

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of October 24, 2023
4:00 p.m.
District Office Board Room

1. CALL TO ORDER 4:00 P.M

Thomas
Connolly

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.

Thomas
Connolly

2.1 Consent Approve the minutes of the regular meeting of September 26, 2023 (Enclosure)

Thomas
Connolly

2.2 Consent Approve the following eligibility lists:

	Eligible Candidates	Vacant Positions
A. Extended School Program Lead Facilitator, expiration 8/1/2024 (Enclosure)	4	7
B. Paraeducator Behavior Instruction and Support, expiration 9/6/2024 (Enclosure)	3	5
C. Early Education Assistant, expiration 9/8/2024 (Enclosure)	4	1
D. Grounds Maintenance Worker, expiration 9/21/2024 (Enclosure)	2	1
E. Extended School Program Facilitator, expiration 9/22/2024 (Enclosure)	19	40
F. Translator Interpreter Vietnamese, expiration 9/26/2024 (Enclosure)	1	1
G. Staff Secretary, expiration 9/27/2024 (Enclosure)	2	1
H. Computer Technician, expiration 9/27/2024 (Enclosure)	3	1
I. Student Transportation Assistant, expiration 9/28/2024 (Enclosure)	1	2
J. School Office Manager, expiration 10/4/2024 (Enclosure)	6	1
K. Community Liaison Worker Spanish, expiration 10/11/2023 (Enclosure)	2	6

Thomas
Connolly

3. NEW BUSINESS

3.1 Discussion/Action Approve the Personnel Commission Annual Report (Enclosure)

Sylvia Niknami

3.2 Discussion/Action Approve the proposed reclassification of a Staff Secretary, Leadership, Curriculum, and Instruction to an Administrative Secretary, Leadership, Curriculum, and Instruction (Enclosure)

Sylvia Niknami

Personnel Commission Agenda

October 24, 2023

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|-----|------------------------------------|--|---|
| 3.3 | <u>Discussion/Action</u> | Approve advanced step placement on the salary schedule for the Executive Director, Facilities Planning, Maintenance & Operations, and Transportation (Enclosure) | Sylvia Niknami |
| 3.4 | <u>Discussion/Action</u> | Approve advanced step placement on the salary schedule for the School Office Manager (Enclosure) | Sylvia Niknami |
| 4. | <u>REPORTS/COMMENTS</u> | | |
| 4.1 | Information | Recruitment/Vacancy Update (Enclosure) | Cynthia Torres |
| 4.2 | Information | Personnel Commission Calendar | Thomas
Connolly |
| 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. | <u>CLOSED SESSION: (if needed)</u> | | Thomas
Connolly |
| 5.1 | | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Director, Human Resources | |
| 5.2 | | Public employee discipline/dismissal/release
- Government Codes §54954.5(e) and 54957 | |
| 6. | <u>ADJOURNMENT:</u> | | Thomas
Connolly |

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:

November 28, 2023

December 19, 2023

January 23, 2024

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 September 26, 2023

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

COMMISSIONERS PRESENT:

Mr. Thomas Connolly
Mrs. Robin Jones
Mr. Louis Fermelia

OTHERS PRESENT:

Dr. Gunn Marie Hansen, Superintendent
Mr. Rich Montgomery, Assistant Superintendent,
Human Resources
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mrs. Sylvia Niknami, Executive Director, Human
Resources
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist

*MINUTES OF THE REGULAR MEETING of
August 22, 2023:*

Commissioner Jones moved, seconded by
Commissioner Fermelia, to approve the minutes of
the regular meeting of August 22, 2023.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Jones moved, seconded by
Commissioner Fermelia, to approve the eligibility list;
Paraeducator Instructional Support, expiration
8/5/2024, Paraeducator Behavior and Instructional
Support, expiration, 8/14/2024, Food Service
Worker, expiration, 8/16/2024, Instructional
Technology Assistant, expiration, 8/17/2024, Lead
Food Service Worker, expiration, 8/21/2024,
Community Liaison Worker English, expiration,
8/21/2024, Paraeducator, expiration 8/29/2024,
Library Media Assistant, expiration, 8/31/2024
Motion carried 3/0

*APPROVE ADVANCE STEP PLACEMENT
ON THE SALARY SCHEDULE FOR THE
PARAEDUCATOR INSTRUCTIONAL
SUPPORT:*

Commissioner Fermelia moved, seconded by
Commissioner Jones to approve the advanced step
placement on the salary schedule for the
Paraeducator Instructional Support. **Motion carried
3/0**

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment
report.

