

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of January 30, 2024
4:00 p.m.
District Office Staff Lounge

1. CALL TO ORDER 4:00 P.M Robin Jones
 - 1.1 Pledge of Allegiance

2. CONSENT AGENDA (Items identified by *)

Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Personnel Commission, discussed, and acted upon separately. The Assistant Superintendent of Human Resources and the Executive Director of Human Resources recommend approval of all Consent Agenda items.

Robin Jones
 - 2.1 Consent Approve the minutes of the regular meeting of December 19, 2023 (Enclosure) Robin Jones

 - 2.2 Consent Approve the following eligibility lists:

	Eligible Candidates	Vacant Positions	
A. Early Education Instructor, expiration 11/13/2024 (Enclosure)	4	2	Robin Jones
B. Paraeducator Instructional Support, expiration 11/26/2024 (Enclosure)	27	7	
C. Intermediate Clerk Typist, expiration 12/1/2024 (Enclosure)	6	2	
D. Lead Food Service Worker, expiration 12/6/2024 (Enclosure)	7	3	
E. Food Service Worker, expiration 12/6/2024 (Enclosure)	13	7	
F. Instructional Technology Assistant, expiration 12/6/2024 (Enclosure)	8	2	
G. Translator/Interpreter Spanish, expiration 12/14/2024 (Enclosure)	4	1	
H. Community Liaison Worker Spanish, expiration 12/14/2024 (Enclosure)	4	6	
I. Early Education Assistant, expiration 1/9/2025 (Enclosure)	8	9	

3. NEW BUSINESS
 - 3.1 Discussion/Action Approve advanced step placement on the salary schedule for an Instructional Technology Assistant (Enclosure) Sylvia Niknami

 - 3.2 Discussion/Action Approve advanced step placement on the salary schedule for an Instructional Technology Assistant (Enclosure) Sylvia Niknami

 - 3.3 Discussion/Action Approve advanced step placement on the salary schedule for a Paraeducator (Enclosure) Sylvia Niknami

 - 3.4 Discussion/Action Approved proposed Title change, revisions to the job classification statement, and salary range for Lead Human Resources Specialist from Credentials Technician Rich
Montgomery

 - 3.5 Discussion/Action Approve proposed changes to Rules and Regulations Article III, Position Classification Plan for first reading. (Enclosure) Sylvia Niknami

4. REPORTS/COMMENTS

4.1	Information	Recruitment/Vacancy Update (Enclosure)	Cynthia Torres
4.2	Information	Personnel Commission Calendar	Robin Jones
4.3	Information	Executive Directors Report	Sylvia Niknami
4.4	Information	Assistant Superintendents Report	
	4.3.1	Human Resources	Rich Montgomery
	4.3.2	Business Services	Manuel Cardoso
	4.3.3	Educational Services	Dr. Richard Noblett
4.5	Information	Superintendents Report	Dr. Gunn Marie Hansen
4.6	Information	Public Comments CSEA	Matt Acocello
4.7	Information	Staff Comments Personnel Analyst Personnel Technician Personnel Specialist	Stephanie Myers Cynthia Torres Monica Wilkinson
4.8	Information	Personnel Commission Comments Commissioner Fermelia Commissioner Jones Commissioner Connolly	Louis Fermelia Robin Jones Thomas Connolly

5. CLOSED SESSION: (if needed)

- | | | |
|-----|--|-------------|
| 5.1 | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Director, Human Resources | Robin Jones |
| 5.2 | Public employee discipline/dismissal/release
- Government Codes §54954.5(e) and 54957 | |

6. ADJOURNMENT:

Robin Jones

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission office at (714) 894-7311, extension 1170, seventy-two hours prior to the meeting to enable the district to make reasonable arrangements to assure accessibility to this meeting

PERSONNEL COMMISSION MEETING CALENDAR:

February 27, 2024
March 26, 2024
April 23, 2024
May 28, 2024
June 11, 2024

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes of the Regular Meeting of December 19, 2023

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Robin Jones at 4:03 p.m. Commissioner Jones led the flag salute.

COMMISSIONERS PRESENT:

Mrs. Robin Jones
Mr. Louis Fermelia - **Excused**
Mr. Thomas Connolly

OTHERS PRESENT:

Dr. Gunn Marie Hansen, Superintendent
Mr. Rich Montgomery, Assistant Superintendent,
Human Resources
Mrs. Sylvia Niknami, Executive Director, Human
Resources
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician
Mr. Matt Acocello, CSEA President

*MINUTES OF THE REGULAR MEETING OF
November 28, 2023:*

Commissioner Connolly moved, seconded by Commissioner Jones, to approve the minutes of the regular meeting of November 28, 2023.

Motion carried 2/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by Commissioner Jones, to approve the eligibility list; Library Media Assistant, expiration 11/8/2024, Expanded Learning Program Specialist, expiration, 11/16/2024, Intermediate Account Clerk, expiration, 11/20/2024, Extended School Program Facilitator, expiration, 10/24/2024. **Motion carried 2/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR THE EXPANDED
LEARNING PROGRAM SPECIALIST:*

Commissioner Connolly moved, seconded by Commissioner Jones to approve advanced step placement on the salary schedule for the Expanded Learning Program Specialist. **Motion carried 2/0**

*INFORMATION ON CLASSIFIED
COMPENSATION STUDY ADJUSTMENTS:*

Information regarding the Classified Compensation study adjustments was shared with the Commissioners.

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

No change.

EXECUTIVE DIRECTOR REPORT:

Mrs. Niknami shared that the team is continuing to work on the electronic onboarding packet. Mrs. Niknami shared that all the paperwork will be completed online except for the I-9 form in which they will come in, complete the I-9 form, and then participate in an orientation that would talk about the district and the union.

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**ASSISTANT SUPERINTENDENTS
REPORT:**

Mr. Montgomery shared that IBB is moving along very well and has been very collaborative.

Mr. Montgomery shared that at the Board meeting on December 14, 2024, the board approved to increase the hours of Health Services Assistant from 19.5 hours per week to 29.5 hours per week beginning in January.

Mr. Montgomery reported that as part of the marketing plan, big banners will be displayed at each school site with a QR code for Full-time, Part-time, and Substitute positions.

Finally, Mr. Montgomery thanked the Commission for their support.

SUPERINTENDENTS REPORTS:

Dr. Hansen shared the Board item that was approved at the December 14, 2024 board meeting. *Accept the School Services of California (SSC) findings contained in the Classified Compensation Study and forward to the Personnel Commission for consideration and the Classified School Employees Association prior to action.* Handouts were presented.

**PUBLIC COMMENTS:
CSEA:**

Mr. Acocello thanked the Board and the District for getting the salary study done. Mr. Acocello shared that he hopes this will be completed in January.

Mr. Acocello stated that there should be a five-year plan to do classification and compensation studies.

STAFF COMMENTS:

Mrs. Myers wished everyone a Happy Holidays.

Mrs. Torres wished everyone a Merry Christmas.

COMMISSIONER'S COMMENTS:

Commissioner Connolly shared that one of the Ocean View School District Personnel Commissioners reached out to him in regards to the Human Resources Director serving in a dual role.

Commissioner Connolly wished everyone a Happy Holiday.

Commissioner Jones wished everyone a Happy Holiday and thanked everyone for their hard work.

ADJOURNMENT:

The meeting adjourned at 4:49 p.m.

Respectfully submitted,
Sylvia Niknami,
Executive Director, Human Resources

Westminster School District
Classified Human Resources

Recruitment #: 24-138
Effective: 11-13-23
Expires: 11-13-24

Eligibility List For: Early Education Instructor
List Type: Open/Promotional – 10/12 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Ngan Dao	Merged: x	Veteran Pts:
			Seniority Pts:
2	Kelly Shaw	Merged: x	Veteran Pts:
			Seniority Pts:
3	Chi Phan	Merged:	Veteran Pts:
			Seniority Pts:
4	Jacqueline Apalategui	Merged: x	Veteran Pts:
			Seniority Pts:

Two Vacancies

Westminster School District
Classified Human Resources

Recruitment #: 24-139
 Effective: 11-26-23
 Expires: 11-26-24

Eligibility List For: Paraeducator Instructional Support
 List Type: Open/Promotional – 10 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Catarina Dahillig	Merged: x	Veteran Pts:
			Seniority Pts:
1	Stephany Najera	Merged: x	Veteran Pts:
			Seniority Pts:
2	Jaquelyn Shug	Merged: x	Veteran Pts:
			Seniority Pts:
2	John Kim	Merged: x	Veteran Pts:
			Seniority Pts:
3	Aleksandra Rundzio	Merged: x	Veteran Pts:
			Seniority Pts:
4	Samantha Miller	Merged: x	Veteran Pts:
			Seniority Pts:
5	Kiyoaki Nakanishi	Merged:	Veteran Pts:
			Seniority Pts:
6	Chloe MacLean	Merged: x	Veteran Pts:
			Seniority Pts:
6	Kallista Jones	Merged: x	Veteran Pts:
			Seniority Pts:
7	Steve Munoz Leon	Merged: x	Veteran Pts:
			Seniority Pts:
7	Ashley Alexander	Merged: x	Veteran Pts:
			Seniority Pts:
8	Kristy Hoang	Merged: x	Veteran Pts:
			Seniority Pts:
9	Grace Haase	Merged:	Veteran Pts:
			Seniority Pts:
10	Skyler Giliam	Merged: x	Veteran Pts:
			Seniority Pts:
11	Lisa Leopard	Merged:	Veteran Pts:
			Seniority Pts:
12	Joy Niles	Merged:	Veteran Pts:
			Seniority Pts:
12	Yahir Gonzales	Merged:	Veteran Pts:
			Seniority Pts:
12	Bibiana Morales	Merged:	Veteran Pts:
			Seniority Pts:
12	Rudy Gaborno	Merged:	Veteran Pts:
			Seniority Pts:
13	Trevor Branstetter	Merged: x	Veteran Pts:
			Seniority Pts:

13	Cynthia Armenta	Merged:	Veteran Pts:
			Seniority Pts:
14	Elfa Noble	Merged: x	Veteran Pts:
			Seniority Pts:
15	Molly Rosenfeld	Merged: x	Veteran Pts:
			Seniority Pts:
16	Miranda Fadlalla	Merged: x	Veteran Pts:
			Seniority Pts:
16	Ngia Le	Merged: x	Veteran Pts:
			Seniority Pts:
17	Jane Ngo	Merged: x	Veteran Pts:
			Seniority Pts:
18	Guadalupe Sandana Miranda	Merged: x	Veteran Pts:
			Seniority Pts:

Seven Vacancies

Westminster School District
Classified Human Resources

Recruitment #: 24-133
Effective: 12-1-23
Expires: 12-1-24

Eligibility List For: Intermediate Clerk Typist
List Type: Open/Promotional – 10/12 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Christine Bausch	Merged:	Veteran Pts:
			Seniority Pts:
2	Thuy Huyhn	Merged:	Veteran Pts:
			Seniority Pts:
3	Mia Harden	Merged:	Veteran Pts:
			Seniority Pts:
4	Bibiana Morales	Merged:	Veteran Pts:
			Seniority Pts:
5	Tiffany Lam	Merged:	Veteran Pts:
			Seniority Pts:
6	Karen Tjoa	Merged:	Veteran Pts:
			Seniority Pts:

Two Vacancies

Westminster School District
Classified Human Resources

Recruitment #: 24-137
Effective: 12-6-23
Expires: 12-6-24

Eligibility List For: Lead Food Service Worker
List Type: Open/Promotional – 10 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Vera Cuno	Merged:	Veteran Pts:
			Seniority Pts: x
1	Jennifer Goode	Merged:	Veteran Pts:
			Seniority Pts:
2	Gloria Luna	Merged:	Veteran Pts:
			Seniority Pts: x
3	Maria Zavala	Merged:	Veteran Pts:
			Seniority Pts:
4	Dulce Ramirez	Merged:	Veteran Pts:
			Seniority Pts:
5	Carmen Orihuela	Merged:	Veteran Pts:
			Seniority Pts:
6	Fozia Majoo	Merged:	Veteran Pts:
			Seniority Pts:

Three Vacancies

Westminster School District
Classified Human Resources

Recruitment #: 24-144
 Effective: 12-6-23
 Expires: 12-6-24

Eligibility List For: Food Service Worker
List Type:Open/Promotional – 10 Months

RANK	APP LICANT'S NAME	SPECIAL CODES	
1	Yessica Geistlinger	Merged:	Veteran Pts:
			Seniority Pts:
2	Diana Guida	Merged: x	Veteran Pts:
			Seniority Pts:
3	Michelle Bravo	Merged: x	Veteran Pts:
			Seniority Pts:
4	Marcela Morales	Merged:	Veteran Pts:
			Seniority Pts:
5	Jacob Vasquez	Merged:	Veteran Pts:
			Seniority Pts:
6	Rosa Tapia	Merged: x	Veteran Pts:
			Seniority Pts:
6	Dulce Ramirez	Merged: x	Veteran Pts:
			Seniority Pts:
7	Ana Hernandez	Merged:	Veteran Pts:
			Seniority Pts:
8	Hortencia Segura	Merged: x	Veteran Pts:
			Seniority Pts:
9	Fozia Majoo	Merged: x	Veteran Pts:
			Seniority Pts:
10	Laila Amer	Merged: x	Veteran Pts:
			Seniority Pts:
10	Mina Elaboutigui	Merged: x	Veteran Pts:
			Seniority Pts:
11	Sally Calderon	Merged: x	Veteran Pts:
			Seniority Pts:

Seven Vacancies

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Westminster School District
Classified Human Resources

Recruitment #: 24-148
Effective: 12-6-23
Expires: 12-6-24

Eligibility List For: Instructional Technology Assistant
List Type: Open/Promotional – 10 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Nolen Alonso	Merged: x	Veteran Pts:
			Seniority Pts:
1	Dylan Huynh	Merged:	Veteran Pts:
			Seniority Pts:
2	Lilana Ceja	Merged: x	Veteran Pts:
			Seniority Pts:
3	Francisco Gramajo	Merged:	Veteran Pts:
			Seniority Pts:
4	Lance Matthew Pancha	Merged:	Veteran Pts:
			Seniority Pts:
5	Dandan Li	Merged:	Veteran Pts:
			Seniority Pts:
5	Dennis Rodriguez	Merged:	Veteran Pts:
			Seniority Pts:
6	Chris Zamudio	Merged: x	Veteran Pts:
			Seniority Pts:

Two Vacancies

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Westminster School District
Classified Human Resources

Recruitment #: 24-146
Effective: 12-14-23
Expires: 12-14-24

Eligibility List For: Translator/Interpreter - Spanish
List Type: Open/Promotional –12 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Bernardo Nava Escobar	Merged:	Veteran Pts:
			Seniority Pts:
2	Montserrat Thompson	Merged:	Veteran Pts:
			Seniority Pts:
3	Cosme Valencia	Merged:	Veteran Pts:
			Seniority Pts:
4	Evan Palomeque	Merged:	Veteran Pts:
			Seniority Pts:

One Vacancy

Westminster School District
Classified Human Resources

Recruitment #: 24-150
Effective: 12-14-23
Expires: 12-14-24

Eligibility List For: Community Liaison Worker - Spanish
List Type: Open/Promotional – 10/12 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Lupita Romero	Merged: x	Veteran Pts:
			Seniority Pts:
2	Dianey Montes Ju	Merged: x	Veteran Pts:
			Seniority Pts:
3	Marcela Morales	Merged:	Veteran Pts:
			Seniority Pts:
4	Ignacio Rivera	Merged: x	Veteran Pts:
			Seniority Pts:

Six Vacancies

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Westminster School District
Classified Human Resources

Recruitment #: 24-141
Effective: 1-9-24
Expires: 1-9-25

Eligibility List For: Early Education Assistant
List Type: Open/Promotional – 10/12 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Anna Bernal	Merged:	Veteran Pts:
			Seniority Pts:
1	Ferrari Farris-Singh	Merged:	Veteran Pts:
			Seniority Pts:
2	Miranda Fadlalla	Merged: x	Veteran Pts:
			Seniority Pts:
3	Charlene Lopez	Merged: x	Veteran Pts:
			Seniority Pts:
4	Araceli Corona	Merged:	Veteran Pts:
			Seniority Pts:
5	Artemiza Ramirez	Merged:	Veteran Pts:
			Seniority Pts:
6	Truc Bui	Merged: x	Veteran Pts:
			Seniority Pts:
6	Pansy Nguyen	Merged: x	Veteran Pts:
			Seniority Pts:

Nine Vacancies



Westminster School District Memorandum

DATE: January 30, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Assistant Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.1–Approve Advanced Step Placement on the salary schedule for an Instructional Technology Assistant.

The advanced step placement recommendation for an Instructional Technology Assistant comes at the request of Mrs. Sylvia Niknami, Executive Director, Human Resources. This request is in accordance with Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B2 as follows:

2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Mr. Dylan Huynh holds a Bachelor's Degree in Computer Science from Cal State Long Beach where he graduated in 2023 with a 3.8 GPA.

It is recommended that Mr. Huynh initial placement on the salary schedule advance from Step I to Step II based on his education.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Instructional Technology Assistant, Range 20	\$20.51	\$21.33	\$22.18	\$23.06	\$23.98	\$24.94

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Instructional Technology Assistant.

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Westminster School District Memorandum

DATE: January 30, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Assistant Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.2—Approve Advanced Step Placement on the salary schedule for an Instructional Technology Assistant.

The advanced step placement recommendation for an Instructional Technology Assistant comes at the request of Mrs. Sylvia Niknami, Executive Director, Human Resources. This request is in accordance with Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B2 as follows:

2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Mr. Lance Matthew Pancha holds a Bachelor's Degree in Computer Engineering from Polytechnic University Pomona where he graduated in 2022 with a 3.67 GPA.

