

**BARSTOW UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
District Office Board Room
551 South Avenue H, Barstow, California, 92311

AGENDA

REGULAR MEETING – Thursday, October 10, 2024 @ 4:30 PM

PERSONNEL COMMISSIONERS

Mr. Jason Gee	Ms. Olga Prindle	Mr. Ben Rosenberg
Board Appointee	Employee Appointee	Joint Appointee
Vice-Chairperson	Member	Chairperson
Term Expires: 12/2025	Term Expires: 12/2024	Term Expires: 12/2026

**THE REGULAR MEETING IS OPEN TO THE PUBLIC, HOWEVER THE
WEARING OF FACE COVERINGS/MASKS IS ENCOURAGED.
REMOTE VIEWING IS ON THE BARSTOW UNIFIED YOUTUBE
CHANNEL AT <https://www.youtube.com/@BarstowUnified>.**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call/Establishment of Quorum**
4. **Public Comment – Audience:** A Personnel Commission meeting is a business meeting of the Commissioners held in a public form to comply with the Brown Act. This is an opportunity for citizens to make suggestions and identify concerns about matters on the agenda or other Classified Personnel matters or suggest topics for future agendas. Those in-person attendees wishing to address the Commission are invited to fill out a "Request to Speak" card and present it to the Secretary prior to this portion of the agenda. Individuals will be addressing the full Commission, *not individual Commissioners*, and shall be asked to stand whenever possible while presenting their comments. For the record, any individual addressing the Commission shall first state their full name. The Commission has a policy limiting speakers to not more than three (3) minutes.
5. **Reports/Updates/Announcements**
 - a. Commissioner Reports
 - b. CSEA Updates
 - c. District Updates
 - d. Director Report

Next Regular Meeting Thursday, November 21, 2024 @ 4:30 p.m.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 551 South Avenue H, Barstow, California 92311. In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Commission Office. ***Please allow 72 hours prior notice to enable the District to accommodate such requests.***

6. **Adoption of the Agenda**

7. a. First Reading of the 2023/2024 Personnel Commission Annual Report (Draft)

Consent/Action/Conference Session

8. **Consent List.** It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. ***Consent items are routine in nature and can be enacted in one motion without further discussion.*** This procedure conserves meeting time for a full discussion of significant issues.

- a. Ratify the Eligibility List – Director-Classified Personnel
b. Ratify Merged Eligibility List – Paraeducator, English Language Learner
c. Ratify Eligibility List – Senior Office Assistant (Promotional)

M_____ S_____ V_____

9. **Conference/Action.**

- a. Request for Advanced Step Placement (CMCSS Range 64/Step 3) for Mr. Daniel Ortiz, Director-Classified Personnel

10. **Closed Session.** None at this time.

11. **Adjournment.** There being no further business to come before the Commission, it is recommended that the meeting be adjourned.

M_____ S_____ Time_____

Next Regular Meeting Thursday, November 21, 2024 @ 4:30 p.m.

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
October 10, 2024

AGENDA ITEM

SUBJECT: 2023-2024 PERSONNEL COMMISSION ANNUAL REPORT (DRAFT)
FIRST READING

BACKGROUND INFORMATION

In accordance with Education Code 45266, an Annual Report is required to be prepared and submitted to the Board of Trustees for the School District.

DIRECTOR'S RECOMMENDATION

Approve the First Reading of the attached draft of the 2023-2024 Annual Report and move forward to Conference/Action for the Second Reading and approval.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:

Barstow Unified School District

A Merit System District

An Equal Opportunity Employer

*The
Personnel Commission*

ANNUAL REPORT
DRAFT



*July – June
2023-2024*



THE PERSONNEL COMMISSION 2022 - 2023

Employee Association Appointee -

Olga Prindle

August 2022—December 2024



Olga Prindle moved to Barstow in January of 1985 when the US Marine Corps transferred her from Okinawa, Japan. Barstow, CA became her home after she left the Marine Corps and where she raised her children and they attended Barstow Unified Schools K thru 12. Olga was fortunate to be employed by Barstow Unified School District in July of 1989 and would continue to work for BUSD for the next 32 years. In the mid 1990s, Olga spent 4 years working for the Personnel Commission. During her 32 years at Barstow Unified she was active in CSEA Chapter 306 holding various positions over the years like CPRO, Secretary and Negotiator. In 2019 she was recognized as the Regional Member of the Year Area F Region 90. For the last 24 years at Barstow Unified School District she enjoyed working with the Library personnel at all of the schools across the district which allowed her to visit all the different schools and establish good rapport with personnel at each site. Over the years Olga has spent time volunteering at the VA home and now enjoys volunteering at the Senior Center. When she isn't volunteering she enjoys spending more time with her grandchildren since retiring.

Board of Trustees Appointee -

Jason Gee

December 2022—December 2025



Jason Gee proudly continues the Gee family tradition of service to Barstow Unified School District and its community. His grandfather, Joseph Gee, served on the Board of Trustees, and his mother, Mary Gee, was a BUSD educator for 27 years. Born and raised in Barstow, Jason attended Skyline North Elementary School, Barstow Junior High School, and Barstow High School, graduating as Valedictorian of the Class of 1991. After graduating cum laude from UCLA in 1995 with Bachelor degrees in Business Economics and Mathematics with a Specialization in Computing, Jason attended law school at cross-town rival USC and earned his Juris Doctor and Masters in Real Estate Development in 1998. With his education completed, Jason returned home to Barstow to take over the family real estate business, Joseph D. Gee Enterprises. He is a member of the High Desert Association of Realtors, Barstow Community College President's Circle, UCLA Chancellor's Society, and USC Law Leadership Society. Jason has been happily married to his wife Simmon since 2015. They both serve on the Gee Foundation Board of Directors and oversee the Gee Foundation Scholarship Program which has awarded over 90 scholarships to BHS seniors since 2005.

Joint Appointee -

Ben Rosenberg

August 2023—December 2026

Born in



SECRETARY TO THE PERSONNEL COMMISSION

Director, Classified Personnel -

Patricia Duwel retired from the U.S. Navy in 1999 and went to work for the Berkeley Unified School District as a classified employee. In 2004 she accepted the position of Director of Classified Human Resources with the Apple Valley Unified School District. In 2007, Patty received her Masters Degree in Human Resources Management from Keller Graduate School of Management and is a member of the Society for Human Resources Management. She took her CalPERS retirement in June 2014 and went to work for the Federal Government in Adelanto. In 2017, she came out of retirement and accepted a position as the Classified Director for Berkeley Unified. In November 2019, Patty accepted the position of Director, Classified Personnel, bringing over 16 years as a Merit System Director to Barstow Unified. Patty is a true Californian, born and raised in Long Beach.



DRAFT

A MESSAGE FROM THE DIRECTOR. . .

The 2023-2024 school year brought a real return to normalcy as we got back to the tasks at hand. We saw changes to the Commission with a new Joint Appointee, Mr. Ben Rosenberg.

I want to thank those who have gone above and beyond to support the Commissioners, Staff and myself. And I would to also thank all the Barstow Unified employees for all they have done in support of the students, the families and the employees.

Sincerely,

Patty Duwel, Director

Patricia L. Duwel

ORGANIZATION OF THE PERSONNEL COMMISSION

The Personnel Commission is a nonpartisan public body responsible for the administration of a "merit system" for the selection, retention, and promotion of classified (non-teaching) employees of the Barstow Unified School District. By law, it is composed of three members appointed for three-year staggered terms.

