

**Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA**

**SPECIAL PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES OFFICE
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, May 16, 2024 - 3:30 P.M.**

Anyone wishing to submit written material regarding an item on this agenda must submit it in time to be included with the agenda packet. Anyone wishing to speak regarding an item on this agenda must complete a yellow slip identifying the item and hand it to one of the staff members prior to the start of the meeting.

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF ORDER OF AGENDA ITEMS

C. PUBLIC COMMENTS

Public comment from the audience during a special meeting are limited to those items appearing on the agenda only.

D. OLD BUSINESS – ACTION OR INFORMATION

1. PUBLIC HEARING

Action

Annual Budget 2024/2025 – 2nd Reading

It is recommended that the Personnel Commission approve the 2nd Reading of 2024/2025 Annual Budget as presented.

E. NEW BUSINESS – ACTION OR INFORMATION

1. Title Change for Executive Director, Human Resources Classified to Director-Human Resources-Classified

Action

a. Approval of revised job description title

2. Title Change for Assistant Superintendent-Business to Chief Business Officer

Action

a. Approval of revised job description title

(Education Code Sections 45253 and 88073)

NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

Signed: _____
Chairperson or Director of Personnel Commission

Date of Meeting: _____

Signed: _____
Chairperson or Director of Personnel Commission

By: _____

Date: _____

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR

			2023-24 Current Budget	2024-25 Proposed Budget
2000	CLASSIFIED SALARIES			
	2300	Administrative Personnel	166,768	167,405
		Commission Members	2,500	2,500
	2400	Clerical & Other Office	269,378	271,508
	2900	Other	0	0
Subtotal			\$ 438,646	\$ 441,413
3000	EMPLOYEE BENEFITS			
	3100	STRS	0	0
	3200	PERS	110,956	116,963
	3300	OASDI & Medicare	32,584	33,265
	3400	Health & Welfare Benefits	60,000	60,000
	3500	SUI	2,161	1,500
	3600	Worker's Compensation	9,571	8,558
	3900	Other Benefits	0	0
Subtotal			\$ 215,272	\$ 220,286
4000	SUPPLIES			
	4300	Other Supplies	6,000	6,000
		Literature, Periodicals	1,000	1,000
		Office Supplies	3,500	3,500
		Examinations Purchase	0	0
		Printing & Forms	0	0
		Other	2,500	2,500
	4400	Non-Capitalized Equipment	5,000	5,000
Subtotal			\$ 18,000	\$ 18,000

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

**SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR**

		2023-24 Current Budget	2024-25 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	2,700	2,700
	Other	0	0
	Conference	12,500	15,000
5300	Dues & Membership	12,500	12,500
5500	Utilities & Operating Expenses		
	Electricity	0	0
	Heat	0	0
	Water	1,000	1,000
	Other	0	0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	3,000	3,000
	Equipment Maintenance Contracts	0	0
	Other	2,000	2,000
5800	Other Services & Operating Expenses		
	Advertising	4,000	4,000
	Salary Classification Surveys	0	0
	Physical Examination	3,000	3,000
	Fingerprinting	5,000	5,000
	Other Recruitment Expense	0	0
	Legal Expenses	5,000	5,000
	Contracted Testing	0	0
	Contracted Personnel Services	0	0
	Other	0	0
5900	Communications		
	Telephone/Fax	0	0
	Postage	0	0
	Other	0	0
Subtotal		\$ 50,700	\$ 53,200

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR

		2023-24 Current Budget	2024-25 Proposed Budget
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	0	0
	Office Equipment	0	0
	Other	0	0
6500	Equipment Replacement	0	0
<i>Subtotal</i>		\$ 0	\$ 0

Total Budget Designated for Personnel Commission	\$ 722,618	\$ 732,899
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SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

BASIC FUNCTION:

Under the direction of the Personnel Commission, plan, organize, control and direct the Classified Human Resources operations and activities for the District including the recruitment, screening, testing, selection, processing, employment and retention of classified employees; coordinate and provide administrative support and consultation related to recruitment, staffing needs, labor relations, Merit System, Personnel Commission, and various other classified human resources functions; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Classified Human Resources operations and activities for the District including recruitment, screening, testing, selection, processing, employment and retention of classified employees; administer the human resources program in compliance with Personnel Commission, Merit System and applicable State and Federal standards, requirements, laws, regulations, policies and procedures.

Serve as Secretary to the Personnel Commission; prepare meeting agenda items, develop and provide recommendations concerning agenda items and related options for Commission consideration; direct and respond to communications for the Commission and oversee the preparation of minutes.

