

TCUSD Personnel Commission Annual Report

2022-2023



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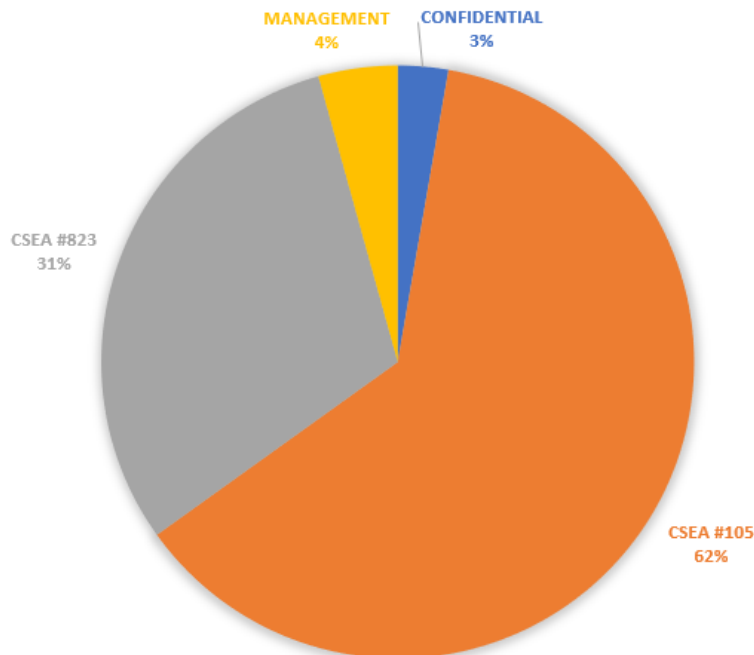
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INTRODUCTION

Temple City is a suburban community in the San Gabriel Valley that is located approximately 13 miles east of Los Angeles. The Temple City Unified School District was established on July 1, 1954. The District has seven schools serving 5483 students in grades K – 12, and also has an adult education program. The District employs approximately 255 classified staff members.

TCUSD CLASSIFIED STAFF



WHAT IS THE MERIT SYSTEM?

The Merit System provides the framework for the personnel management system for classified employees of the District.

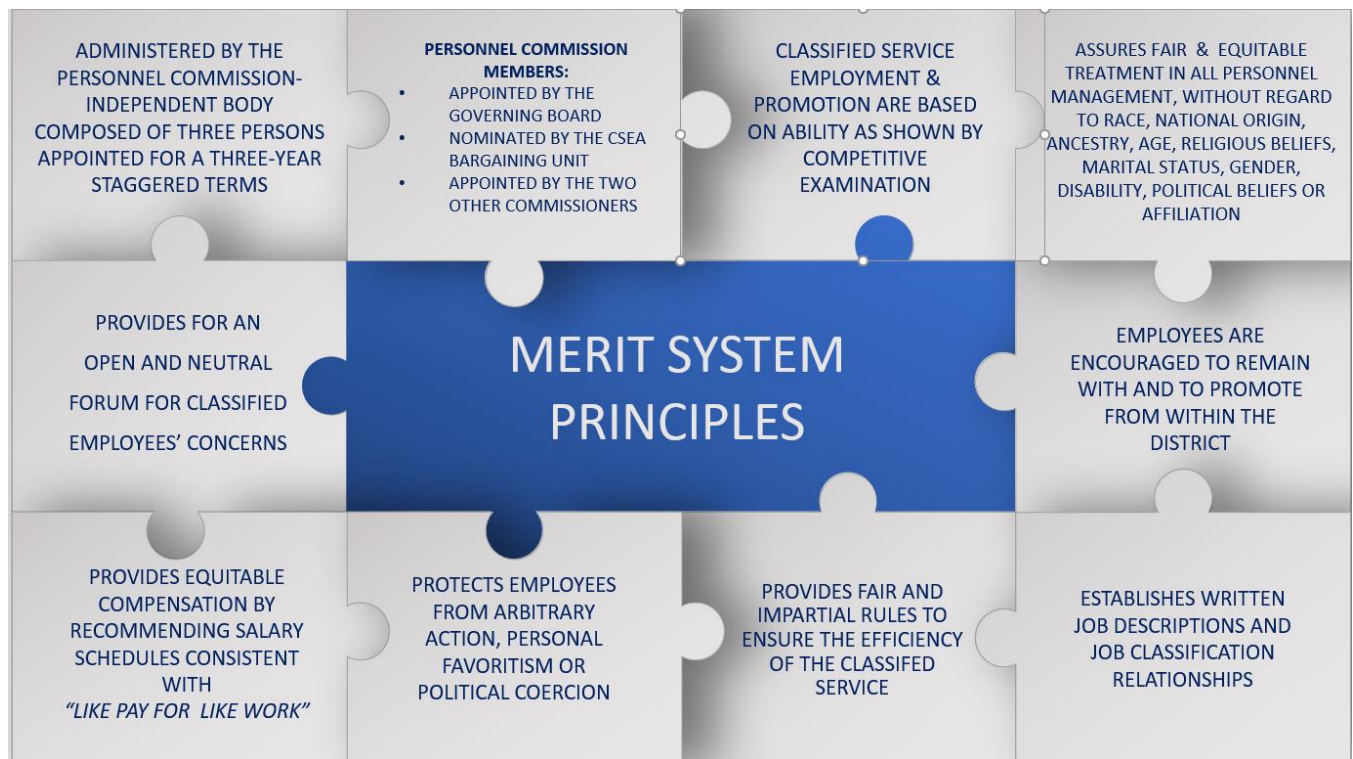
The Personnel Commission is responsible for maintaining the merit system within the parameters of the Education Code.