Commissioners are Barstow residents and registered voters who are known adherents to the principles of the merit system. Providing for a neutral structure, the Education Code requires that the Commission be composed of one member appointed by the Barstow Classified School Employees Association, one member appointed by the Board of Trustees, and one member appointed jointly by the other two Commissioners.

PERSONNEL COMMISSION STATEMENT OF ETHICS

We, the members of the Barstow Unified School District Personnel Commission, believe:

As a member of an organization incorporated under the Statutes of the State of California, that the final arbiters of the judgments we make, as we exercise our responsibilities, are the Federal Constitution and the statutes of the State of California.

That public school service is the noblest of all services; that stewardship is one of public trust; and, that we should endeavor to perform our duties in a manner to bring honor and credit to education.

That excellence in the support of public education is the ultimate goal of the Merit System.

In equal opportunity for ALL and will allow ALL to present their qualifications under a system of merit selection.

That efficiency of the classified service begins with individual responsibility to a shared ethical and work-related commitment by all employees in the workplace.

That as leaders in support of the Merit System, we set the ethical tone by our personal conduct and our institutional leadership.

That implicit in our support of the Merit System is our obligation to administer state and federal laws honestly in the mutual interest of the citizens, elected representatives, management and employees.

That we should continue to seek, through state legislation and local policies, rules and processes, which will further the interest of efficiency and fairness under Merit System guidelines.

In acting in accordance with the best interests of sound personnel management; in refraining from partisanship and from pressure brought on by special interest groups; and, in upholding the public interest as opposed to individual, private, or group interest.

In conducting ourselves both on and off the job in such a manner as to create faith in the objectivity and impartiality of our decisions, and we will not engage in an activity or enterprise which would impair this standard.

WHAT IS THE MERIT SYSTEM?

Personnel Commissions are a part of a system of personnel administration termed the "merit system." Legal guidelines for the merit system in California school districts are outlined in Education Code Sections 45240 to 45320 and 88000 to 88180 and are based upon the following general principles:

Employment and promotion on the basis of merit as shown by competitive examination: Employees for positions in the classified service are to be chosen by impartial selection methods to ensure that merit is the prime factor in employment. In addition, the Personnel Commission shall establish recruitment methods that will reach all segments of eligible applicants within an appropriate geographical area.

Career service: Employees are encouraged to remain with and to promote within a given agency; thus, the School District has the benefit of retaining the services of qualified persons it has selected and trained. As part of a career service, examinations are given on a "promotional only" basis whenever possible with only district employees allowed to compete.

DRAFT

Like pay for like service: Positions in the public service are carefully delineated according to type and level so that all employees performing similar tasks at the same level of difficulty and responsibility are compensated equally.

Impartial hearing of appeals from disciplinary actions: An employee may appeal a disciplinary action (such as a suspension, demotion, or dismissal), and is entitled to request a hearing by the Personnel Commission to ensure that due process and fair play have been observed.

Prohibition against discrimination: No person can be denied a job or promotion because of affiliations, race, color, national origin, ancestry, age, religious beliefs, marital status, sex, sexual preference, sexual harassment, disability, medical condition, employee organization membership or non-membership, legal activities, political beliefs or acts as provided in the California Education Code.

The Merit (or Civil Service) System is not new. Early in the 1800's the "spoils" system was a well-established method of filling government jobs. Most public sector jobs were filled by "patronage" whereby a politician would win office and fill government jobs with friends, relatives and campaign contributors. Reacting to these abuses, the Federal Congress in 1883 passed the Federal Civil Service Act, establishing for federal employees a civil service system to guard against patronage appointments.

WHY A PERSONNEL COMMISSION?

Following public outrage at the firing of over 700 classified employees the day after an election in the Los Angeles City Schools system to make room for political "spoilsmen," the California Legislature amended the Education Code in 1936 to make a Merit System structure available to its schools districts. A Personnel Commission is charged with the responsibility for carrying forth the principles of employment based upon merit, as set forth in the Education Code, and other laws, ordinances and regulations affecting employment in the public sector. The Personnel Commission is politically, financially, and operationally independent of the school district and the Board of Trustees.

Basically, Barstow's Personnel Commission ensures that fair and efficient methodologies are employed to obtain and retain the most qualified classified employees based upon merit and fitness and regardless of race, color, religion, gender, sexual preference, age, marital status, political affiliation, or national origin. The Commission mandates that reasonable accommodation be provided to address known applicant and employee handicaps and legally cognizable disabilities.

DRAFT

The Personnel Commission works on writing operative Rules and Regulations, establishing written job descriptions and classification relationships. Updating that work continues to be a major focus of the Commission and its professional staff.

Regular meetings of the Personnel Commission are normally held in the District Boardroom on the second Thursday of each month. The meeting Agenda is posted on line on the district's website indicating the exact time, date and place of the meeting, and all matters which the Commission plans to discuss and/or act upon. All employees and members of the general public are invited and welcome to attend Commission meetings.

The Personnel Commission functions through its staff, located in the Personnel Commission Office at the District Office. The office is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. The office phone number is (760) 255-xxxx, with the staff's respective extension listed below;

ext. 6033 – Patty Duwel, Director
ext. 6034 - Julie Grounds, Human Resources Technician
ext. 6035 - Maria Saucedo-Cerda, Human Resources Technician

ACTIVITY REPORT

MEETINGS

	<u>2023-2024</u>	<u>2022-2023</u>
Regular Meetings	11	11
Special Meetings	0	0

ACTIONS

Reclassifications	0	0
New Classifications	1	0
Salary Realignment	0	0
Rules Implemented/Changed	0	0
Appeals	0	0

EXAMINATIONS

Total Recruitments Conducted	26
Open Recruitments Conducted	3
Promotional Recruitments Conducted	3
Open/Promo Recruitments Conducted	20
Applications Received	756
Written/Multiple Choice Tests	25
Oral Panels Conducted	0
Performance Tests	0
Candidates Qualified	253
Selection Interviews	101

At a Glance

7/1/2023—6/30/ 2024

52 New Employees

58 New Limited Term Subs

32 Employees Promoted

5 Classified Employees worked at Barstow Unified for more than 30 years!

EMPLOYMENT

ADA Placements	0	0
New Employees	55	48
Promotions	37	33
Reinstatements	4	0
Transfers	52	31
Abandonment Terminations	0	0
Probationary Release	8	3
Resignations	26	20
Retirements	7	9
Exhaustion of Benefits	1	4
Deceased	2	0
Limited Term (Subs) Certified	58	58
New Positions Established	44	17
Limited Term/Provisional	3	3
Differential	0	0
Voluntary Demotions	2	0
Reemployment	1	0
Working Out of Class	20	15
Leaves	4	3

EMPLOYEE SEPARATIONS

YEARS OF SERVICE

	<u>2023-2024</u>	<u>2022-2023</u>
Less than 6 months	3	6
6 months to 5 years	18	9
6 years to 10 years	3	9
11 years to 15 years	7	1
16 years to 20 years	2	4
21 or more years	5	6