PERSONNEL COMMISSION CALENDAR:

No change.

EXECUTIVE DIRECTOR REPORT:

Mrs. Niknami began by explaining our hiring timeline tracking system and shared that it has been a collective effort to maintain up-to-date information.

Mrs. Niknami shared that she has been working with the Business department to implement Droplet which will put our forms, including on-boarding digitally.

Finally, Mrs. Niknami shared that CPR Training has been scheduled for the School Office Managers, Paraeducators, and Health Assistants.

ASSISTANT SUPERINTENDENTS REPORT:

Mr. Montgomery shared the updated Strategic Plan and shared that this is an exciting time for Westminster School District.

Mr. Montgomery shared he is working on conducting a Classified Leadership Academy which will consist of monthly training. Each month will have a new topic. This training will help classified employees grow as leaders and learn how to be promoted to higher positions. At this time we have over 40 classified employees signed up to attend.

Finally, Mr. Montgomery highlighted the Human Resources team and shared that he did a desk audit with Mrs. Torres and he was blown away by all that was involved with recruitment.

Mr. Cardoso began by thanking the Human Resources department for their support in filling vacancies.

Mr. Cardoso shared that the Business department has completed the books for the 2022-2023 school year and has been supporting the school sites.

Finally, Mr. Cardoso thanked the Commission for their continued support.

SUPERINTENDENTS REPORTS:

Dr. Hansen began by thanking Commissioner Connolly for attending the Welcome Back Kick-Off event on August 25th.

Dr. Hansen shared that Mr. Montgomery provided staff development training that day. She thanked all the classified employees who attended the training.

Dr. Hansen shared that the district is looking into promoting and building up the classified team and that the Classified Leadership Academy is one way of providing that opportunity.

Dr. Hansen reported that one of the Board's goals is to engage and market the district with the community. The district will have a table at the Westminster City Fall Festival.

Finally, Dr. Hansen mentioned that the salary schedule has been returned in draft form and will be given to the Board of Trustees in closed session at the October 12th Board meeting. We are looking forward to making our salary competitive like other districts. We think this will be a celebration for our classified employees. When the salary study is out of draft form we would like to share it with the Commission.

PUBLIC COMMENTS:
CSEA:

No comment.

STAFF COMMENTS:

Mrs. Myers shared that she is very interested in the salary study. The last time Westminster School District did a salary study was 2005-2007.

Mrs. Torres shared that she appreciated the Commissioners support.

Mrs. Wilkinson thanked the Commission for their support and shared that she is looking forward to attending the Leadership Academy. She also shared that she has been busy working on Keenan training and three schools have 100% completion.

COMMISSIONER'S COMMENTS:

Commissioner Fermelia shared that he attended the Board of Trustees meeting and was very impressed with the Board and the Vietnamese students who performed at the meeting.

Finally, Commissioner Fermelia thanked Mr. Montgomery for the Leadership training.

Commissioner Jones shared that she appreciated all the staff of the Westminster School District.

Commissioner Connolly thanked the staff.

ADJOURNMENT TO CLOSED SESSION:

The meeting adjourned to closed session at 4:41 p.m.

Closed session convened at 4:46 p.m. Information only. No action was taken.

ADJOURNMENT:

The meeting adjourned at 4:58 p.m.