It is recommended that Mr. Pancha initial placement on the salary schedule advance from Step I to Step II based on his education.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Instructional Technology Assistant, Range 20	\$20.51	\$21.33	\$22.18	\$23.06	\$23.98	\$24.94

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Instructional Technology Assistant.



Westminster School District Memorandum

DATE: January 30, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Assistant Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.3—Approve Advanced Step Placement on the salary schedule for a Paraeducator.

The advanced step placement recommendation for a Paraeducator comes at the request of Mrs. Sylvia Niknami, Executive Director, Human Resources. This request is in accordance with Personnel Commission Rules and Regulations Article XVII, Section 1. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Joy Niles has worked at Ocean View School District since November 1999, where she has worked as a Child Care Attendant, Instructional Assistant, and Child Care Program Facilitator.

Ms. Niles also holds 26.5 units in Early Childhood Education from Orange Coast College.

It is recommended that Ms. Niles initial placement on the salary schedule advance from Step I to Step III based on her experience and education.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month/Hour	STEP II \$ Month/Hour	STEP III \$ Month/Hour	STEP IV \$ Month/Hour	STEP V \$ Month/Hour	STEP VI \$ Month/Hour
Paraeducator, Range 9	\$3,258 \$18.78	\$3,385 \$19.53	\$3,522 \$20.32	\$3,661 \$21.13	\$3,809 \$21.96	\$3,958 \$22.84

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Paraeducator.

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE:

~~—CREDENTIALS TECHNICIAN~~
Lead Human Resources Specialist

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Lead Human Resources Specialist performs complex and technical duties related to employment matters, monitors the certificated workforce to ensure compliance with State and Federal credentialing requirements; coordinates recruitments and selection; assists with staffing; audits and maintains a variety of related personnel files, records and reports; maintains confidentiality of sensitive and privileged information. ~~credentialing and evaluation of certificated employees of the District.~~ Supports the Human Resources Department by performing a variety of specialized and detailed professional-level analytical work to support the District's classified and certificated human resources programs.

ESSENTIAL DUTIES:

Monitors and administers the District's credentialing process; including the determination of eligibility of applicants and candidates, recording of credentials, and notification of appropriate dates.

Provides technical expertise and assistance to District Certificated Human Resources and job applicants, explaining and interpreting laws, regulations and rules governing the teacher certification process.

Verifies that employees and applicants for certificated positions are in possession of appropriate credentials for filling assignments within the District.

Analyzes transcripts and processes new and renewal applications for various credentials and permits for use within the school district, such as teaching, counseling, administrative, pupil personnel services and others.

Assists in the development and revision of forms and procedures for use within the District; composes and distributes forms, letters and notices regarding credentials, employment, retirement, salary schedules, and termination.

Gathers, compiles, and evaluates employee and applicant transcripts and other information used to determine qualifications for employment and placement on the salary schedule.

Participates in the preparation and distribution of Notice of Intent and Notice of Re-elections of certificated staff.

Prepares and distributes individual employee contracts, as appropriate.

Conducts new employee orientation.

Prepares and maintains a variety of records and files related to employee credential status, authorization(s), salary placement, tuberculosis clearance, contracts, long and short-term leaves, FMLA leaves, job share,

BTSA/Induction, NCLB and evaluation schedules.

Notifies administrative staff of due dates for performance evaluations, monitoring receipt and following up on late evaluations.

Communicates by phone, mail, or in person, with certificated staff and/or applicants for employment as well as other state or local agencies relative to credentials, salaries, policies and procedures.

Operates a variety of office ~~technology machines and equipment; including a typewriter, computer work station, calculator, FAX and copier.~~

Serve as a member of the District Staffing Team(s).

Verify, monitor and audit teaching credentials to teaching assignments.

Interpret, analyze, explain, and apply Federal and State laws and regulations, Education Code, and the Collective Bargaining Agreements.

Prepare a variety of complex reports ensuring compliance for state-mandated reports.

Schedule interviews, instruct panel members on proper implementation and legal aspects of conducting interviews and participate on interview panels as appropriate.

Perform need assessments, feasibility planning and other research and make recommendations as appropriate.

Maintains staffing lists and records of school and class enrollment numbers used to monitor class size.

Manage leave of absence programs including leaves under the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA) ensuring compliance with rules, laws and regulations.

Provide training, guidance and support to schools, departments, and other Human Resource Services staff in the performance of duties as needed.

Serves as a technical resource for assigned staff in specific functions within classified or certificated units.

Manage and coordinate the layoff process as necessary including preparing seniority lists, verifying seniority dates, preparing layoff notices, and providing counsel to administrators and employees.

Provide support to the Human Resource Services management with one-time, long-term or ongoing special projects as needed.

Conduct a variety of personnel-related studies and surveys.

Assist in coordinating, supporting, and completing employee investigations.

Drafts job announcements, advertisements, and other recruitment materials.

Participate in management personnel selection; assist in the recruitment and screening processes for selection of management employees.

Respond to needs and questions and take appropriate action to obtain the requested information from various District staff members.

Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings

OTHER REPRESENTATIVE DUTIES:

Provides reports, back-up and/or follow-up materials for school board meetings.

May assist in the preparation of CBEDS reporting as assigned.

~~May respond to calls for~~ Verification of employment of certificated employees.

Composes correspondence independently and prepares a variety of statistical reports as required by the school district, state or county agencies.

Performs responsible clerical/secretarial duties, such as typing, filing and records management.

Assists in the certificated evaluation process, and prepares related documents and materials.

Attend a variety of workshops, meetings and conferences related to the credential process.

May assist in the processing of unemployment claims by certificated employees.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to, receives direction from, and is evaluated by the Assistant Superintendent Human Resources **or designee**.

(2) Positions in this classification do not exercise any supervisory responsibilities.

Internal Contacts: Continuing contacts with teachers, payroll, insurance, Curriculum and Instruction, public relations, warehouse, Classified Human Resources and school office personnel.

Outside Contacts: Frequent contact with personnel of the Orange County Department of Education, California Commission on Teacher Credentialing, colleges/universities, other school districts and employees.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State of California credentialing requirements, and procedures for processing applications and/or renewals.

Laws, rules, and regulations governing credentialing and certification, and certificated employment contracts.

Provisions of the district's collective bargaining agreement dealing with recruitment, selection, transfer and assignment of salaries.

Demonstrated skills at accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Certificated Human Resources policies and procedures.

School district organization, operations, policies and objectives.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal skills, using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Maintain current knowledge of changes in California Education Code, District Board Policy, local collective bargaining agreements and all other applicable state laws; read, interpret, apply, and explain rules, regulations, policies, and procedures;

Read, interpret, and explain credentialing laws, rules and procedures, and to apply them appropriately.

Provide technical information to employees and applicants regarding credentialing requirements and procedures, and District employment policies and requirements.

Learn detailed and complex procedures; work independently with limited supervision; comply with the District's customer service standards as outlined in Board Policy.

Operate various kinds of office **technology** equipment, ~~including a typewriter, computer work station, calculator, FAX and copier.~~

Communicate effectively orally and in writing.

Develop forms and compose correspondence and other written materials independently.

Maintain records and prepare reports.

Work independently, with little direction.

Establish and maintain cooperative and effective working relationships with others.

Type at least 50 words net per minute from clear copy.

Work confidentially with discretion.

Meet schedules and timelines.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, talk and/or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) one year of college or equivalent training in office management or related subject matter areas; and (2) three years of recent increasingly responsible Human Resources-related experience in an educational setting. Experience in the use of the county HR2.0 system highly desirable.

Four (4) years of successful progressively responsible experience in a Human Resources (personnel) office in a California school district involving, but not limited to, credentialing, recruitment, and processing of certificated and/or classified employees professional experience in Human Resources.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

WORK ENVIRONMENT:

While performing the duties of this job, the employee generally works in an office environment, but is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

PREPARED BY: Classified Personnel Department

DATE: 5/97

APPROVED BY: Board of Trustees

DATE: 5/11/89

APPROVED BY: Personnel Commission

DATE: 5/11/89

AMENDED BY: Personnel Commission

DATE: 6/24/97

REVISED BY: **Personnel Commission**

DATE: **6/4/2013**

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ month	STEP II \$ month	STEP III \$ month	STEP IV \$ month	STEP V \$ month	STEP VI \$ month
Was – CSEA Range 86	\$5,437	\$5,653	\$5,879	\$6,112	\$6,355	\$6,608
New - Confidential Range 10	\$7,977	\$8,294	\$8,629	\$8,972	\$9,332	\$9,705

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Westminster School District
Personnel Commission Rules and Regulations

**ARTICLE III
POSITION CLASSIFICATION PLAN**

Section 1 The Classified Service

3.1.1 Positions Included

- A. All positions established by the Board of Trustees which are not exempt from the classified service by law shall be a part of the classified service of the Westminster School District. All employees serving in the District's classified positions shall be classified school employees. The employees and positions shall be known as the classified service.
- B. No person whose contribution to the District consists solely in the rendition of individual personal services and whose employment does not come within the scope of exemptions established by law shall be employed outside the classified service.

