

# TCUSD PERSONNEL COMMISSION

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*Annual Report*

2021-2022

*Fiscal Year*



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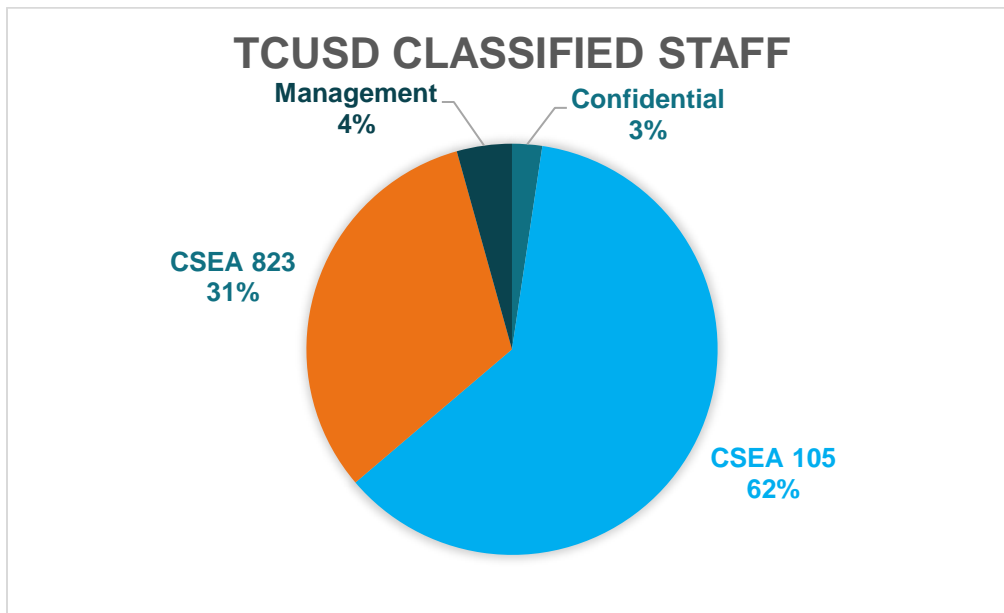
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## INTRODUCTION

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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 258 classified staff members.



## WHAT IS THE MERIT SYSTEM?

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

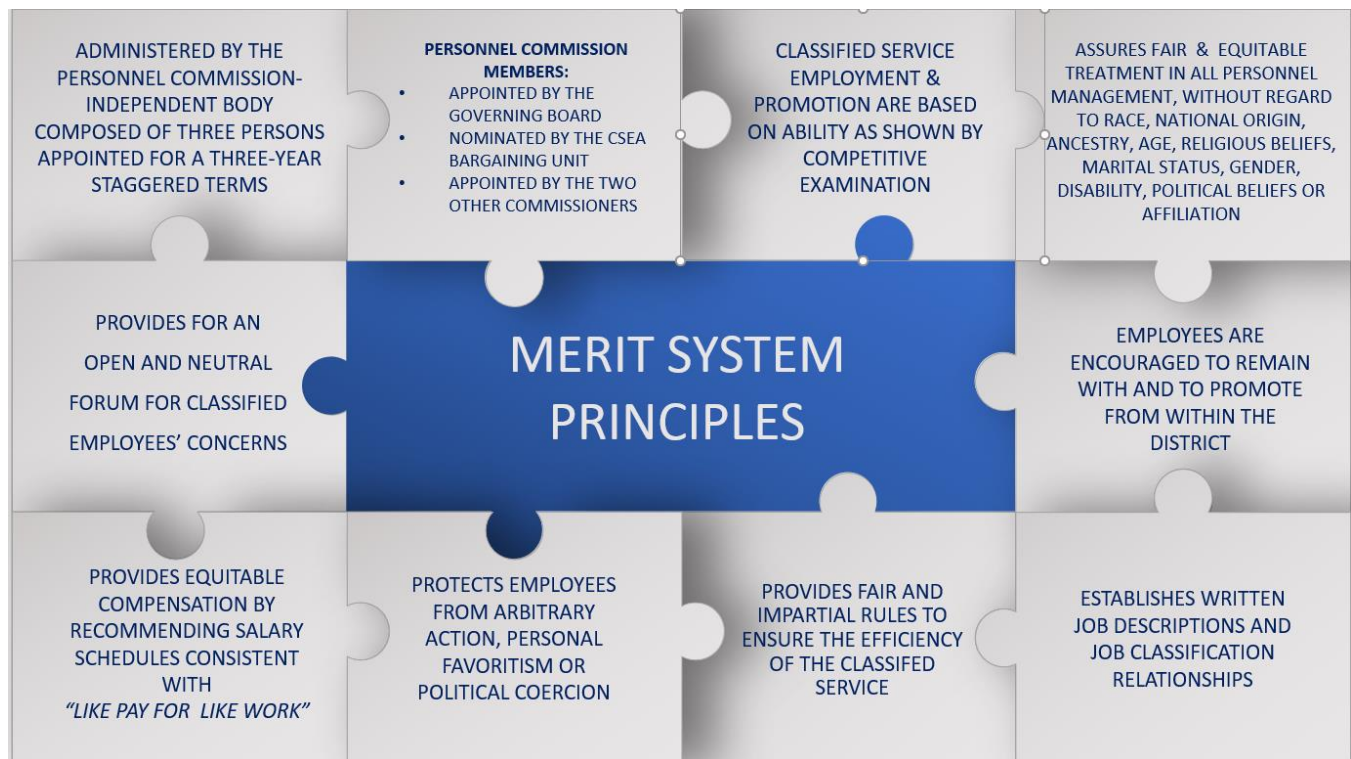
The Personnel Commission is responsible for maintaining the merit system within the parameters of the Education Code.