Serve as a member of the Superintendent's Cabinet, Leadership Team, collaborate with the Superintendent and other administrators to ensure an efficient and effective personnel management program; provide technical advice and information to the Superintendent, Personnel Commission, Board members and other administrators regarding classified staff recruitment, classification, compensation, testing selection and related activities.

Provide consultation and technical expertise to administrators, staff, applicants and others concerning classified human resources operations, standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide technical information concerning the Merit System, Personnel Commission, labor relations, recruitment, tests, promotions, transfers, layoffs, complaints, grievances, discipline, termination, contracts, evaluations, training, bargaining agreements, retirement, and related guidelines, laws codes, regulations policies and procedures; advise supervisors regarding appropriate procedures for disciplinary actions.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate employee work assignments and review work to ensure compliance with established standards, requirements and procedures; ensure staff understanding of established requirements.

Attend administrative meetings and provide input, advice and direction regarding strategic planning, recruitment efforts, staffing needs, bargaining agreement implications and interpretation, and various other classified personnel matters; perform administrative coordination functions according to established agreement between the District and the Personnel Commission.

Monitor, analyze and determine staffing needs for classified personnel; coordinate recruitment and related advertising activities for classified job vacancies; direct the screening of employee applications to ensure candidates meet minimum qualifications; direct the preparation, distribution and advertising placement of vacancy notices.

Plan, organize, control and direct the interviewing, selection and placement of personnel; coordinate and direct the scheduling, preparation and administration of examinations; oversee the conducting of interviews to determine eligibility of candidates; direct and participate in the analysis and accepting or rejecting of job applicants; coordinate and direct the distribution, collection and processing of employment applications; oversee the development and certification of eligibility lists.

Develop and prepare the annual preliminary budget for the Personnel Commission and related classified human resources functions; analyze and review budgetary and financial data; control and authorize expenditures including purchase orders, equipment replacement purchases, and costs for mandated employment activities in accordance with established limitations.

Administer, develop and maintain the classification plan for the District; plan, organize and conduct classification, reclassification, salary and other personnel studies as requested; research, obtain, compile and analyze a variety of technical information and statistical data related to classified personnel functions; prepare and revise job descriptions, and provide salary recommendations to the Personnel Commission for classified personnel.

Direct the planning and implementation of the professional development program for classified employees; develop training opportunities for classified staff.

Examine and certify classified service assignments to ensure compliance with established laws, codes and requirements; analyze requests, and approve transfers and reassignments.

Coordinate and direct the employee evaluation process for the District's classified personnel; review evaluations to ensure compliance with established standards and requirements; review requests for out-of-classification requests to verify proper salary placement and classification of the assignment; review and approve requests to fill vacant positions for appropriate classifications as needed.

Direct the development, maintenance, updating and operation of computerized database systems including automated employee record-keeping, reporting, applicant tracking, position control and data analysis functions; coordinate the research, analysis, interpretation and reporting of computerized data and statistics used in human resources planning issues and staffing; work with fiscal department to coordinate personnel data with payroll and finance systems.

Develop and recommend new and revised policies, procedures, rules, regulations and programs related to classified personnel functions; write, revise and present changes to the Personnel Commission Rules and Regulations to the Commission for approval.

Maintain current knowledge of laws, codes, regulations and pending legislature related to classified human resources activities; direct the modification of programs, functions and procedures to ensure compliance with local, State and federal requirements as appropriate; keep Personnel Commission and District Administrators current concerning new or revised laws.

Direct the preparation and maintenance of a variety of personnel records, files and reports related to classified personnel employment, recruitment, employees, applications, assignments, salaries, testing, evaluations, discipline and assigned activities.

Communicate with administrators, personnel, outside organizations and the public to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Investigate Merit System regulations, problems and system operations as needed; conduct related hearings; develop and implement corrective actions and procedures to resolve issues and problems.

Research and prepare written responses in matters related to equal employment opportunity complaints and unemployment insurance claims; attend unemployment hearing as required.

Direct and monitor the classified substitute program; ensure required clearances for new staff are implemented prior to employment

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the classified personnel program including recruitment, screening, testing, selection, processing, employment and retention of classified employees.

Provisions of the State Education Code related to the Merit System and classified employees.

Budget preparation and control.

Principles, practices and methods of public personnel administration including recruitment, screening, testing, selection, processing, employment and retention of classified employees.

Principles and practices of administration, supervision and training.