References: E.C. #44065, #44066, #44068, #44069, #45103, #45104, #45105, #45105.1, #45106, #45108, #45256, #45256.5, and #45259

Adopted: July 18, 1989

Reviewed: September 23, 2008 [February 27, 2024](#)

3.1.2 Exemption From the Classified Service

Positions required by law to have certification qualifications, ~~part-time playground positions~~, full-time day students employed part-time, part-time students employed part-time in any college work-study program or in a legally authorized work experience program conducted by a community college district, apprentices, community representatives (as provided by law), and professional experts employed on a temporary basis for a specific project by the Board of Trustees or by the Personnel Commission provided that the Commission has agreed to designate such persons as professional experts, shall be exempt from the classified service.

References: E.C. #44065, #44066, #44068, #44069, #45103, #45106, #45108, #45204, #45205, #45205.1, #45256, #45256.5, #45257, #45258, #45259, #51760, #51760.3, and #51764

Adopted: June 15, 1965

Amended: July 18, 1989, [February 27, 2024](#)

Reviewed: September 23, 2008

3.1.3 "Part-time" Defined

A part-time position for the purpose of exemption under Personnel Commission Rule #3.1.2 is a temporary position for which the assigned time, when computed on a monthly basis is less than eighty-seven and a half percent (87 ½%) time of the normally assigned time for the majority of employees in the classification to which assigned or the majority of the employees in the classified service; whichever amount of time is the lesser.

References: E.C. #45256 and #45260

Adopted: July 18, 1989

Reviewed: September 23, 2008 [February 27, 2024](#)

3.1.4 Effect of Exemption

Any position or employee totally exempted from the classified service by law shall be excluded from the benefits and burdens imposed by these rules and regulations; except as otherwise provided by law or by the Board of Trustees.

References: E.C. #44065, #45103, #45105.1, #45106, #45256, #45257, #45258, and #45260

Adopted: July 18, 1989

Reviewed: September 23, 2008 [February 27, 2024](#)

3.1.5 Professional Expert Assignments

- A. Whenever the use of a professional expert assignment is being contemplated the administration shall submit a description of the project to the **Executive Director, Human Resources** ~~Human Resources Classified Director~~, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the employee so assigned, or to avoid payment of overtime to other persons a part of the classified service, nor shall a limited-term position be filled by the assignment of a professional expert if the duties and responsibilities to be performed by the person fit an existing class for which a reemployment or an eligibility list exists.
- B. When the person who is to be employed as a professional expert is known, his/her name as well as the data relative to his/her qualifications shall be submitted to the **Executive Director, Human Resources** ~~Human Resources Classified Director~~. In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of his/her own profession. Evidence of professional qualifications must be presented to the Personnel Commission at the time that the written request for such temporary appointment is made. The duration of the authorization for a person to serve as a professional expert shall be determined by the Commission; based upon the request of the Board of Trustees. However, authorization for service as a professional expert shall not exceed a maximum of eighteen (18) months.

References: E.C. #45256 and #45260
Adopted: June 15, 1965
Amended: July 18, 1989; August 22, 2000 **February 27, 2024**
Reviewed: September 23, 2008

3.1.6 Restricted Positions

A. Definition:

If specifically-funded programs of the District are required, as a part of such program, to employ persons of low-income groups from designated impoverished areas and such other criteria that limits the privilege of all other citizens to compete for employment in such positions, those positions (in addition to the regular class title) shall be classified as "Restricted." The selection and retention of employees in such positions shall be made on the same basis as that of persons selected and retained in positions that are a part of the regular school district program; except that persons employed in the following "Restricted" classifications need not participate in the same type of selection processes as other similar non-restricted positions:

1. The position of Instructional Assistant-Restricted; and
2. Any other position involving personal contact with pupils or parents established to assist regular school personnel that are responsible for school-community relations, educational support services, or prevention of behavioral problems.

B. Rights and Benefits of Persons Serving in "Restricted" Positions:

1. Persons employed in "Restricted" positions shall be classified employees for all purposes except:
 - (a) they shall not attain permanent status; and
 - (b) they shall not be accorded seniority rights; in the event of layoff; and
 - (c) they shall not be eligible for promotions within the classified service until they have complied with the provisions of subdivision B.2 (below).

2. Employees serving in "Restricted" positions may, after completion of six (6) months of satisfactory service, be given the opportunity to take an appropriate competitive examination being given for the class in which they are serving. Should such persons successfully complete the examination process for placement on the eligibility list, as a result thereof, and regardless of his/her numerical standing on the eligibility list, he/she shall become a member of the regular classified service of the District; even though such person may continue to serve in the "Restricted" position. Employees who have attained regular permanent status with the District under the provisions of this rule shall be accorded the full rights, benefits, and burdens of a regular permanent classified employee including, but not limited to, seniority rights (from the date of his/her original employment with the District in the "Restricted" position).

References: E.C. #45105, #45260, and #45261
Adopted: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

3.1.7 Employment of College Students Under Certain Programs

Full-time students employed part-time and part-time students employed part-time in any college work-study program, or in a work experience education program conducted by a community college district pursuant to Education Code Sections 51760-51770, and which is financed by state or federal funds, shall not be a part of the classified service. The District may employ such students pursuant to the Education Code. However, employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for service.

References: E.C. #45256, #45260, #45261, and #51760 through #51770
Adopted: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

Section 2 General Classification Rules

3.2.1 Assignment of Duties

The Board of Trustees shall prescribe the duties and responsibilities of all positions in the classified service, either directly or through its designated administrative staff, except for those of the Personnel Commission staff. When the duties being performed by a member of the District's classified staff are found to be inconsistent with the duties officially assigned to his/her position, the Human Resources Classified Director shall report that fact to the appropriate administrator so that any necessary action may be taken.

References: E.C. #45100, #45104, #45105, #45105.1, #45109, #45240, #45241, #45264, and #45266
Adopted: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

3.2.2 General Nature of the Classification Plan

The [Executive Director, Human Resources](#) ~~Human Resources Classified Director~~ shall make recommendations to the Personnel Commission regarding the establishment and maintenance of a district classification plan.

The Personnel Commission shall classify all positions in the classified service and those classifications or classes will be placed into groups by the Commission according to their general occupational nature and, within groups, shall be listed in series by specific occupation. The classification plan shall indicate the class or classes in each series which are likely to be filled by open competitive examination. Those classes not so designated shall be considered to be promotional classes unless the Personnel Commission decides other-wise. The Personnel Commission shall decide whether an examination will be open, promotional, or open and promotional at the point that it orders or authorizes that an examination be held.

In establishing and maintaining a classification plan, the list of classes that the Commission establishes shall contain designations of the salary rate or range applicable to each class.

References: E.C. #45100, #45104, #45105, #45105.1, #45109, #45241, and #45256
Adopted: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

3.2.3 Allocation of Positions to Classes

All positions substantially similar as to the duties performed and the responsibilities exercised by the incumbents of such positions as well as their qualification requirements shall be allocated to the same class.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: June 15, 1965
Amended: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

3.2.4 Creating and Abolishing Classes

The Commission may create new classes as needed and abolish or combine existing classes within the Classified Service, as the needs of the service require.

References: E.C. #45241, #45256, #45261, and #45276
Adopted: June 15, 1965
Reviewed: September 23, 2008 [February 27, 2024](#)

3.2.5 Class Specifications

For each classification or class of positions in the Classified Service, as initially established or subsequently altered by the Personnel Commission, the Commission shall establish and maintain a class specification, which shall include:

- A. The official class title;
- B. A definition of the class; indicating the type of duties, responsibilities, and placement within the organizational scheme;
- C. A statement of typical tasks to be performed by persons holding positions allocated to the class;
- D. A statement of the minimum qualifications for service in the class which may include education, experience, types of knowledge that may be necessary, skills and levels of skills, abilities, as well as physical traits and personal characteristics;
- E. A statement of distinguishing characteristics which differentiate the class from other related or similar classes, if necessary or desirable;
- F. License(s) or other special requirements for employment or service in the class;
- G. Any additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in the evaluation of his/her qualification appraisal, even though such additional qualifications are not a prerequisite to consideration for employment.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: June 15, 1965
Amended: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

3.2.6 Class Definitions

The Commission reserves the right to amend and amplify the definitions established for each class. It is the intent of the Commission that the class specifications shall present a true picture of the positions and classes described.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: June 15, 1965
Reviewed: September 23, 2008 [February 27, 2024](#)