Respectfully submitted,
Sylvia Niknami,
Executive Director, Human Resources

Westminster School District
Classified Human Resources

Recruitment #: 24-112
Effective: 8-1-23
Expires: 8-1-24

Eligibility List For: Extended School Program Lead Facilitator
List Type: Open/Promotional – 10 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Amber Rodriguez	Merged: x	Veteran Pts:
			Seniority Pts:
2	Giovanni Resendiz Boncino	Merged: x	Veteran Pts:
			Seniority Pts:
2	Sarah Doan	Merged:	Veteran Pts:
			Seniority Pts:
3	Alia Alabed	Merged:	Veteran Pts:
			Seniority Pts:

Seven Vacancies

2.2
Pg 1+

Westminster School District
Classified Human Resources

Recruitment #: 24-118
Effective: 9-6-23
Expires: 9-6-24

Eligibility List For: Paraeducator Behavior Instruction and Support
List Type: Open/Promotional – 10 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Victoria Pham	Merged: x	Veteran Pts:
			Seniority Pts:
2	Danielle Sanborn	Merged: x	Veteran Pts:
			Seniority Pts:
3	Aly Rocha	Merged:	Veteran Pts:
			Seniority Pts:

Five Vacancies

2.2
Pg 2+

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

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Miranda Fadlalla	Merged:	Veteran Pts:
			Seniority Pts:
2	Charlene Lopez	Merged:	Veteran Pts:
			Seniority Pts:
3	Truc Bui	Merged:	Veteran Pts:
			Seniority Pts:
3	Pansy Nguyen	Merged: x	Veteran Pts:
			Seniority Pts:

One Vacancy

Westminster School District
Classified Human Resources

Recruitment #: 24-102

Effective: 9-21-23
Expires: 9-21-24

Eligibility List For: Grounds Maintenance Worker
List Type: Open/Promotional – 12 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Jose Alvarez	Merged:	Veteran Pts:
			Seniority Pts:
2	Rick Stein	Merged:	Veteran Pts:
			Seniority Pts:

One Vacancy

Eligibility List For: Extended School Program Facilitator
List Type: Open/Promotional – 10 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Jason Hernandez	Merged: x	Veteran Pts:
			Seniority Pts:
2	Luke Noblett	Merged: x	Veteran Pts:
			Seniority Pts:
2	Michaela Sotelo	Merged: x	Veteran Pts:
			Seniority Pts:
3	Shiragi Bhakta	Merged: x	Veteran Pts:
			Seniority Pts:
4	TyRiq McClendon	Merged:	Veteran Pts:
			Seniority Pts:
5	Jazlyn Linder	Merged: x	Veteran Pts:
			Seniority Pts:
6	Jingle Torres	Merged: x	Veteran Pts:
			Seniority Pts:
6	Bernabe Estrada	Merged: x	Veteran Pts:
			Seniority Pts:
7	Kenneth Carr III	Merged: x	Veteran Pts:
			Seniority Pts:
7	Ana Ponce	Merged: x	Veteran Pts:
			Seniority Pts:
7	Caitlyn Tran	Merged: x	Veteran Pts:
			Seniority Pts:
8	Kameron Rodriguez	Merged: x	Veteran Pts:
			Seniority Pts:
9	Daniel Guizar	Merged: x	Veteran Pts:
			Seniority Pts:
10	Victoria Piano	Merged: x	Veteran Pts:
			Seniority Pts:
11	Yahir Gonzalez	Merged: x	Veteran Pts:
			Seniority Pts:
12	Kaitlyn Chao	Merged:	Veteran Pts:
			Seniority Pts:
13	Adilene Gonzalez	Merged: x	Veteran Pts:
			Seniority Pts:
13	Lynn Smith	Merged: x	Veteran Pts:
			Seniority Pts:
14	Angelina Garcia	Merged:	Veteran Pts:
			Seniority Pts:

Westminster School District
Classified Human Resources

Recruitment #: 24-117
Effective: 9-26-23
Expires: 9-26-24

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

RANK	APPLICANT'S NAME	SPECIAL CODES	Veteran Pts:
1	Vivian Vo	Merged:	Seniority Pts:

One Vacancy

2.2
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Eligibility List For: Staff Secretary
List Type: Open/Promotional – 12 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Kassidy Dam-Nguyen	Merged:	Veteran Pts: Seniority Pts:
2	Karina Montes	Merged:	Veteran Pts: Seniority Pts: x

One Vacancy

2.2
PG 1+

Westminster School District
Classified Human Resources

Recruitment #: 24-120
Effective: 9-27-23
Expires: 9-27-24

Eligibility List For: Computer Technician
List Type: Open/Promotional – 12 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Danny Pestolesi	Merged:	Veteran Pts: Seniority Pts: x
2	Michael Yu	Merged:	Veteran Pts: Seniority Pts:
3	Kevin Luu	Merged:	Veteran Pts: Seniority Pts:

One Vacancy

2.2
pg 8+

**Westminster School District
Classified Human Resources**

Recruitment #: 24-107
Effective: 9-28-23
Expires: 9-28-24

**Eligibility List For: Student Transportation Assistant
List Type: Open/Promotional – 10 Months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Teresa Camarena	Merged:	Veteran Pts:
			Seniority Pts:

Two Vacancies

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**Westminster School District
Classified Human Resources**

Recruitment #: 24-119
Effective: 10-4-23
Expires: 10-4-24

**Eligibility List For: School Office Manager
List Type: Open/Promotional – 10 Months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Tracie Tellez	Merged:	Veteran Pts:
			Seniority Pts:
2	Maritza Palacios	Merged:	Veteran Pts:
			Seniority Pts:
2	Christine Bausch	Merged:	Veteran Pts:
			Seniority Pts:
3	LeAnne Fiaseu	Merged: x	Veteran Pts:
			Seniority Pts:
4	Daniela Diaz	Merged:	Veteran Pts:
			Seniority Pts:
5	Nicolette Santos	Merged:	Veteran Pts:
			Seniority Pts:

One Vacancy

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**Westminster School District
Classified Human Resources**

Recruitment #: 24-125
Effective: 10-11-23
Expires: 10-11-24

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

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Paola Lynch	Merged: x	Veteran Pts:
			Seniority Pts:
2	Ignacio Rivera	Merged:	Veteran Pts:
			Seniority Pts:

Six Vacancies

2.2
Pg 11+

Future Goals and Objectives

- ◆ Implement paperless onboarding to assist with department efficiency in processing new hires.
- ◆ Continue implementing e-Skills software to automate our testing processes and increase the number of applicants testing to improve our candidate pools.
- ◆ Maintain and improve comprehensive recruitment program and expand branding to attract millennials (the largest generation in the U.S. labor force)
- ◆ Continue implementing the “WSD Inspires & Hires” initiative by advertising at school sites through banners, flyers, and promotional items at career fairs.
- ◆ Continue to develop new and/or revise classifications to meet the District's changing needs.
- ◆ Continue to create appropriate and meaningful staff development training for all classified employees, including supervisors of classified employees.
- ◆ Continue to revise and update the District's classified Rules and Regulations to ensure compliance with State and Federal laws.

JW
9/14

Statistics

<u>Recruitments & Selection:</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>
Applicants Tested	466	445	477
Eligible for Referral	282	280	301
Applicants Hired (New)	48	75	126
Re-hired from layoff	0	0	0
Additional positions/hours	2	14	35
Promotions/demotions	12	29	51
Transfers	21	24	26
<u>Recruitments & Selection:</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>
Open & Promotional	29	57	134
Open & Continuous	13	21	30
Promotional Only	0	1	0
<u>Classification Activity:</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>
Revised Job Descriptions	7	2	8
New Classifications created	5	1	1
Abolished Classifications	0	0	12

Personnel Commission Office Staff



Mrs. Sylvia Niknami
Executive Director

Personnel Analyst, Mrs. Stephanie Myers,
Personnel Technician, Mrs. Cynthia Torres,
Personnel Services Specialist,
Mrs. Monica Wilkinson

For additional information on the Personnel Commission including bios visit our website at

<http://www.wsdk8.us/>



Personnel Commission 2022-2023 Annual Report



14121 Cedarwood Ave.
Westminster, CA 92683
714-894-7311
www.wsdk8.us

In compliance with the Rules and Regulations, employment opportunity bulletins for recruitments are posted at every District site for a period of ten days. Job opportunity bulletins are also posted on the WSD website at www.wsdk8.us. The District also posts recruitments on the EdJoin.org website, California's online job search site for jobs available in education. WSD is one of over 1800 school districts, county offices of education and other education agencies posting employment opportunities on the network.

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Introduction

The 2022-2023 Annual Report from the Personnel Commission of Westminster School District is prepared in compliance with California Education Code Section 45266 and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities and accomplishments of the Personnel Commission during the 2022-2023 fiscal year. Additionally, this report describes the goals and vision for future years in the aim of continually progressing forward whereby aiding Westminster School District in the effort to supply the most highly qualified classified staff in support of this District's schools and educational programs.