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

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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

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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

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- Ann Seitz, Chairperson, CSEA Appointee (12/1/2019 – 12/1/2022)
- Gina Aparicio, Vice-Chairperson, Board of Education Appointee (12/1/2020 – 12/1/2023)
- Maria Garner, Joint Appointee (12/1/2018 – 12/1/2021)

## PERSONNEL COMMISSION STAFF

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- 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

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The Personnel Office Staff conducted 42 examinations during the year. Eligibility lists for the following classifications were established:

- Assistant Superintendent of Business
- Behavior Intervention Aide
- Campus Security Monitor
- Community Liaison
- District Receptionist
- Director of Facilities Services and Maintenance
- Director of Fiscal Services
- ELD Instructional Coordinator
- Executive Assistant I
- Grounds Maintenance Worker
- Library Media Assistant
- LVN
- Noon Duty Aide
- Office Assistant I
- Office Assistant II
- Office Assistant III
- Paraprofessional
- Paraprofessional Child Care I
- Registrar
- Site Office Manager
- Utility Worker I
- Work Experience Coordinator

## Personnel Commission

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### Recruitment

Categories	2019-20	2020-21	2021-22
Applications Received	517	251	438
Examinations Conducted	25	20	42
Candidates Tested	129	103	144
Candidates on Eligibility List	70	80	85
Employment	23	48	35
Promotions	3	5	15
Layoff Time Reduction	0	0	0
Resignations	16	13	23
Leave of Absence	6	63	12
Voluntary Demotion	0	0	2
Termination	1	1	3
Retirement	13	2	6
Reclassifications	3	8	1

## 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.

### 2021 – 2022 HIGHLIGHTS

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- Classified Base Salary Compensation Study was completed on July 27, 2021. The study was conducted by an independent third party, CPS HR Consulting.
- Dr. Tamar Kataroyan is serving as the Assistant Superintendent of Personnel Services, effective August 1, 2021.
- Casey Chambers was approved for reclassification from Skilled Maintenance Worker I to Skilled Maintenance Worker II, effective September 1, 2021.
- The classification of Registered Nurse and its salary allocation was established on September 21, 2021.
- The Personnel Commission appointed Maria Garner as the joint appointee of the Personnel Commission.
- Connie Wu joined TCUSD as the new Assistant Superintendent of Business Services in October 18, 2021.
- The classification of Paraprofessional – Preschool and its salary allocation was established on May 17, 2022.
- The classification of Preschool Instructor and its salary allocation was established on May 17, 2022.
- The job description for Child Care Instructor II was revised on May 17, 2022.