3.2.7 Interpretation of Class Specifications

- A. The definition and typical tasks (representative duties) are descriptive and explanatory and are not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any one position. The use of particular expression or illustration as to duties, responsibilities, qualification requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of a similar kind and/or quality; as determined by the Personnel Commission.
- B. In determining the class to which any position may be allocated, the specification for each class shall be considered as a whole. Consideration shall be given, not to isolated clauses, phrases, or words, apart from their context and/or illustrative information in other parts of the specification(s), but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions that the class includes.
- C. Each class specification is construed in its proper relationship to other classes and class specifications, particularly those in the same group or series of classes; in such a manner as to maintain a proper gradation in the series to which the class has been allocated, as well as the proper differentiation between classes.
- D. Qualifications commonly required of all positions and incumbents within the District, such as good physical condition, citizenship or other legal right of employment in this Country, integrity, industry, sobriety, initiative, resourcefulness, dependability, good judgment, good moral character, and loyalty, are included as part of the minimum qualifications requirements in the specifications even though they are not specifically listed therein.
- E. The statement of qualification requirements, when considered with other parts of the specification, is to be used as a guide in the announcement of position vacancies and in the preparation of tests and other selection procedures as well as the evaluation of the qualifications of applicant/candidates seeking employment in positions allocated to the class, but does not require a particular form or content of test or testing (selection) procedure.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: July 18, 1989
Revised: September 23, 2008

3.2.8 Change(s) In Duties of Positions

Any substantial changes in duties of existing positions shall be promptly reported in writing by the appointing authority or designated representative to the [Executive Director, Human Resources](#) ~~Human Resources Classified Director~~, who shall determine whether or not the position should be recommended to the Personnel Commission for allocation to a new or different classification. Should a change in classification be warranted or necessary, the [Executive Director, Human Resources](#) ~~Human Resources Classified Director~~ shall submit his/her recommendation to the Personnel Commission for action.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: June 15, 1965

Amended: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.2.9 Working Out of Classification

Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions by the Board of Trustees for any period of time which exceeds five (5) working days within a fifteen (15) calendar-day period; except as provided by this rule.

The Human Resources Classified office will provide all new employees with a copy of the appropriate class description (for their positions) at the time of employment into such classification. In addition, the Human Resources Classified office will make certain that all existing employees have received copies of their class descriptions. An employee may be worked beyond the scope of the duties normally assigned to his/her position provided that his/her salary is adjusted as follows:

- A. When a regular employee in the classified service works in a higher classification for a period of time which exceeds five (5) working days within a fifteen (15) calendar-day, the salary of the employee shall be adjusted upward for the entire period of working out of classification.
- B. Whenever an employee is allowed to assume or is required to perform all or the majority of the functions and duties of a higher classification, the salary shall be adjusted upward to the salary range of the higher classification, and then to the step of that range that will provide the employee with at least a four percent (4%) salary increase. An employee may receive less than a four percent (4%) increase if the top step of the higher classification's salary range is less than four percent (4%) above the employee's regular salary. In such an event, the employee shall be placed at said top step and the employee shall not be entitled to further compensation.
- C. Whenever an employee is allowed to assume or is required to perform duties for which no classification has been established, "salary adjustment upward" compensation shall be determined by the Personnel Commission as provided in "E" below. Compensation granted under this provision shall provide for a minimum increase of four percent (4%) and a maximum increase of twenty percent (20%).
- D. Claims for out-of-class pay will be submitted on appropriate forms and will include a description of the out-of-class duties performed. The completed claim form (s) shall be submitted to the **Executive Director, Human Resources** ~~Human Resources Classified Director~~ as soon as possible. But, in no event shall a claim be accepted if filed later than one-hundred-twenty (120) days following the completion of the out-of-class assignment(s).
- E. The **Executive Director, Human Resources** ~~Human Resources Classified Director~~ shall review all out-of-class claims, secure any back-up information necessary and, except for claims filed under the conditions noted in paragraph "C" above, take action to make the necessary adjustments. For claims filed under the conditions noted in paragraph "C", the **Executive Director, Human Resources** ~~Human Resources Classified Director~~ will submit a report to the Personnel Commission no later than twenty-five (25) days following receipt of such out-of-class claim form. The out-of-class claim will then be placed on the agenda for the first regular Commission meeting scheduled thereafter. The Commission shall take such action as it necessary; based upon the facts presented.

In determining the amount of compensation, if any, the Commission may consider any or all of the following factors: type(s) of duties performed; percentages of time spent performing the duties as compared to a full-time employee in a similar classification or situation; the relationship which

compensation schedules bear to one another, or any other appropriate factor necessary to the determination of like pay for like work.

The Personnel Commission may grant retroactive compensation for out-of-class work performed. However, such retroactive compensation shall be limited to a maximum period of eighteen months immediately preceding the month in which the out-of-class is filed.

- F. Nothing in this rule shall be construed as permission to circumvent the provisions and procedures of the "merit system" in regard to classification and reclassification. Further-more, nothing in this rule shall be construed as permitting an employee to refuse to perform duties assigned by a duly authorized supervisor or administrator.

References: E.C. #45110, #45256, #45260, #45285, #45285.5
Adopted: July 18, 1989
Amended: April 23, 1991; March 25, 1992
Reviewed: September 23, 2008 **February 27, 2024**

Section 3 Reclassification(s)

3.3.1 Reclassification Policy

The Personnel Commission maintains a system whereby classification reviews of positions will be on a continuing basis. The Commission will conduct studies of positions and classifications as it deems necessary in order to maintain appropriate internal alignments and the integrity of its established classification plan.

- 3.3.1.1 The basis for reclassification can be a district-initiated reorganization or a gradual accretion of duties or responsibilities over a period of time.

The **Executive Director, Human Resources** ~~Human Resources Classified Director~~ shall submit his/her reclassification recommendations to the Personnel Commission (which has the ultimate authority in such matters) for consideration and action.

- 3.3.1.2 Requests for classification studies of existing positions shall be presented to the **Executive Director, Human Resources** ~~Human Resources Classified Director~~, with a statement setting forth the reasons for the request. Requests for such studies may be initiated by an employee, District Administration, or a recognized employee organization.

- 3.3.1.3 Whenever a reclassification study of an individual position is initiated at the request of the incumbent in a position, the requesting employee shall secure and complete an approved "Position Information Questionnaire" as the initial step in the process.

Requests for reclassification from individual employees shall not be accepted for processing during school recess periods.

The completed questionnaire shall be submitted to the requesting employee's immediate supervisor for review and comment.

After the immediate supervisor has had an opportunity to review and comment on the information provided by the requesting employee, he/she shall sign, date, and forward the completed document to the **Executive Director, Human Resources** ~~Director, Human Resources Classified~~. Unless extended by mutual agreement of the employee and his/her supervisor, the review must be completed and the document forwarded to the **Executive Director, Human Resources** ~~Human Resources Classified Director~~ within thirty (30) working days.

In the event that the immediate supervisor fails to forward the completed document to the **Executive Director, Human Resources** ~~Human Resources~~

~~Classified-Director~~ in a timely manner (as noted in the previous paragraph), the requesting employee may submit his/her request for reclassification to the ~~Executive Director, Human Resources~~ ~~Human-Resources-Classified-Director~~ for processing.

Upon receipt of the request for reclassification, the ~~Executive Director, Human Resources~~ ~~Human-Resources-Classified-Director~~ shall have forty (40) working days in which to conduct a study of the duties and responsibilities of the employee's position, and to submit his/her response to the employee. In the event that the ~~Executive Director, Human Resources~~ ~~Human-Resources-Classified-Director~~ is in agreement that a reclassification is warranted that recommendation shall be submitted to the Personnel Commission for action at the next regularly-scheduled meeting. In the event that the ~~Executive Director, Human Resources~~ ~~Human-Resources-Classified-Director~~ response indicates that his/her findings do not support a need for reclassification, or the Director fails to complete the study in a timely manner, the requesting employee may appeal the matter to the Personnel Commission by submitting a written appeal to the Commission office within fifteen (15) working days.

- 3.3.1.4 In the event that a request for reclassification is denied by the Personnel Commission or an employee fails to participate in a Commission-designated study covering the employee's classification, the requesting employee must wait a minimum of eighteen (18) months before reapplying for reclassification; unless the employee's duties are significantly altered as the result of a District initiated reorganization.

References: E.C. #45256, #45260, #45268, #45285, and #45285.5
Adopted: June 15, 1965
Amended: July 24, 1979; July 22, 1980; July 18, 1989; July 20, 1993; September/October 1997
[February 27, 2024](#)
Reviewed: September 23, 2008

3.3.2 Effective Date of Reclassification

The reclassification of a position or positions shall become effective on the date prescribed by the Personnel Commission, but shall not have retroactive effect. Effective dates may be set as of the first day of the month following the date of the Commission's action or it may be set sufficiently in the future to allow time for an examination process to be completed (if necessary), but not more than three (3) months from the date of the reclassification action.

References: E.C. #45256, #45260, #45268, #45285, and #45285.5
Adopted: June 15, 1965
Amended: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

3.3.3 Notice of Possible Reclassification

Prior to submitting his/her classification/reclassification(s) to the Personnel Commission for action, the ~~Executive Director, Human Resources~~ ~~Human-Resources-Classified-Director~~ shall notify the affected employee(s), supervisor(s), District Administration, and recognized employee organizations (if any) of the impending action(s); providing copies of the proposed duty statement(s).