LAYOFFS

2023-2024 2022-2023

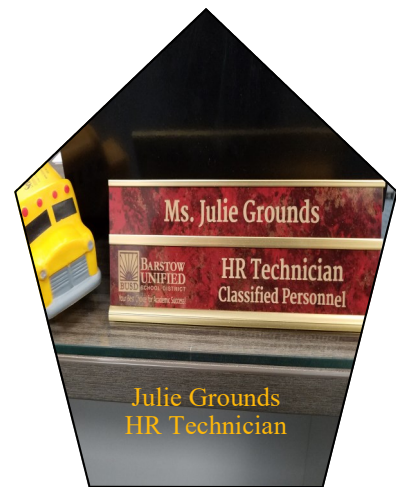
Incumbent Positions	0	0
Vacant Positions Abolished	25	1
Restored Positions	0	0
Created Positions	0	0
Employees Laid Off	0	0
Transferred in Lieu of Layoff	0	0
Reduced in Lieu of Layoff	0	0
Retired in Lieu of Layoff	0	0
Employees Restored/Rescinded	0	0

Classified Employees 362 356
as of June 30:

Full Time (8 hour) 181 155
Part Time (less than 8 hour) 181 201

Working To Support Those Who Support Our Students!

*A special thank you to
the District for
allowing the use of
facilities and staff in
support of testing
and
Commission
meetings.*



• • D • R • A

*Working to
support those
who support
our students.*

*A warm appreciation
to all the District
Departments
for their support
throughout the
school year.*



PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
October 10, 2024

AGENDA ITEM

SUBJECT: RATIFY THE ELIGIBILITY LIST – DIRECTOR-CLASSIFIED PERSONNEL

BACKGROUND INFORMATION

DIRECTOR'S RECOMMENDATION

Ratify list as presented.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:



BARSTOW UNIFIED SCHOOL DISTRICT – PERSONNEL COMMISSION
Director-Classified Personnel
UNRANKED ELIGIBILITY LIST

Exam Title/Classification:	Director-Classified Personnel	Total # of Applicants:	7
Exam #:	2023/24-Mgmt-01	# who met Minimum Qualifications:	4
Recruitment Dates:	7/15/2024-9/30/2024	# Passed T & E:	3
Type of Exam:	<input checked="" type="checkbox"/> Open	# Passed Part 2 of Exam:	1
List Effective Date:	9/18/2024		
Expiration Date:	9/18/2025	# Candidates on Eligibility List:	1
Extended Date:	Continuous		
<u>Weighed Exam Parts /</u>		Exam (Part 1) Pass Point: <u>NA</u>	
T&E-Training & Experience	Pass Point: 50	Total Pass Point: <u>60</u>	
Written Supplemental	Pass Point: <u>NA</u>		
Performance-based		Hurdles: _____	
Stakeholder Panel	Pass Point: <u>NA</u>		
Prepared by:	<u>PRO</u> Patricia Duwel, Director-Classified Pers	Date	<u>9/18/24</u>
Certified by:	<u>PRO</u> Patricia Duwel, Director Classified Pers.	Date	<u>9/18/24</u>
Commission Ratification:	_____ Commission Chairperson	Date	_____

RANK	APPLICANT NAMES ARE CONFIDENTIAL (Pursuant to Ed Code Section 45274 and PC Rule 4.1.6)	EXAM T&E 50 pp	Stake- holder Panel	TOTAL SCORE (Rounded)	Veterans Points (for Entry- level, Open exams)	Preference (Seniority) Points	FINAL SCORE (Rounded)
	EXTERNAL CANDIDATES						
1	3259301	70.00	72.00	71.00			71.00

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
October 10, 2024

AGENDA ITEM

SUBJECT: RATIFY **MERGED** ELIGIBILITY LIST – PARAEDUCATOR ENGLISH
LANGUAGE LEARNER

BACKGROUND INFORMATION

DIRECTOR'S RECOMMENDATION

Ratify list as presented.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:



**BARSTOW UNIFIED SCHOOL DISTRICT – PERSONNEL COMMISSION
PARAEDUCATOR ELL (SPANISH) MERGED
ELIGIBILITY LIST**

Exam Title/Classification:	Paraeducator ELL (Spanish)	Total # of Applicants:	16
Exam #:	2022/23-3	# who met Minimum Qualifications:	11
Recruitment Dates:	07/26/2023 to 08/26/24	# Passed Part 1 of Exam:	7
Type of Exam:	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Promotional	# Passed Part 2 of Exam:	7
List Effective Date:	10/03/2024		
Expiration Date:	10/03/2024	# Candidates on Eligibility List:	7
Extended Date:	N/A		
Weighed Exam Parts /		Exam (Part 1) Pass Point: <u>70</u>	
T&E-Training & Experience		Exam (Part 2) Pass Point: <u>70</u>	
Written Test	<u>100%</u>	Hurdles: _____	
Performance-based	<u>100 %</u>		
Oral Board	_____		
Prepared by:	 Julie Grounds, HR Technician	Date	<u>10/03/24</u>
Certified by:	 Patricia Duwel, Director Classified Pers.	Date	<u>10/7/2024</u>
Commission Ratification:	_____	Date	_____
	Chair		

RANK	APPLICANT NAMES ARE CONFIDENTIAL (Pursuant to Ed Code Section 45274 and PC Rule 4.1.6)	EXAM Part1 100%	Exam Part 2 100%	TOTAL SCORE (Rounded)	Veterans Points (for Entry- level, Open exams)	Preference (Seniority) Points	FINAL SCORE (Rounded)
	INTERNAL CANDIDATES						
1	2540 M			100			100 %
2	3758225	73	96	169			85 %
	EXTERNAL CANDIDATES						
1	1447444 M	88	98	186			93 %
1	7607874 M	86	100	186			93 %
2	3361702 M	76	100	176			88 %
2	2429131 M	82	94	176			88 %
3	6938595 M	75	98	173			87 %
4	3881380	72	100	172			86 %
5	6494348 M	81	80	161			81 %

M=MERGED

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
October 10, 2024

AGENDA ITEM

SUBJECT: RATIFY THE ELIGIBILITY LIST – SENIOR OFFICE ASSISTANT
(PROMOTIONAL)

BACKGROUND INFORMATION

DIRECTOR'S RECOMMENDATION

Ratify list as presented.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:



BARSTOW UNIFIED SCHOOL DISTRICT – PERSONNEL COMMISSION SENIOR OFFICE ASSISTANT ELIGIBILITY LIST

Exam Title/Classification:	Senior Office Assistant	Total # of Applicants:	33
Exam #:		# who met Minimum Qualifications:	33
Recruitment Dates:	05/14/24 to 08/19/24	# Passed Part 1 of Exam:	26
Type of Exam:	<input type="checkbox"/> Open <input checked="" type="checkbox"/> Promotional	# Passed Part 2 of Exam:	
List Effective Date:	09/24/2025		
Expiration Date:	09/24/2025	# Candidates on Eligibility List:	26
Extended Date:	N/A		
Weighted Exam Parts /		Exam (Part 1) Pass Point: <u>70</u>	
T&E-Training & Experience		Exam (Part 2) Pass Point:	
Written Test	<u>100%</u>	Hurdles: _____	
Performance-based			
Oral Board			
Prepared by:	 Maria Saucedo Cerda, HR Technician	Date	<u>10-3-24</u>
Certified by:	 Patricia Duwel, Director Classified Pers.	Date	<u>10-7-2024</u>
Commission Ratification:	_____	Date	_____
	Chair		