Operations, policies and objectives relating to human resources activities.

Collective bargaining agreements, labor relations, union contracts and salary schedules.

Principles, practices and techniques of job analysis and classification.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Principles, techniques and methods of recruitment, testing, interviewing, selection, classification and compensation.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the classified personnel program including the recruitment, screening, testing, selection, processing, employment and retention of classified employees.

Coordinate and provide administrative support and consultation related to recruitment, staffing needs, labor relations, collective bargaining, Merit System, Personnel Commission, and various other classified human resources functions.

Supervise and evaluate the performance of assigned personnel.

Represent the Personnel Commission and Merit System to the District and employees.

Direct and participate in the analysis and accepting or rejecting of job applicants.
Serve as secretary to the Personnel Commission.
Plan, organize, direct and conduct classification, reclassification, salary and other personnel studies.
Coordinate and direct the scheduling, preparation and administration of examinations.
Analyze, develop and implement personnel plans, strategies, rules, regulations, policies and procedures.
Provide consultation and technical expertise concerning classified human resources operations, standards, requirements, practices and procedures.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical records and reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in human resources, public administration or related field and five years increasingly responsible professional experience in the administration of a human resources program involving recruitment, classification and compensation activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Ability to see to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

2nd Revision:

Revised: September 20, 2018

Ewing Consulting, Inc 2014

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT—BUSINESS

CHIEF BUSINESS OFFICER

BASIC FUNCTION:

Under administrative direction, plan, organize, control and provide overall direction to a variety of programs and services for the district related to business services, information technology, risk management, purchasing, child nutrition services, maintenance and operations, and facilities; direct and participate in the development of policies, procedures and fiscal decisions; develop, review, and approve the preparation of annual budget; supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, control and provide overall direction to major organizational units to assure the proper delivery of programs, projects, activities, and services of business services, information technology, risk management, purchasing, child nutrition services, maintenance and operations, and facilities; assure responsiveness to district objectives and priorities. *E*

Supervise and evaluate the performance of assigned professional and clerical staff, interview and select employees, termination and disciplinary actions. *E*

Provide technical expertise and information regarding assigned functions, formulate, develop and implement policies and procedures affecting assigned functional or program areas; plan, develop, and recommend programs, goals and objectives for assigned divisions and departments. *E*

Communicate with directors, administrative staff, and other district personnel to coordinate activities and programs, to assist with decisions having fiscal impact, to assure the smooth and efficient delivery of services, to resolve issues and conflicts, and to exchange information. *E*

Analyze issues and data related to mandated responsibilities and obligations related to solvency, legal compliance, and related statutes, advise school district management and boards regarding decisions related to funding, legislation, business, maintenance and operations, and political issues. *E*

Meet with committees, Boards, advisory groups and other to recommend courses of action and uses of allocated resources and to communicate assigned program activities and plans. *E*

Participate as a member of the Superintendent's Cabinet in the overall planning and direction of district functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of business-related programs and services. *E*

Represent the assigned programs and services to district and local, State and federal agencies and committees; make presentations to associations, community groups and the media regarding district matters related to assigned programs and services. *E*

Direct and participate in the preparation of records and report covering assigned activities and projects. *E*

Develop, review and approve the preparation of the annual budget for district, oversee school budgets and district financial transactions; provide direction and advice to district personnel. *E*

Attend local, State, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to assigned activities

Federal, State, local, and Board policies

Modern management, fiscal and business policies, practices, and procedures

Policies and objectives of assigned programs, services, and activities Facilities management

Accounting and auditing principles and practices

Insurance and self-funding policies, practices, and procedures Principles

and practices of administration, supervision and training District organization, operations, policies and objectives Interpersonal skills using tact, patience and courtesy

Budget preparation and control

ABILITY TO:

Plan, organize, control and provide overall direction to a variety of programs services

Direct, and participate in the development of policies, procedures, and fiscal decisions

Develop, review, and approve the preparation of the annual budget for district

Interpret and apply provisions of State Education Code and various regulatory agencies

Assemble and analyze data and make appropriate recommendations

Prepare and deliver oral presentations Train, supervise and evaluate personnel.

Interpret, apply and explain, complex rules, regulations, policies and procedures Maintain

current knowledge of program rules, regulations, requirements and restrictions Analyze

complex data and situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in Business or Public Administration, Accounting or related field and seven years of increasingly responsible professional accounting and business experience in a school District or public agency and five years in a management capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects

Seeing to read a variety of materials.

Driving a vehicle to conduct work.