References: E.C. #45256, #45260, #45268, #45285, and #45285.5
Adopted: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

3.3.4 Effects on Incumbents

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- A. Whenever a position or entire classes of positions are reclassified upward, the rights of incumbents will be determined in accordance with these rules and regulations.

When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for three (3) or more years may be reclassified (by the Personnel Commission) with their positions.

When one or more positions within a class, but not all the positions within that class, are reclassified upward, the incumbents(s) in the position(s) who has (have) a continuous employment record of three (3) or more years in one or more of the positions being reclassified may be reclassified (by the Personnel Commission) with his/her (their) positions(s).

In order for an incumbent to be reclassified upward with his/her position, the basis for the reclassification of the position must be the gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignments of entirely new duties and responsibilities. Determinations as to the gradual accretion of duties will be on the basis of the guidelines provided by the Rules and Regulations of the Personnel Commission.

An employee who has been reclassified upward with his/her position shall be ineligible for subsequent upward reclassification with his/her position for a period of at least three (3) years from the date of the prior reclassification action. Those incumbents who are not reclassified (by the Personnel Commission) with their positions shall be afforded an opportunity to take a qualifying examination or to compete in the District's selection process for promotion into the higher class.

- B. When one or more positions within a class, but not all of the positions within that class, are reclassified to an equal or lower wage or salary range, the incumbent(s) in the reclassified position(s) shall have the following rights:

1. The right to bump a less senior employee in the same class pursuant to bumping procedure contained in the layoff provisions of these rules and regulations.
2. The right to bump a less senior employee in any equal or lower class in which the incumbent has previously served and holds permanent status.
3. The right to demote or transfer, without examination, with his/her position to the new classification.

The employee may elect to transfer, demote, or exercise bumping rights at his/her option and that choice shall not affect his/her rights under Personnel Commission Rule 3.3.5.

- C. For purposes of these guidelines, three or more years of regular service shall be interpreted to mean assignment for at least three (3) complete years within the assignment basis of the class or position being reclassified.

Determination as to gradual accretion will be based on an analysis of data to be supplied by the division or school as well as the Personnel Commission staff, regarding the following guideline factors:

1. The nature and scope of each identified change in duties and responsibilities.
2. The exact or approximate date the incumbent began the performance of the newly acquired duties and responsibilities.

3. The conditions which led to the association of the added duties and responsibilities with the subject position(s).
4. Evidence of the employee's performance of the added duties and responsibilities.

References: E.C. #45256, #45260, #45268, #45285, and #45285.1
Adopted: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

3.3.5 Reemployment Lists for Displaced Incumbents

Any displacement of a regular employee resulting from a reclassification of a position, positions, or a class of positions, shall be considered as a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules. These rules shall be followed in all instances of reclassification; whether or not it results in an upgrading, downgrading, lateral class movement, bumping, or a complete displacement of incumbents:

- A. Persons laid off because of a reclassification are eligible for reemployment for a period of thirty-nine (39) months, and shall be reemployed in preference to new applicants. In addition, such laid-off persons have the right to participate in promotional examinations within the District during that thirty-nine month period.
- B. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff due to a reclassification, or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of twenty-four (24) months, provided that the same tests of fitness still apply as determined by the Personnel Commission.

References: E.C. #45260, #45285, #45298, and #45308
Adopted: July 18, 1989
Reviewed: September 23, 2008 [February 27, 2024](#)

3.3.6 Salary Placement Resulting From Reclassification

The salary placement of an incumbent who is reclassified with his/her position, or otherwise affected by a reclassification action, shall be determined as provided in Commission Rule #17.2.4 (Promotional Salary Rate) and/or #17.2.5 (Salary Placement Upon Demotion).

References: E.C. #45260, #45261, and #45268
Adopted: March 28, 1995
Reviewed: September 23, 2008 [February 27, 2024](#)

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Section 4 Occupational Hierarchies

3.4.1 The Personnel Commission has hereby established the following:

- A. That the Classified Service is hereby divided into occupational hierarchies.
- B. That hierarchies are, in turn, subdivided into class series. Class Series are developed by vertically separating closely-related classes into multiple levels. For example, Food Service Manager, Food Service Lead Cook, Food Service Cook, Food Service Worker might comprise a food services series. The number of levels in a series is not preordained, but is dependent upon class definitions. The number of levels within a class series should reflect substantive differences between jobs which can be specifically defined. Care must be exercised to refrain from creating artificial levels and classifications in a class series since such a practice can only result in salary compression and difficulty in delineating separate jobs.
- C. It must also be noted that, although separate, hierarchies are intertwined to such an extent that the classification and related compensation decisions made for one occupational group have a direct impact on the other occupational groups or series. If not carefully set up and monitored, changes in salary schedules in one series may be increased in such a manner that the salary for a subordinate position could exceed the amount paid that position's supervisor or to so compact the salary schedule as to make promotions undesirable. Classification decisions, including salary placement, must be made with consideration given to the classified service as a whole; not just the impact on one classification or occupational series.

References: E.C. #45100, #45104, #45105, #45105.1, #45109, #45241, and #45256

Adopted: July 18, 1989

Reviewed: September 23, 2008 [February 27, 2024](#)

3.4.2 With the foregoing rules and guidelines in mind, the Commission has hereby established the following occupational hierarchies (see Sections 3.4.2.1 through 3.4.2.13)

- A. Salary range codes on the schedule and hierarchy charts (to follow) reflect a new numbering system. The former numbering system can be found by review of the previous Personnel Commission Rules and Regulations book.

Adopted: September 23, 2008 [February 27, 2024](#)

Westminster School District Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.1 Clerical/Secretarial Series

*Salary

Range

~~C-05~~

M-10

C-04 06

Senior Executive Secretary

Public ~~Relations Specialist~~
Information Officer

~~NOSS~~

~~Administrative Assistant~~

~~NOSS~~

~~Executive Secretary~~

C-02 or U-41

Administrative Secretary

U-36A

Educational Services Technician

U-64

Licensed Vocational Nurse

U-60

Nutrition Services Operations Technician

U-30A

Staff Secretary

School Office Manager

U-27A

Family Enrollment Specialist Student Services Technician Registrar

U-27

Supplemental Services Technician

~~Safety Specialist Secretary~~

U-24A

Senior Clerk Typist

~~U-19~~

~~Switchboard Operator/Receptionist (Bilingual)~~

U-18

~~Switchboard Operator/Receptionist~~

U-16

Intermediate Clerk Typist

U-12

Health Services Assistant

Clerk Typist

*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward).

C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

~~NOSS= Not On Salary Schedule (as of July 1, 2008)~~

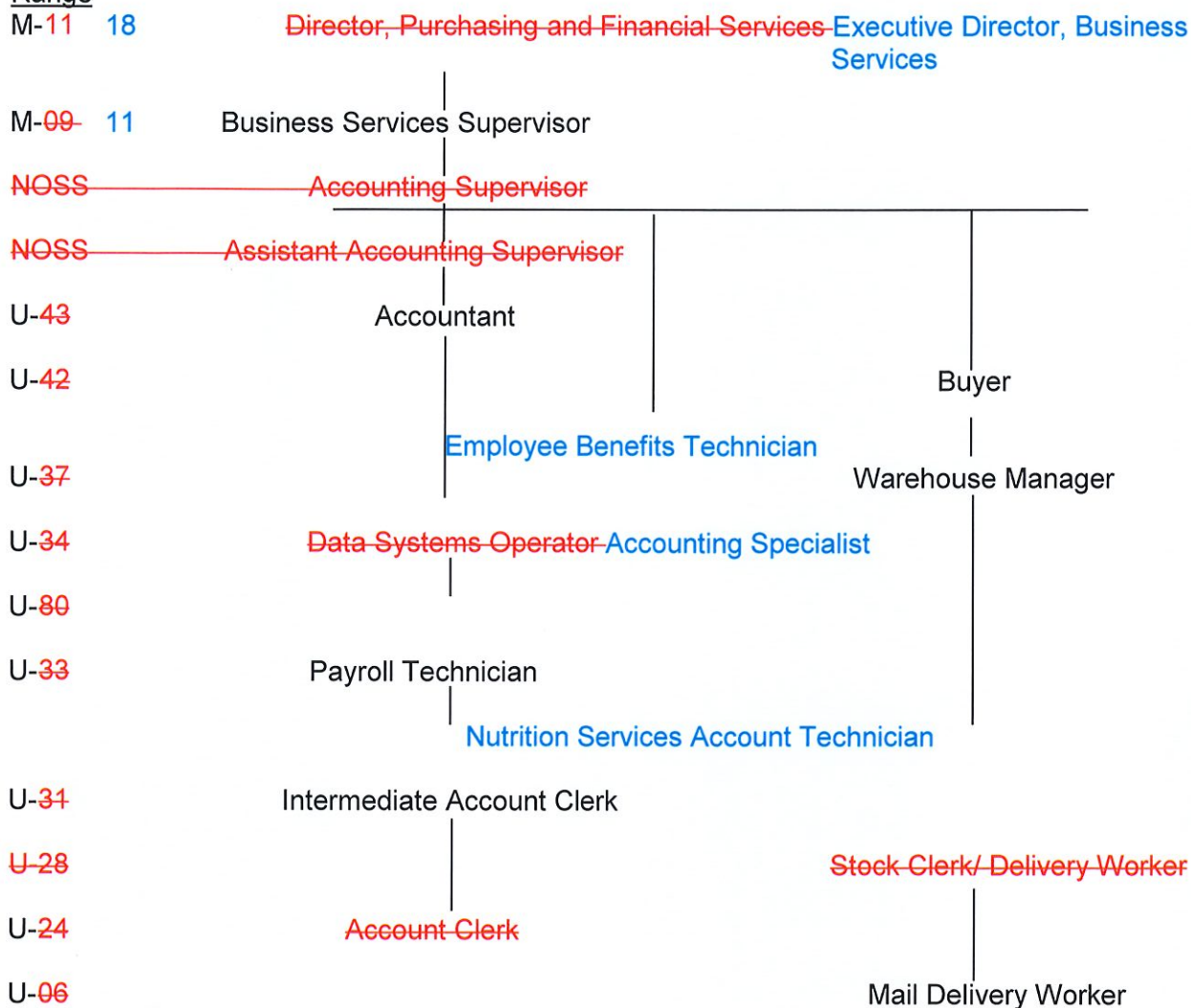
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.2 Fiscal/Purchasing/Warehouse Series