The Commission enacts and implements rules and regulations pertinent to job classification, salary range placement, recruitment, selection and examination procedures, as well as hearing procedures for appeals of disciplinary or dismissal matters. Sections 45220 through 45320 of the Education Code provide authority for the Personnel Commission’s functions.

HISTORY OF THE MERIT SYSTEM

- In the 1800’s, the “spoils” system was a well-established method of filling government jobs. Most public sector jobs were filled by “patronage” whereby a politician would win office and fill government jobs with friends, relatives and campaign contributors.
- Reacting to these abuses, the Federal Congress passed the Federal Civil Service Act in 1883.
- In 1935, the California Legislature amended the Education Code to make a Merit System structure available to its school districts following a public outrage at the firing of over 700 classified employees in the Los Angeles Unified School District to provide jobs for friends of newly elected Board members.
- Today, the authority of the Personnel Commission emanates from Education Code Sections 45240 to 45320 and 88060 to 88139. The Personnel Commission is charged with developing and maintaining a MERIT SYSTEM for classified employees of the school District.

MERIT SYSTEM PRINCIPLES



MEETINGS OF THE COMMISSION

The Personnel Commission meets regularly on the third Tuesday of each month. The meetings are held at 4:00 p.m. in the District Office Board Room. Regular meetings are open to the employees and the public.

PERSONNEL COMMISSION

The Personnel Commission is composed of three members who are appointed for three-year staggered terms. All appointees must reside within the boundaries of the Temple City Unified School District. One Commissioner is appointed by the Board of Education, one is appointed by the Classified School Employees Association; and the third is appointed by the other two Commissioners.

The Personnel Commission maintains memberships in the following professional organizations:

- California School Personnel Commissioners Association (CSPCA)
- Personnel Commissioners Association of Southern California (PCASC)
- Cooperative Organization for the Development of Employee Selection Procedures (CODESP)

PERSONNEL COMMISSION MEMBERS

- Gina Aparicio, Chairperson, Board of Education Appointee (12/1/2020 – 12/1/2023)
- Maria Garner, Vice-Chairperson, Joint Appointee (12/1/2021 – 12/1/2024)
- Ann Seitz, CSEA Appointee (12/1/2022 – 12/1/2025)

PERSONNEL COMMISSION STAFF

- Dr. Tamar Kataroyan, Assistant Superintendent of Personnel Services
- Juris Burgos, Director of Personnel Services
- Lucy Lin, Personnel Technician II
- Lily Marquez, Personnel Technician II
- Isaac Salazar, Personnel Technician I

RECRUITMENT SUMMARY

The Personnel Office Staff conducted 51 examinations during the year. Eligibility lists for the following classifications were established:

Date	Eligibility List
• 9/23/2022	Accounting Assistant II
• 4/14/2023	Accounting Assistant II (merged)
• 8/10/2022	Behavior Intervention Aide
• 9/22/2022	Behavior Intervention Aide
• 2/17/2023	Behavior Intervention Aide
• 4/18/2023	Behavior Intervention Aide
• 5/12/2023	Cafeteria Assistant I
• 6/2/2023	Cafeteria Assistant I
• 1/12/2023	Cafeteria Assistant II
• 1/10/2023	Cafeteria Manager I
• 4/25/2023	Cafeteria Manager I
• 9/28/2022	Campus Security Monitor (merged)
• 2/9/2023	Campus Security Monitor (merged)
• 4/17/2023	Campus Security Monitor (merged)
• 7/19/2022	Child Care Instructor I
• 8/10/2022	Child Care Instructor I
• 7/20/2022	Child Care Instructor II
• 9/30/2022	Childcare Instructor I (merged)
• 4/14/2023	Childcare Instructor I (merged)
• 1/27/2023	Director of Fiscal Services
• 5/12/2023	Library/Media Assistant (merged)
• 3/13/2023	Library/Media Technician
• 9/20/2022	Licensed Vocational Nurse
• 11/16/2022	Licensed Vocational Nurse
• 9/23/2022	Noon Duty Aide
• 4/18/2023	Noon Duty Aide
• 10/26/2022	Office Assistant III (merged)
• 1/27/2023	Office Assistant III (merged)
• 8/10/2022	Paraprofessional
• 9/22/2022	Paraprofessional - Childcare I (merged)
• 4/14/2023	Paraprofessional - Childcare I (merged)
• 9/22/2022	Paraprofessional - Physical Education
• 4/17/2023	Paraprofessional - Physical Education
• 7/19/2022	Paraprofessional - Preschool
• 9/30/2022	Paraprofessional - Preschool (merged)
• 4/14/2023	Paraprofessional - Preschool (merged)
• 9/22/2022	Paraprofessional (merged)

RECRUITMENT SUMMARY (CONTINUED)

- 11/04/2022 Paraprofessional (merged)
- 4/18/2023 Paraprofessional (merged)
- 2/14/2023 Payroll Technician
- 7/19/2022 Preschool Instructor
- 8/10/2022 Preschool Instructor
- 4/14/2023 Preschool Instructor (merged)
- 6/14/2023 Public Information Officer
- 11/10/2022 Registered Nurse
- 6/2/2023 Registered Nurse (merged)
- 6/23/2023 Registrar
- 12/06/2022 Skilled Maintenance Worker
- 9/28/2022 Speech/Language Pathology Assistant
- 1/11/2023 Utility Worker I (merged)
- 2/28/2023 Work Experience Coordinator

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Recruitment

Categories	2020-21	2021-22	2022-23
Applications Received	251	438	556
Examinations Conducted	20	42	51
Candidates Tested	103	144	153
Candidates on Eligibility List	80	85	143
Employment	48	35	48 permanents 28 substitutes
Promotions	5	15	11
Layoff Time Reduction	0	0	1
Resignations	13	23	20
Leave of Absence	63	12	20
Voluntary Demotion	0	2	6
Termination	1	3	2
Retirement	2	6	4
Reclassifications	8	1	0

Personnel Commission

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The Personnel Commission wishes to thank all of the individuals who generously contributed their time and expertise by serving on interview panels. We also extend our appreciation to the Board of Education, the Superintendent, CSEA Officers, Administration and all District employees for their support and assistance in accomplishing the Commission's activities.

2022 – 2023 HIGHLIGHTS

- TCUSD Preschool (TCELA) had its grand opening on August 16, 2022. Positions that were hired to support the preschool include: 1 Paraprofessional – Preschool, 1 Preschool Instructors, 1 Child Care Instructor II and 1 part-time Office Assistant III staff.
- Dr. Art Cunha was appointed as our new Superintendent, effective November 1, 2022.
- Matthew Hendel was hired as the new Director of Fiscal Services, effective February 21, 2023.
- Classified Payroll Technician and Certificated Payroll Technician were both retitled to Payroll Technician, effective January 18, 2023.
- Ann Seitz was reappointed as the CSEA appointee of the Personnel Commission.
- Classified Service Awards List (2022-2023)
 - 10 Years
 - Canava-Madrigal, Wendy
 - Fischer, Karla
 - Hoague, Alcena
 - Sisson, Amy
 - Taico, Emily
 - Zuvala, Angelica
 - 15 Years
 - Baharestani, Amir
 - Fernandez, Yvette
 - Kat, Samnith
 - Ledesma, Christina
 - Maisano, Gail
 - Maldonado, Alicia
 - Ocampo, Isidro
 - Romero, Ricardo
 - 20 Years
 - Jackson, Susan

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- Classified Service Awards List (2022-2023) Continued...
 - 25 Years
 - Penn, Robin
 - Ridley, Elizabeth
 - 40 Years
 - Call, Judy
 - Moreno, Delia
- 2022-2023 Classified Employees of the Year
 - Azalea Tauer- Cloverly
 - Jasmine Thomas- DDSLC
 - Raymond Velasquez- District Office
 - Rena Torres- Emperor
 - Susan Jackson- La Rosa
 - Jacqueline Hodge- Longden
 - Jeanette Johnson- Oak
 - Patrice Durden- TCHS