RANK	APPLICANT NAMES ARE CONFIDENTIAL (Pursuant to Ed Code Section 45274 and PC Rule 4.1.6)	EXAM Part1 100%	Exam Part 2 100%	TOTAL SCORE (Rounded)	Veterans Points (for Entry- level, Open exams)	Preference (Seniority) Points	FINAL SCORE (Rounded)
	INTERNAL CANDIDATES						
1	3692854	96		96			96%
2	2831736	95		95			95%
3	2422888	94		94			94%
4	3636891	93		93			93%
4	3427647	93		93			93%
5	6401297	92		92			92%
5	7601321	92		92			92%
6	2713482	91		91			91%
7	6150730	89		89			89%
7	716549	89		89			89%
7	7628380	89		89			89%
7	2428993	89		89			89%
7	716549	89		89			89%
8	7568165	88		88			88%
8	6462431	88		88			88%
8	7609986	88		88			88%
9	2927443	87		87			87%
10	2062645	86		86			86%
10	3199893	86		86			86%
10	3804092	86		86			86%
10	6695591	86		86			86%
10	6150730	86		86			86%
10	2080165	86		86			86%



**BARSTOW UNIFIED SCHOOL DISTRICT – PERSONNEL COMMISSION
SENIOR OFFICE ASSISTANT
ELIGIBILITY LIST**

11	2927443	82		82			82%
12	3758225	76		76			76%
12	6564620	76		76			76%

PHD
10-7-2021

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
October 10, 2024

AGENDA ITEM

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT AS DIRECTOR-CLASSIFIED PERSONNEL IN THE CASE OF MR. DANIEL ORTIZ

BACKGROUND INFORMATION

Mr. Ortiz has over 10 years in Labor Relations. His work with UDW reinforces his supervisory experience. He holds a Masters Degree and a Bachelors Degree which exceeds the minimum requirements. Mr. Ortiz has accepted the Director, Classified Personnel position and is scheduled to start Friday, November 1, 2024. In the Interim, Mr. Ortiz is also approved as a Limited Term Director working on a Time-Card during October 2024 under the current Director's guidance.

170.2.1 **INITIAL SALARY PLACEMENT:** *All newly hired or promoted regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. The hiring rate for new employees shall normally be the first step of the salary range. However, a new employee may be provided with advanced step placement by the Commission based upon such factors as:*

170.2.1.1 Additional qualifying experience beyond that required for entry into the class.

170.2.1.2 Additional education at the college level when related to the position, but beyond the educational requirements established for entry into the class.

170.2.1.3 Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

170.2.1.4 The additional skills or qualifications of the candidate that make them especially qualified for the position.

170.2.2 **EVALUATION OF STEP PLACEMENT:** *The Director shall evaluate the qualifications of all candidates recommended for employment into the classified service in accordance with the provisions of Rule 170.2.1 and make a recommendation to the Commission regarding appropriate step placement. The Commission may accept, amend, or reject the Director's recommendations. The decision of the Commission shall be final.*

DIRECTOR'S RECOMMENDATION

In the two months the recruitment was open, only seven (7) applications were received. One applicant was not screened in. One applicant pulled their application. One applicant did not meet the pass point. Three applicants applied after the initial screening round, however only one of those would be screened forward to the T&E. I recommend Mr. Ortiz be granted advanced step placement at Step 3/CMCSS Range 64.

Daniel Ortiz

October 1, 2024

RE: Request for Advanced Placement

Mr. Ben Rosenberg
Commission Chair
551 South Avenue H
Personnel Commission
Barstow, CA 92311

Dear Mr. Rosenberg:

I am writing to you today to request that I be placed at step Three (3) on the Classified Salary Schedule for the Director of Classified Personnel position.

With over a decade of experience in labor relations management, strategic planning, and influential negotiation, I am confident in my ability to contribute effectively to the Commission and drive positive outcomes for the Classified Service and Personnel Commission at Barstow USD.

Primarily you will find that my experience with the California School Employees Association (CSEA) as a Labor Relations Representative where I managed labor representation across multiple school districts, including La Mesa Spring Valley Schools and the San Diego County Office of Education, both merit Districts. I advised on disciplinary matters, negotiated an average of four collective bargaining agreements annually (totaling over 40 agreements), and handled budget research and grievance resolution. I ensured compliance with educational and labor regulations and managed personnel issues effectively across these districts. I successfully filed and prepared over 50 grievances, achieving settlements for the majority.

Specifically in 2020, I worked with our Government Relations Department and the CSPCA Legislative Advocate to enact a change to the Ed Code that was sponsored by CSEA as AB 2234 (now Ed Code 45313), that changed the rules by which commissions can get access to legal counsel. This rule now ensures fairness and impartiality when determining if a conflict of interest exists.

My academic background, including my MA in Political Science from San Diego State University, has equipped me with a strong foundation in political analysis and strategic decision-making. I am very comfortable running statistical analysis. AS you can see by the subject and method of my graduate thesis. I drew on data from Edison/Mitofsky exit polling to measure the "Influence on Vote Choice at the Iowa Caucus of 2004."

You will also find of interest that I was the Parliamentarian for my staff union for 8 years, and also was appointed to the Citizens Equal Opportunity Commission with the City of San Diego by Mayor Todd Gloria. I am adept at Robert rules of order and parliamentary procedure.

Additionally, my bilingual proficiency in Spanish and English enhances my ability to engage with the diverse community and stakeholders in Barstow and beyond.

I am excited about the opportunity to bring my skills to Barstow USD and I believe my education and experience merit a step 3 placement.

Thank you in advance for considering my request for advanced placement.

Sincerely,
Daniel A. Ortiz
Daniel Ortiz

Advanced Step Placement Request
(See PC Rule 170.2.1)

Name: Daniel A Ortiz

Classification: Director of Classified Personnel

Hire Date: _____

Site: _____

Advanced Step Requested: 1 2 **3** 4 5 (circle one)

**Please note that step increases beyond Step 5 on the salary schedule are for Longevity purposes only and shall not be considered in Advanced Step placement.*

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement. See the PC rule on the reverse.

2. Items that **should** be included with the request:

☒ Resume (**required**) ☐ Diploma(s) ☒ Transcript(s) ☐ Certification(s)

Please note: Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and **will not** be returned to you. Therefore, please ensure that **only copies are submitted** and **that personal information other than First and Last name is redacted** prior to submission.

		Units	Type/Depth/Concentration
Education Level:	Some College		
	Associates Degree		
	Bachelor's Degree	125	Political Science with a minor in Psychology
	Master's Degree	44	Political Science
	PhD/Doctorate		

		Employment Type (Education, Government, Public, Private, etc)
Experience Level:	1-2 years	
	3-5 years	
	6-9 years	
	10-15 years	Labor union employment with Merit District experience.
	15+ years	

Daniel Ortiz

Director of Classified Personnel

Versatile and results-oriented professional with extensive experience in union management, employee representation, and labor negotiations. Adept at leading outreach and engagement initiatives, overseeing staff management, and cultivating relationships with local politicians to support community advocacy. Proven track record in mitigating workplace challenges, directing union growth, and successfully negotiating over 40 collective bargaining agreements. Proficient in budget analysis, grievance resolution, and adherence to labor laws and procedures.