Westminster School District adopted the Merit System on June 15, 1965. The Personnel Commission provides assistance to the Board of Trustees, Superintendent of Schools, District, site Administration and District staff to ensure that the practices and principles of the Merit System are upheld while simultaneously providing quality services to ensure proper support is available to the District's schools. The merit system is based upon these general principles: employment and promotion on the basis of merit, as shown by competitive examination; career service; like pay for like service; impartial hearing of appeals from disciplinary actions; prohibition against discrimination. Legal guidelines for the merit system in California school districts are outlined in Education Codes 45250, 45320 and 88000 to 88180.

The Westminster School District employs more than 644 highly-qualified classified personnel. In administering the Merit Rules and Regulations through consistent and lawful testing and hiring practices, the Personnel Commission ensures efficiency, fairness, and impartiality in the selection, retention and promotion of Westminster School District's excellent classified staff.

Personnel Commission Meetings

Regular meetings of the Personnel Commission are scheduled for the fourth Tuesday of each month, but they may be moved to an alternate date if circumstances warrant. Special meetings are held upon the needs determined by the Commissioners. Meetings are held in the District Office Board Room at 4:00 p.m. Meeting agendas are posted for public view 48 hours prior to the meeting. All employees and members of the general public are welcome to attend.

Personnel Commission Budget

The budget for the Personnel Commission is submitted each year for approval at a public hearing. For the 2022-2023 school year, the public hearing was held on May 24, 20212, and the Commission adopted the budget following the hearing. The Governing Board of Trustees concurred with the budget and the County Superintendent of Schools approved it on June 13, 2022. The Personnel Commission budget for the 2022-2023 school year was approved in the amount of \$491,734.00.

Accomplishments and Employee Recognitions

Classified School Employees of the Year 2022-2023 Norma Rodriguez from Child Nutrition, Jim Bryan from Maintenance & Operations, Denise Rivera from Transportation, Amy Nguyen from the Office & Technical Support, Kim Anna Bernal from Para-Educator & Instructional Assistance, and Van Tran from Support Services & Security.

Commissioner Thomas Connolly

Chairperson



Commissioner Robin Jones

Vice Chairperson



Commissioner Louis Fermelia

Member





Westminster School District
Memorandum

TO: Personnel Commission
FROM: Sylvia Niknami
Executive Director, Human Resources
DATE: October 24, 2023

SUBJECT: Agenda Item 3.2 – Reclassification of a Staff Secretary, Leadership, Curriculum and Instruction to Administrative Secretary, Leadership, Curriculum and Instruction.

The request to approve the reclassification of a Staff Secretary, Leadership, Curriculum, and Instruction to an Administrative Secretary, Leadership, Curriculum, and Instruction is made by Sylvia Niknami, Executive Director, Human Resources, and Michelle Watkins, Senior Executive Director, Leadership, Curriculum and Instruction.

The basis for the recommendation for this reclassification is based on a gradual accretion of duties and responsibilities over the last year which follows the Personnel Commission Rules and Regulations Section 3.3.1 – Reclassification Policy.

In March of 2023, the Educational Services Department went through a restructuring and the Executive Director, Specialty Schools was reclassified to Senior Executive Director, Leadership, Curriculum and Instruction. More duties were added to this department including; supporting both the Superintendent's office and the Educational Services Department with the Strategic Plan, assisting with the marketing of the District, serving on the CABE committee, supporting the ELOP program, and working with the Dual Immersion programs.

The scope and responsibilities of this position reflect that it should align with the classification statement of Administrative Secretary since this position supports a Senior Executive Director.

The recommended reclassification of Staff Secretary of the Leadership, Curriculum and Instruction is to Administrative Secretary, Leadership, Curriculum and Instruction.

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Administrative Secretary	\$5,242 month	\$5,448 month	\$5,664 month	\$5,889 month	\$6,124 month	\$6,369 month
CL Salary Schedule Range 80	\$30.24 hour	\$31.43 hour	\$32.69 hour	\$33.98 hour	\$35.34 hour	\$36.74 hour

RECOMMENDATION:

Approve the reclassification of Staff Secretary, Leadership, Curriculum and Instruction to Administrative Secretary, Leadership, Curriculum and Instruction.