*Salary

Range



*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward).

C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

NOSS= Not On Salary Schedule (as of July 1, 2008)

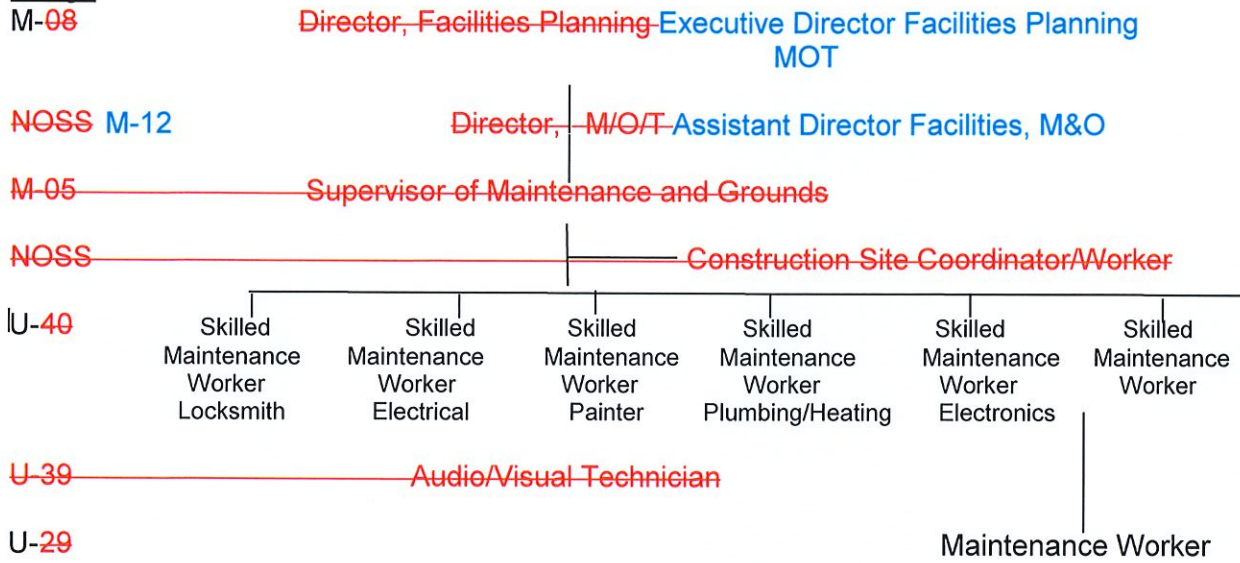
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.3 Maintenance Series

*Salary

Range



*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward).
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
NOSS= Not On Salary Schedule (as of July 1, 2008)

Westminster School District
Personnel Commission Rules and Regulations

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Section 4. Occupational Hierarchies (Continued) 3.4.2.4 Operations Series (Grounds and Custodial)

*Salary

Range

~~M-04~~

Grounds

Custodial

~~Building Services Supervisor~~

~~U-44- Lead Grounds Maintenance Worker~~

Night Lead Custodian

~~U-40- Skilled Maintenance- Grounds Equipment Mechanic~~

~~U-32- Sprinkler Systems Technician~~ Grounds Irrigation Technician

~~U-30-52- Grounds Maintenance/Equipment Repair Worker~~

~~U-28-~~

Senior Custodian

~~Energy Program~~

~~U-26- Grounds Maintenance Worker~~

~~Technician~~

~~U-22~~

Custodian

*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward).
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
~~NOSS= Not On Salary Schedule (as of July 1, 2008)~~

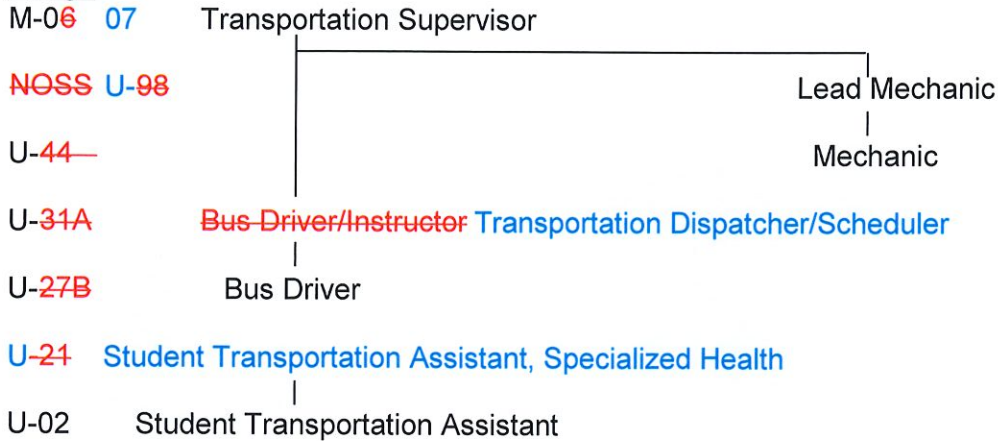
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.5 Transportation Series

*Salary

Range



*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward).
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
NOSS= Not On Salary Schedule (as of July 1, 2008)

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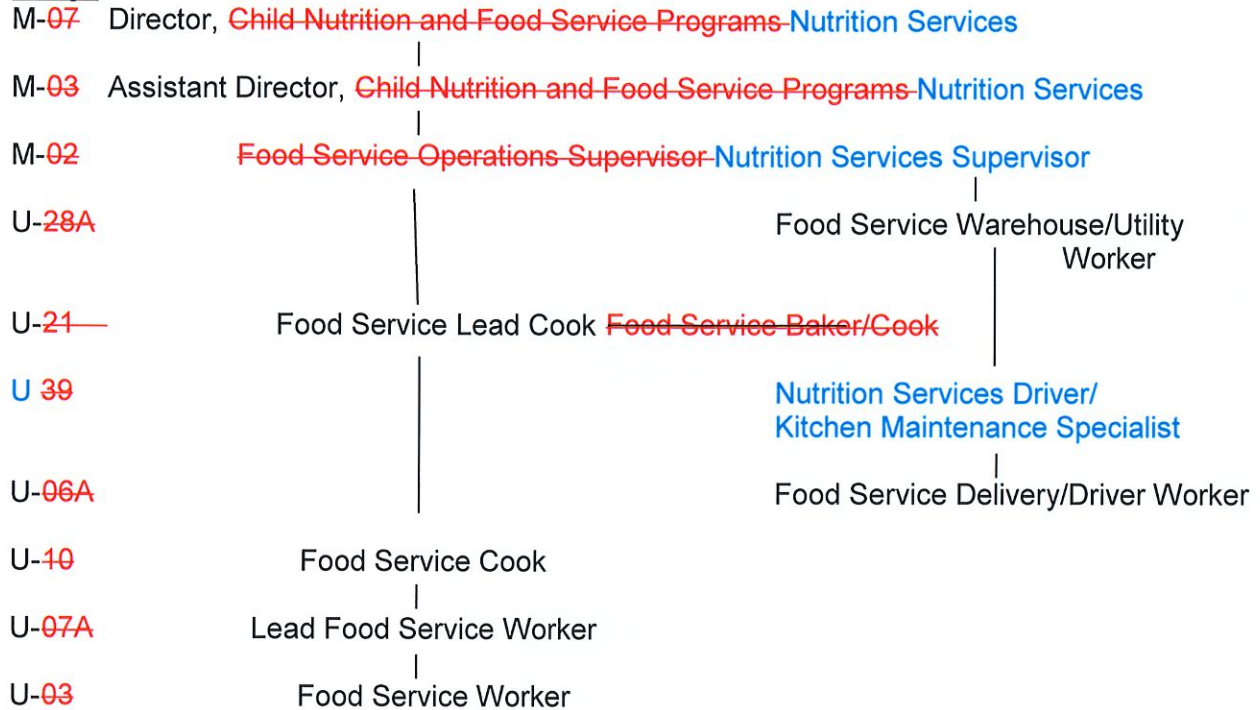
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.6 Food Services Series