Areas of Expertise

- | | | |
|---------------------------------------|---------------------------|----------------------------------|
| ♦ Labor Relations Management | ♦ Workforce Management | ♦ Cross-functional Collaboration |
| ♦ Strategic Planning & Implementation | ♦ Regulatory Compliance | ♦ Team Training & Leadership |
| ♦ Influential Negotiation | ♦ Financial Analysis | ♦ Complex Problem Resolution |
| ♦ Project Coordination | ♦ Contract Administration | ♦ Organizational Development |

Professional Experience

Career Break, Ortiz and Associates Consulting Group, San Diego, CA

Family Care | Managing Director

2023 – Present

Planned career break to care for daughter and wife during a critical health period. Managed household responsibilities and provided necessary care and support. Adapted to changing circumstances and needs, demonstrating flexibility and problem-solving skills. Formed and registered fully compliant consulting firm (LLC) specializing in labor and employee relations, adhering to state and city registration and tax requirements, seeking potential clients for various labor relations matters.

United Domestic Workers Union (UDW), San Diego, CA

Regional Manager

2023

Led development and supervision of union activities for team of organizers representing approximately 25,000 In-Home Supportive Services (IHSS) providers in Imperial and San Diego Counties. Directed outreach, engagement, and union growth initiatives through IHSS orientations and phone banks, while involving members in union actions and activities. Oversaw all staff management aspects, including recruiting, evaluations, investigations, and disciplinary actions, as well as budget management and event coordination.

- Mitigated Covid-19 exposure by providing staff with adequate workspace and air filters.
- Cultivated relationships with local politicians to support community engagement and advocacy.
- Approved timesheets and expense reimbursements for staff.

Managed all aspects of labor representation for multiple school districts, including administrative and Skelly hearings. Advised classified employees on disciplinary matters and represented members at merit districts. Acted as chief negotiator for CSEA members by bargaining over 40 agreements, including MOUs, side letters, and collective bargaining agreements. Conducted District budget research and provided advice based on budget analysis. Submitted Unfair Labor Practice Charges (ULPs) to Public Employee Relations Board (PERB) and interpreted and enforced California Education Code.

- Served as parliamentarian for staff union with expertise in Robert's Rules of Order, parliamentary procedures, and interpretation of board rules, constitutions, and bylaws.
- Successfully filed and prepared over 50 grievances, achieving settlements for majority, including a notable \$2M case.

Additional Experience

Worksite Organizer for Public Safety Unit, Service Employees International Union, San Diego, CA

Education

Master of Arts in Political Science

San Diego State University, San Diego, CA

Thesis Topic: The Case of the Iowa Caucus of 2004: Measuring Influence on Initial Vote Choice / Research Interests: Campaigns and Elections / Awards: Teaching Assistant of the Year Award

Bachelor of Arts in Political Science, Minor: Psychology

San Diego State University, San Diego, CA

Graduated with Honors and Distinctions in Political Science

Summer Program in International Relations, New College

Oxford University, Oxford, UK

Research Focus: Vote Choice / Role: Graduate Assistant to Program Director

Affiliations

Member, Society for Human Resource Management (SHRM)

Founding Member & Organizer, San Diego Cesar Chavez Breakfast Committee

Former Appointed Commissioner, Citizens Equal Opportunity Commission (CEOC), San Diego

Former Member, American Political Science Association (APSA)

Former Member, Probation Officers Association (POA)

Certifications

SHRM-CP & aPHR Certificates, In-Progress

Languages

Spanish, English – **Bilingual**

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STUDENT NAME: ORTIZ, DANIEL A MR
FORMER NAME : ORTIZ, DANIEL ANTHONY
CAMPUS ID : [REDACTED]

BIRTH DATE MONTH/DAY: [REDACTED]

TRANSFER CREDIT

INSTITUTION	TO DATE	SEMESTER ATTEMPT	UNITS ACCEPT	GRADE POINTS	
ORANGE COAST C	05/91	9.0	6.0	9.0	*
SADDLEBACK C C	05/94	49.0	49.0	171.0	*
SAN DIEGO C C	08/99	RECORD ON FILE			*
U OF THE PACIFIC	08/05	RECORD ON FILE			
SIMS/R TRANSFER TOTALS		58.0	55.0	180.0	GPA: 3.10

* MAXIMUM 70.0 UNITS ALLOWED FROM COMMUNITY COLLEGES COURSES

UNDERGRADUATE RECORD

FALL 1991			UA	UE GRADE	PTS	REF
A E	0123	THE AEROSPACE ENGINEER	1.0	1.0 C	2.0	
CHEM	0200	GENERAL CHEMISTRY	5.0	0.0 F	0.0	
MATH	0104	TRIGONOMETRY	0.0	0.0 W	0.0	
PSY	0101	INTRODUCTORY PSYCHOLOGY	3.0	3.0 C	6.0	
TERM TOTALS:			9.0	4.0	8.0	GPA: 0.88
SDSU CUMULATIVE TOTALS:			9.0	4.0	8.0	GPA: 0.88
ON PROBATION						

SPRING 1992			UA	UE GRADE	PTS	REF
ART	0101	DESIGN AND AESTHETICS	3.0	0.0 U	0.0	
BIOL	0110	EVOLUTION&DIVERS ANIMALS	3.0	3.0 B	9.0	
HIST	0100	WORLD HISTORY	3.0	3.0 D+	3.9	
MATH	0150	SINGLE VARIABLE CALCULUS	5.0	5.0 C	10.0	
TERM TOTALS:			14.0	11.0	22.9	GPA: 1.63
SDSU CUMULATIVE TOTALS:			23.0	15.0	30.9	GPA: 1.34
DISQUALIFIED						
REINSTATED ON PROBATION						

FALL 1994			UA	UE GRADE	PTS	REF
BIOL	0321	HUMAN HEREDITY	3.0	3.0 B	9.0	
MUSIC	0345	WORLD MUSIC CONTEMP LIFE	3.0	3.0 A-	11.1	
POL S	0530	POLITICAL PARTIES	3.0	3.0 A	12.0	

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Stephanie Anderson
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STUDENT NAME: ORTIZ, DANIEL A MR
CAMPUS ID : [REDACTED]

BIRTH DATE MONTH/DAY: [REDACTED]

PSY 0351	PSYCHOLOGY OF PERSONALITY	3.0	3.0	A	12.0	
TERM TOTALS:		12.0	12.0		44.1	GPA: 3.67
SDSU CUMULATIVE TOTALS:		35.0	27.0		75.0	GPA: 2.14
PROBATION REMOVED						
DEAN'S LIST - SEMESTER HONORS						

SPRING 1995		UA	UE	GRADE	PTS	REF
POL S 0103	INTRO COMPARATIVE GOVTS	3.0	3.0	A	12.0	
POL S 0393	INSTITUTE WORLD AFFAIRS	3.0	3.0	A	12.0	
PSY 0211	LEARNING	3.0	3.0	A	12.0	
PSY 0350	ABNORMAL PSYCHOLOGY	3.0	3.0	A-	11.1	
TERM TOTALS:		12.0	12.0		47.1	GPA: 3.92
SDSU CUMULATIVE TOTALS:		47.0	39.0		122.1	GPA: 2.59
DEAN'S LIST - SEMESTER HONORS						