Westminster School District Memorandum

DATE: October 24, 2023
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 the Executive Director, Facilities Planning, Maintenance & Operations, and Transportation.

The advanced step placement recommendation for the Executive Director, Facilities Planning, Maintenance & Operations, and Transportation comes at the request of Mr. Rich Montgomery, Assistant Superintendent, Human Resources and 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 B1 as follows:

B.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.

Mr. Scott Harvey comes from Orange Unified School District where he has over 20 years of experience working in Facilities and Maintenance & Operations. Mr. Harvey has experience in Project Management, Budgeting, Cost Controls, OSHA Compliance, and experience in Measure bond projects. In addition, Mr. Harvey is certified in C.A.S.H Maintenance Management.

It is recommended that Mr. Scott Harvey's initial placement on the salary schedule advance from Step I to Step VI based on his experience.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Executive Director Facilities Planning & MOT CL Management Range 18	\$12,416	\$12,767	\$13,123	\$13,475	\$13,826	\$14,180

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for the Executive Director, Facilities Planning, Maintenance & Operations, and Transportation.



Westminster School District Memorandum

DATE: October 24, 2023
TO: Personnel Commission
FROM: Rich Montgomery, Assistant Superintendent, Human Resources
 Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.4 –Approve Advanced Step Placement on the salary schedule for the School Office Manager.

The advanced step placement recommendation for the School Office Manager 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 B1 and B.2 as follows:

- B.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.**
- B.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. Maritza Palacios comes from Boys Hope Girls Hope of Southern California where she has over 10 years of experience working as a Coordinator and Manager. Ms. Palacios has experience with community outreach, fundraising, donations, and reports. In addition, Ms. Palacios has experience in communication, broadcasting, social media, and coding.

Ms. Palacios holds a Bachelor of Arts in Global Studies and a Bachelor of Arts in Spanish from the University of Santa Barbara.

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

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
School Office Manager Range 55	\$4460	\$4639	\$4824	\$5015	\$5215	\$5423

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for the School Office Manager.

3.4
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**Human Resources Classified
Recruitment Report - Last Updated on 10/12/2023**

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
Computer Technician	1	Technology	N	Pending interviews
Custodian	2	Various Sites	Y	Testing in progress
Early Ed Asst.	1	Fryberger	N	Pending interviews
Early Ed Instructor	1	Fryberger	N	Posted on Edjoin
ESP Facilitator*	40	Various Sites	N	Ongoing recruitment
ESP Lead Facilitator*	6	Various Sites	Y	Ongoing recruitment
Expanded Learning Program Specialist*	1	Land	N	Posted on Edjoin
Executive Director Facilities, MOT	1	Business Services	N	Pending interviews
Food Service Worker	6	Various Sites	N	Interview scheduled
Food Service Warehouse Utility Worker	1	Nutrition Center	N	Testing in progress
Grounds Maintenance Worker	1	Maintenance	N	Pending interviews
Intermediate Account Clerk (changed from Nutrition Account Tech)	1	Nutrition Center	N	Posted on Edjoin
Intermediate Clerk Typist	1	Various Sites	N	Posted on Edjoin
Instructional Technology Assistant	1	Land	N	Posted on Edjoin
Lead FSW	4	Various Sites	N	Posted on Edjoin
Library Media Assistant	1	Schmitt	N	Posted on Edjoin
Licensed Vocational Nurse	1	Anderson	N	Ongoing recruitment
Para TK	6	Various Sites	Y	Posted on Edjoin
Para Inst Support	4	Various Sites	N	Ongoing recruitment
Para Behavior	5	Various Sites	Y	Ongoing recruitment
School Office Manager	1	Anderson	N	Pending interviews
Staff Secretary	1	Business Services	N	Testing in progress
Student Transportation Assistant	2	Transportation	N	Pending interviews

Month At A Glance

Ending 10/12/2023

ESP Vacancies	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
46	52	98	13.29 %	8.0%

Ending 09/14/2023

ESP Vacancies	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
42	57	97	13.1%	8.5%