*Salary

Range



*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate the normal career paths (upward and downward).
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
NOSS= Not On Salary Schedule (as of July 1, 2008)

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.7 Child Care and Development Series

*Salary

Range



*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward).
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
NOSS= Not On Salary Schedule (as of July 1, 2008)

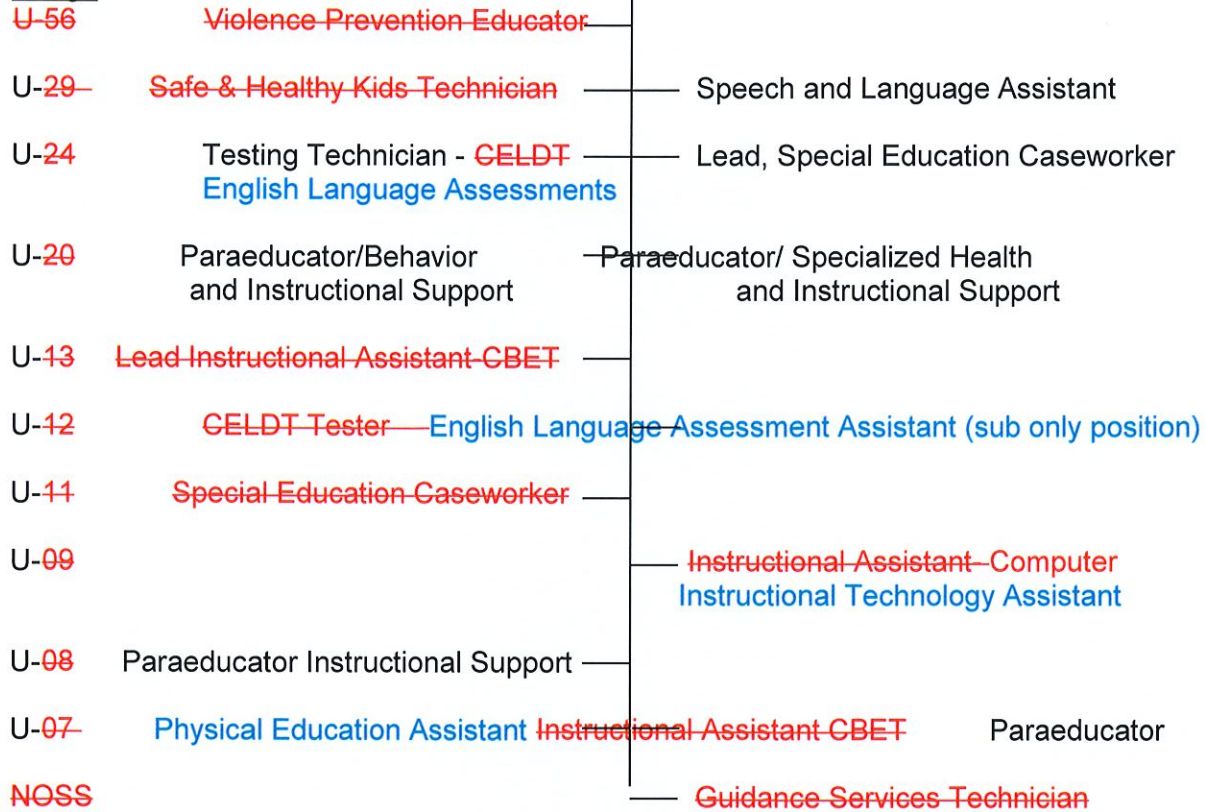
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.8 Instructional Series

*Salary

Range



*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward).
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
NOSS= Not On Salary Schedule (as of July 1, 2008)

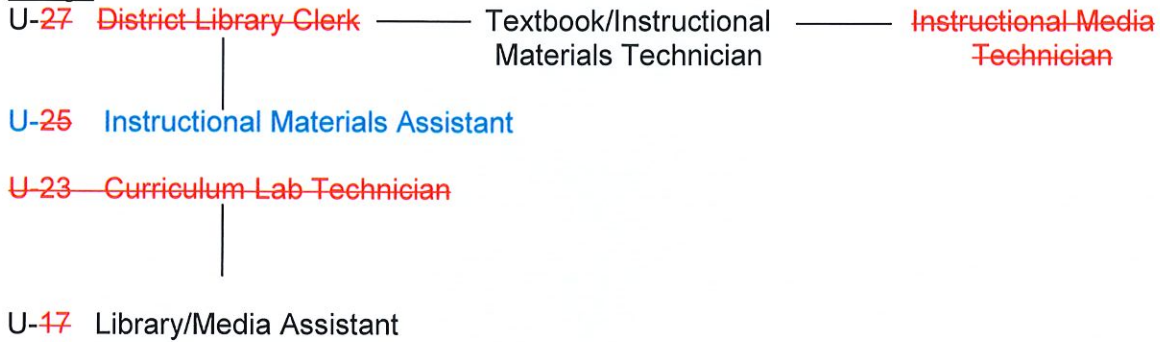
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.9 Library Series

*Salary

Range



*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
~~NOSS= Not On Salary Schedule (as of July 1, 2008)~~

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.10 Duplicating Series

*Salary

Range

U- ~~31~~	Duplicating Services Technician
U- ~~25~~	Duplicating Services Assistant

*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
NOSS= Not On Salary Schedule (as of July 1, 2008)

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.11 Computer/Technology Series

*Salary

Range

~~M-10~~ — ~~Director, Technology & Information Services~~

M-19 Chief Technology Officer

 |
U-43 Network Systems Specialist

U-80 Data Information Systems Integration Specialist

 |
U-36 Computer Technician

*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
NOSS= Not On Salary Schedule (as of July 1, 2008)

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Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.12 Community Series

*Salary

Range

~~U-35~~ ————— ~~Security Services Officer~~

~~U-98~~ ————— District Parent and Family Engagement Specialist

~~U-30~~ District Special Education Parent Liaison

~~NOSS~~ ————— ~~Special Education Parent Liaison~~

~~U-19~~ Translator/Interpreter

~~U-13~~ Community Liaison Worker

~~NTS-01~~ Noontime Supervisor

*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
~~NOSS= Not On Salary Schedule (as of July 1, 2008)~~

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.13 Human Resources Series

*Salary

Range

M-~~42~~ 18

Executive Director, Human Resources ~~Classified~~

C-10

Lead Human Resources Specialist

U-~~86~~

~~Credentials Technician~~

Personnel Analyst

U-~~70~~

Personnel Technician

U-~~60~~

Personnel Services Specialist

U-~~38~~

District Attendance Technician*

U-~~40~~

District Office Receptionist

*Salary Range to be updated once the Salary Schedule revisions are complete.

~~*Position changed from Confidential to Unit Member position. (7/1/06)~~

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule
NOSS= Not On Salary Schedule (as of July 1, 2008)

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Human Resources Classified Recruitment Report - Last Updated on 1/18/2024

Vacancy	Qty	Site	Eligibility List	Recruitment Status
Bus Driver	3	Transportation	N	Ongoing recruitment
Community Liaison Worker Spanish	6	Various Sites	N	Testing in progress
Early Ed Asst.	9	Fryberger	N	Interview in progress
Early Ed Instructor	2	Fryberger	N	Interview in progress
ESP Facilitator*	39	Various Sites	N	Ongoing recruitment
ESP Lead Facilitator*	7	Various Sites	Y	Ongoing recruitment
ESP Site Supervisor	4	Various Sites	N	Posted on Edjoin
Food Service Worker	7	Various Sites	N	Interview in progress
Intermediate Account Clerk (changed from Nutrition Account Tech)	1	Nutrition Center	N	Posted on Edjoin
Intermediate Clerk Typist	2	Various Sites	N	Interview in progress
Lead FSW	2	Various Sites	N	Interview in progress
Licensed Vocational Nurse	1	Anderson	N	Ongoing recruitment
Nutrition Services Driver/Kitchen Maintenance Specialist	1	Nutrition Center	N	Testing in progress
Para Inst Support	7	Various Sites	N	Ongoing recruitment
Para Behavior	4	Various Sites	Y	Ongoing recruitment
Senior Clerk Typist	1	Meairs	N	Pending posting
Staff Secretary	4	Various Sites	N	Testing in progress
Student Transportation Assistant	1	Transportation	N	Ongoing recruitment
Supplemental Services Technician	1	Ed Services	N	Posted on Edjoin
Transportation Supervisor	1	Transportation	N	Posted on Edjoin
Month At A Glance Ending 1/18/2024				
ESP Vacancies*	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
50	53	103	13.62 %	8.0%
Ending 12/13/2023				
ESP Vacancies*	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
52	59	111	15.54%	8.9%