FALL 1995		UA	UE	GRADE	PTS	REF
DANCE 0100A	BEGINNING BALLROOM DANCE	1.0	1.0	A	4.0	
POL S 0305	AMER POLITICAL THOUGHT	3.0	3.0	B	9.0	
POL S 0347A	AMERICAN CONSTITUT LAW	3.0	3.0	A-	11.1	
POL S 0495	INTERNSHIP LOCAL POLITICS	3.0	3.0	B+	9.9	
PSY 0340	SOCIAL PSYCHOLOGY	3.0	3.0	A	12.0	
PSY 0380	COGNITIVE PSYCHOLOGY	3.0	3.0	C+	6.9	
TERM TOTALS:		16.0	16.0		52.9	GPA: 3.30
SDSU CUMULATIVE TOTALS:		63.0	55.0		175.0	GPA: 2.77

SPRING 1996		UA	UE	GRADE	PTS	REF
POL S 0334	POLITICS OF ENVIRONMENT	3.0	3.0	B	9.0	
POL S 0335	PUBLIC POLICY	3.0	3.0	A	12.0	
POL S 0347B	AMERICAN CONSTITUT LAW	3.0	3.0	B-	8.1	
POL S 0436	THE AMERICAN PRESIDENCY	3.0	3.0	B+	9.9	
PSY 0330	DEVELOPMENTAL PSYCHOLOGY	3.0	3.0	B-	8.1	
TERM TOTALS:		15.0	15.0		47.1	GPA: 3.14
SDSU CUMULATIVE TOTALS:		78.0	70.0		222.1	GPA: 2.84
TRANSFER CUMULATIVE TOTALS:		58.0	55.0		180.0	GPA: 3.10
OVERALL CUMULATIVE TOTALS:		136.0	125.0		402.1	GPA: 2.95

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STUDENT NAME: ORTIZ, DANIEL A MR
CAMPUS ID : [REDACTED]

BIRTH DATE MONTH/DAY: [REDACTED]

+++++
+ MAY 30, 1996 AWARDED BACHELOR'S DEGREE +
+ DEGREE: BA +
+ MAJOR : POLITICAL SCIENCE +
+ WITH DISTINCTION IN: POLITICAL SCIENCE +
+ MINOR : PSYCHOLOGY +
+++++

GRADUATE RECORD

FALL 2003	UA	UE GRADE	PTS	REF
POL S 0515 RESEARCH DESIGN ANALYSIS	3.0	3.0 A	12.0	
POL S 0601 SEM SCOPE&METH POLIT SCI	0.0	0.0 I	0.0	4
POL S 0620 SEM AMER NATIONAL GOVT	3.0	3.0 A-	11.1	
TERM TOTALS:	6.0	6.0	23.1	GPA: 3.85
SDSU CUMULATIVE TOTALS:	6.0	6.0	23.1	GPA: 3.85

SPRING 2004	UA	UE GRADE	PTS	REF
POL S 0516 STATISTICS FOR POL SCI	0.0	0.0 I	0.0	4
POL S 0625 SEM: POLITICAL BEHAVIOR	0.0	0.0 I	0.0	4
POL S 0798 SPECIAL STUDY	0.0	3.0 CR	0.0	CR/NCR
TERM TOTALS:	0.0	3.0	0.0	GPA: 0.00
SDSU CUMULATIVE TOTALS:	6.0	9.0	23.1	GPA: 3.85

SUMMER 2004	UA	UE GRADE	PTS	REF
POL S 0102 INTRO AM&CALIF GOVT&POLIT	0.0	3.0 CR	0.0	CR/NCR
STAT 0250 STAT PRINCIPLE & PRACTICE	0.0	3.0 CR	0.0	CR/NCR
TERM TOTALS:	0.0	6.0	0.0	GPA: 0.00
SDSU CUMULATIVE TOTALS:	6.0	15.0	23.1	GPA: 3.85

ADJUSTMENTS TO ACADEMIC RECORD	UA	UE GRADE	PTS	REF
POL S 0601 INCOMPLETE REMOVED	3.0	3.0 B+	9.9	4 FA03
SDSU CUMULATIVE TOTALS:	9.0	18.0	33.0	GPA: 3.66

FALL 2004	UA	UE GRADE	PTS	REF
COMM 0580 COMMUNICATION & POLITICS	3.0	3.0 B	9.0	
POL S 0603 SEM PUBL POLICY ANALYSIS	0.0	0.0 I	0.0	T

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CAMPUS ID : [REDACTED]

BIRTH DATE MONTH/DAY: [REDACTED]

SOC SI 0201A	INTRO TO SPSS	1.0	1.0	A	4.0	
TERM TOTALS:		4.0	4.0		13.0	GPA: 3.25
SDSU CUMULATIVE TOTALS:		13.0	22.0		46.0	GPA: 3.53
ADJUSTMENTS TO ACADEMIC RECORD		UA	UE	GRADE	PTS	REF
POL S 0516	INCOMPLETE CHARGED	3.0	0.0	IC	0.0	3 SP04
POL S 0625	INCOMPLETE REMOVED	3.0	3.0	A	12.0	4 SP04
POL S 0516	INCOMPLETE REMOVED	0.0	3.0	A-	11.1	4 SP04
SDSU CUMULATIVE TOTALS:		19.0	28.0		69.1	GPA: 3.63
SPRING 2005		UA	UE	GRADE	PTS	REF
ENS 0138	KEEL BOATING	1.0	1.0	A	4.0	
ENS 0146	SURFING	1.0	0.0	WU	0.0	
POL S 0516	STATISTICS FOR POL SCI	3.0	3.0	A	12.0	
POL S 0620	SEM AMER NATIONAL GOVT	3.0	3.0	B+	9.9	
TERM TOTALS:		8.0	7.0		25.9	GPA: 3.23
SDSU CUMULATIVE TOTALS:		27.0	35.0		95.0	GPA: 3.51
ADJUSTMENTS TO ACADEMIC RECORD		UA	UE	GRADE	PTS	REF
POL S 0603	INCOMPLETE CHARGED	3.0	0.0	IC	0.0	3 FA04
SDSU CUMULATIVE TOTALS:		30.0	35.0		95.0	GPA: 3.16
FALL 2005		UA	UE	GRADE	PTS	REF
POL S 0799A	THESIS	0.0	0.0	RP	0.0	7 CR/NCR
TERM TOTALS:		0.0	0.0		0.0	GPA: 0.00
SDSU CUMULATIVE TOTALS:		30.0	35.0		95.0	GPA: 3.16
SPRING 2006		UA	UE	GRADE	PTS	REF
POL S 0799B	THESIS EXTENSION	0.0	0.0	NC	0.0	CR/NCR
TERM TOTALS:		0.0	0.0		0.0	GPA: 0.00
SDSU CUMULATIVE TOTALS:		30.0	35.0		95.0	GPA: 3.16
FALL 2006		UA	UE	GRADE	PTS	REF
POL S 0799B	THESIS EXTENSION	0.0	0.0	CR	0.0	CR/NCR

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BIRTH DATE MONTH/DAY: [REDACTED]

