15	Regular Meeting-Public Hearing: Commission Budget*; Commission Calendar; Classified Employee Reception	Ed. Code 45253 P.C. Rules 2.17 (B) & 2.7 Gov. Code 54950-54961
June 19	Regular Meeting	P.C. Rule 2.7 Gov. Code 54590 – 54961

**\*Presented to Board of Education at next Regular Board Meeting**

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:

- **Coordinator of Operations and Transportation**
- **Custodian**
- **Payroll Supervisor**
- **School Crossing Guard**

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:**  
**COORDINATOR OF OPERATIONS AND TRANSPORTATION**  
**NO. 18-D162**

Rank	Last Name	First Name
1.00	VOSE	RONALD
2.00	ALVAREZ	MICHAEL
2.00	HERRERA	ROMEO
3.00	DURAN-THOMPSON	DANIELLE

List Expires: 11/01/2018

Signed By:  Date: 5/1/18



AN EQUAL OPPORTUNITY EMPLOYER



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Executive Director  
Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**CUSTODIAN**  
**NO. 18-D159**

Rank	Last Name	First Name
1.00	EDDINGS	LARRY
2.00	CLEMENS	SAM
3.00	ESQUIVEL	MARIO
3.00	PITCHFORD	KENNETH
4.00	VELASCO	JOSELITO
5.00	CASTILLO	MARIO
6.00	CLARK	AMBER
6.00	FRISON	AARON
6.00	GAINES	EUGENIA
6.00	OWENS	SHEILACY
7.00	PUNSALAN	ROBERT

List Expires: 10/20/2018

Signed By: Lej5 Date: 4/20/18



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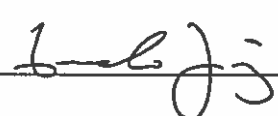
FERNANDO YAÑEZ  
Executive Director

Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**PAYROLL SUPERVISOR**  
**No. 18-L134**

Rank	Last Name	First Name
1.00	OLSEN	ANDREA
2.00	MARJON	ALICIA
3.00	MOORE	JADE
4.00	GREEN	JONATHAN

List Expires: 11/7/2018

Signed By:  Date: 5/7/18



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FERNANDO YAÑEZ  
Executive Director  
Classified Human Resources and Personnel Commission

**[MERGED]**  
**ELIGIBILITY LIST FOR:**  
**SCHOOL CROSSING GUARD**  
**No. 18-D156**

Rank	Last Name	First Name	List Expires
1.00	HAWTHORNE	BOBBY	06/07/18
2.00	FOSTER	ERICA	06/15/18
3.00	CAREY	CYNTHIA	10/25/18
4.00	ORTIZ	JADIRA	10/25/18

Signed By:  Date: 4/25/18



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