TERM TOTALS:	0.0	0.0	0.0	GPA: 0.00
SDSU CUMULATIVE TOTALS:	30.0	35.0	95.0	GPA: 3.16
SPRING 2007				
POL S 0799B THESIS EXTENSION	UA	UE GRADE	PTS REF	
	0.0	0.0 NC	0.0	CR/NCR
TERM TOTALS:	0.0	0.0	0.0	GPA: 0.00
SDSU CUMULATIVE TOTALS:	30.0	35.0	95.0	GPA: 3.16
FALL 2007				
POL S 0799B THESIS EXTENSION	UA	UE GRADE	PTS REF	
	0.0	0.0 NC	0.0	CR/NCR
TERM TOTALS:	0.0	0.0	0.0	GPA: 0.00
SDSU CUMULATIVE TOTALS:	30.0	35.0	95.0	GPA: 3.16
SPRING 2008				
POL S 0603 SEM PUBL POLICY ANALYSIS	UA	UE GRADE	PTS REF	
	3.0	3.0 B+	9.9	
POL S 0799B THESIS EXTENSION	0.0	0.0 NC	0.0	CR/NCR
TERM TOTALS:	3.0	3.0	9.9	GPA: 3.30
SDSU CUMULATIVE TOTALS:	33.0	38.0	104.9	GPA: 3.17
ADJUSTMENTS TO ACADEMIC RECORD				
POL S 0603 GRADING ADJUSTMENT	UA	UE GRADE	PTS REF	
	0.0	3.0 B+	9.9 T	FA04
SDSU CUMULATIVE TOTALS:	33.0	41.0	114.8	GPA: 3.47
FALL 2008				
POL S 0799B THESIS EXTENSION	UA	UE GRADE	PTS REF	
	0.0	0.0 CR	0.0	CR/NCR
TERM TOTALS:	0.0	0.0	0.0	GPA: 0.00
SDSU CUMULATIVE TOTALS:	33.0	41.0	114.8	GPA: 3.47
SPRING 2009				
POL S 0799B THESIS EXTENSION	UA	UE GRADE	PTS REF	
	0.0	0.0 NC	0.0	CR/NCR
TERM TOTALS:	0.0	0.0	0.0	GPA: 0.00
SDSU CUMULATIVE TOTALS:	33.0	41.0	114.8	GPA: 3.47
FALL 2009				
POL S 0799B THESIS EXTENSION	UA	UE GRADE	PTS REF	
	0.0	0.0 NC	0.0	CR/NCR

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CAMPUS ID : [REDACTED]

BIRTH DATE MONTH/DAY: [REDACTED]

TERM TOTALS: 0.0 0.0 0.0 GPA: 0.00
SDSU CUMULATIVE TOTALS: 33.0 41.0 114.8 GPA: 3.47

ADJUSTMENTS TO ACADEMIC RECORD
POL S 0799A RP REMOVED

UA UE GRADE PTS REF
0.0 3.0 CR 0.0 7 FA05

SDSU CUMULATIVE TOTALS: 33.0 44.0 114.8 GPA: 3.47

EXTENSION SPRING 2010
INT S 0799B THESIS EXTENSION

UNITS GRADE REF
0.0 CR Z CR/NCR

SDSU CUMULATIVE TOTALS: 33.0 44.0 114.8 GPA: 3.47

TRANSFER CUMULATIVE TOTALS: 0.0 0.0 0.0 GPA: 0.00
OVERALL CUMULATIVE TOTALS: 33.0 44.0 114.8 GPA: 3.47

+ MAY 25, 2010 AWARDED MASTER'S DEGREE +
+ DEGREE: MA +
+ MAJOR : POLITICAL SCIENCE +
+ THESIS/DISSERTATION TITLE: THE CASE OF THE IOWA CAUCUS OF 2004: MEASURING +
+ INFLUENCE ON INITIAL VOTE CHOICE +

*** END OF ACADEMIC RECORD ***

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ACCREDITATION

San Diego State University is accredited by the Western Association of Schools and Colleges and is approved by the Veterans Administration (see University Catalog for membership).

ACADEMIC CALENDAR AND UNIT OF CREDIT

The University operates on a semester system with two regular semesters of approximately 15 weeks in duration. The summer term is approximately 12 weeks. Credits are listed as semester units. One unit or credit hour represents 50 minutes of recitation or lecture, together with the required preparation, or three hours of laboratory work or two hours of activities, each week for a semester.

GRADING SYSTEM

Effective September, 1956 the grade point system was changed from 3.0 to 4.0. The following grades and grade points are used in reporting the standing of students at the end of each semester.

- A = Outstanding - 4.0 grade points
B = Praiseworthy - 3.0 grade points
C = Average - 2.0 grade points
D = Minimally Passing - 1.0 grade point
F = Failure - 0.0 grade points (prior to September 1948, minus 1.0 grade point)
+ or - = The Plus (+) notation adds 0.3 grade points per unit; the minus (-) notation subtracts 0.3 grade points per unit.
I = Authorized Incomplete (September 1953 to 1956, not counted in student's grade point average; 1956 to 1974, counted in student's grade point average; since 1974, counted in grade point average after one year).
IC = Incomplete Charged (counted in grade point average).
CR = Credit (units earned only; does not affect grade point average).
NC = No credit (does not affect grade point average).
W = Withdrawal (not counted in grade point average).
AU = Audit (not counted in grade point average).
RP = Report in Progress (not counted in grade point average). Grade introduced Fall 2002
SP = Satisfactory Progress (not counted in grade point average). Grade used through Summer 2002
WU = Withdrawal Unauthorized (counted as failure). Grade introduced Fall 2002
U = Unauthorized Withdrawal (counted as failure). Grade used through Summer 2002
RD = Report Delayed (grade not yet submitted by instructor).
Any explanation of San Diego State University grading system from 1897 to 1948 will be given upon request.

COURSE NUMBERS (Prior to Fall 1975)

Lower Division

0 - 99 = Freshman or Sophomore

Upper Division

100 - 199 = Junior or Senior

Graduate

200 - 275 = Graduate

COURSE NUMBERS (Effective Fall 1975)

Lower Division

100 - 289 = Freshman or Sophomore

Upper Division

300 - 499 = Junior or Senior

500 - 599 = Acceptable for Advanced degrees

Graduate

600 - 799 = Graduate

800 - 899 = Doctoral

900 = Graduate Professional Curricula

COVID-19 IMPACT

In Spring 2020 through Summer 2022, the impact of the coronavirus pandemic (COVID-19) led to a decision to provide primarily remote and virtual learning, as well as temporary changes in university academic/grading policies.

REFERENCE VALUES (REF)

- 0 = Repeat of High School Language
1 = Course Repeated and Forgiven/Not Included in GPA Calculation
2 = Late Change of Program Adjustment
3 = Incomplete Charged
4 = Incomplete Removed
5 = Grade Changed
6 = Exceeded Maximum Credit Allowed
7 = SP/RP Removed
8 = Credit Reinstated
9 = RD Changed
A = Postgraduate Credit Toward Master's
B = Postgraduate Credit Toward Credential
BC = Credit Applies to Bachelor's and Credential Concurrent Programs
BM = Credit Applies to Bachelor's and Master's Concurrent Degrees
C = Postgraduate Credit Subsequent Degree
CG = Credit Completed During Concurrent Degree. Applies to Master's
CU = Credit Completed During Concurrent Degree. Applies to Bachelor's
D = Courses Not Considered Post-Baccalaureate
F = No Credit Allowed
G = Undergraduate Credit Only
H = Lower Division Credit Only
I = Included in GPA Calculation
J = Partial Repeat
K = Administrative
L = Course Forgiveness/Incomplete Removed
M = Course Forgiveness/Miscellaneous Changed
N = Course Repeated for Forgiveness/Included in GPA
O = Repeat of Transfer Course
P = Credit by Examination
R = Course Repeated/Units Earned Deducted. Included in GPA Calculation
RE = Course Repeated/Units Earned Deducted. Not Included in GPA Calculation
RI = Course Repeated. Included in GPA Calculation
S = Course Repeated Grade Adjustment
T = Grading Adjustment
U = Time Limit for Advanced Degree Credit Extended by Examination
V = Not a Part of Advanced Degree Program
W = RP Charged
Z = Crossover Class
@ = Units Not Applicable to Degree

PROBATION AND DISQUALIFICATION

Effective September 1972, any student whose scholarship is below the minimum grade point average requirements for all college/university work undertaken or for all work taken at this university is placed on probation. Any student already on probation whose scholarship falls below the required average is subject to disqualification. Students with classified graduate standing in the College of Graduate Studies (formerly the Division of Graduate and Research Affairs) whose scholastic records are unsatisfactory are required to withdraw from the Graduate program and revert to unclassified post baccalaureate standing. Refer to current catalog for additional details regarding probation.

SPECIAL SESSIONS

Special sessions course work, offered through SDSU Global Campus (formerly the College of Extended Studies), is accepted as residence credit. These courses will print under the Special Sessions heading on the transcript. The corresponding unit and grade point values will be included in the main campus grade point average.

EXTENSION / OPEN UNIVERSITY

Extension courses, including Open University courses, are offered through SDSU Global Campus (formerly the College of Extended Studies). Open University courses are offered in the regular university curriculum and qualified extension students may enroll by special permission of the department chair and instructor. Open University courses taken Spring 1998 or after are offered for residence credit. Open University courses taken prior to Spring 1998 and all Extension courses are not offered for residence credit, but are considered the same as transfer credit. Note: Some professional advancement courses numbered X-01 through X-79 and X-397 continue to be offered through Extension. These courses are not acceptable toward a degree.

BARSTOW UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CLASSIFIED PERSONNEL (PERSONNEL COMMISSION)

BASIC FUNCTION:

This is a management position under the direction of the Personnel Commission. The Director of Classified Personnel directs the activities of professional and support personnel in the overall administration of a comprehensive personnel management program for the classified service. Under Merit System law, this includes recruitment, examination and classification, and appeals. The position also performs duties in training, PERB hearings, arbitration cases, employer/employee relations, disciplinary actions and related staffing problems in support of District human resources activities, and supervises and evaluates assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the classified personnel program in compliance with the Education Code and prescribed merit system rules and regulations.

Administer personnel procedures in connection with applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, re-employment, vacations, leaves of absence, compensation within classification, job analyses and specifications, service rating, public advertisement of examinations, rejection of unfit applicants without competition, and other matters necessary to carry out the provisions and purpose of merit system law, District policy and the rules and regulations of the Personnel Commission.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Conduct salary and classification studies and recommend changes and adjustments as appropriate.

Serve as Secretary to the Personnel Commission and prepares the agenda and minutes; prepare Classified Personnel reports for the Governing Board.

Direct the maintenance of the classification plan; gather, analyze and interpret salary data; conduct difficult classification and wage studies and recommend changes in classifications and compensation.

Interpret laws, rules and regulations at Commission and Board of Education meetings and to classified employees.

Arrange for hearings appealed to the Commission.

Advise district administrators, employees and bargaining unit on disciplinary actions and related Education Code and rules and regulations provisions, Assure that all discipline follows due process and management, and employee rights are provided.

Meet on individual or group basis with employees and their representatives to resolve problems; resolve grievances as necessary. Assure District classified personnel actions are in compliance with the rules and regulations of the Merit System and Education Code and federal, state and District rules, regulations and policies relating to classified employees.

Provide technical expertise, information and assistance to District Administrators regarding assigned functions; assist in the formulation and development and revision of policies, procedures and programs; conduct internal investigations of merit system or district operations as necessary; advise District Administrators of unusual trends or problems and recommend appropriate corrective action.

Supervise the maintenance and security of personnel records, including eligible registers, official minutes and personal histories.

Coordinate and implement classified employee recognition programs.

Administer the performance evaluation program for District employees through documentation of performance.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Certify approved Personnel Action Forms and forward to Payroll that classified employees are hired in accordance with the provisions of the law and Commission rules.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Direct research related to personnel administration so that new theories, trends, and laws in the field may be studied for possible application to the classified service.

May serve as a resource member of classified negotiation teams; perform duties in PERB hearings; and arbitration cases as directed.

Serve as a representative of the Personnel Commission on the Superintendents Cabinet and other District committees.

Develop and prepare the annual preliminary budget for Personnel Commission operations; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and participate in conferences and meetings; attend Governing Board meetings as a resource person concerning classified personnel agenda items and to clarify and assure proper implementation of Personnel Commission rules and regulations as required.

Oversee public relations functions as directed by the Personnel Commission.

Assure compliance for the District with all EEOC and FEPC rules and guidelines relating to classified personnel.

Serve as chief classified internal management consultant on all classified personnel matters.

OTHER DUTIES:

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the classified personnel program.
Principles of public administration in areas related to personnel administration.
Classification, pay determination, recruitment, examination and related personnel practices and techniques.
Governing Merit System rules and regulations.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Modern office management and procedures.

ABILITY TO:

Plan, organize and administer the classified personnel program in compliance with merit system rules and regulations.
Interpret and apply the provisions of law and rules.
Analyze data and to arrive at sound conclusions and recommendations.
Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, 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
Work confidentially with discretion.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public administration, human resources, business administration or a related field and three years of recent progressively responsible public, private personnel administration which demonstrates the ability to perform the major responsibilities of the position. Preference will be provided to candidates with Merit System school district experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Automobile insurance which meets or exceeds State minimum liability limits and the requirements of Board policy.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

OVERTIME STATUS:

This position is designated Management under the provisions of the EERA;

This position is designated Overtime Exempt under the provisions of the Education Code.

Barstow Unified School District



Classified Management and Classified Confidential Salary Schedule (CMCSS)

CLASSIFIED MANAGERS FLSA Exempt

260 Days

Business Manager/Chief Business Official Range 68
Director, Classified Personnel Range 64
TitleIX-UCP Compliance Officer Range 64**
Director, Fiscal Services Range 59
Director, Risk Management and Safety Range 59

Director, Facilities, Maint & Operations Range 59
Director, Technology & Information Range 59
Director, Nutrition Services Range 59*
Director, Purchasing & Warehouse Range 59*
School Administrative Manager Range 54***
Public Information Officer Range 54*

** Eff: 12/12/2023

*** Eff: 8/8/2024

*-Eff: 2/1/2024

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Range
48	\$81,513	\$84,998	\$88,657	\$92,502	\$96,539	\$100,777	\$105,227	\$109,901	48
49	\$83,298	\$86,877	\$90,632	\$94,573	\$98,713	\$103,060	\$107,625	\$112,417	49
51	\$86,921	\$90,678	\$94,622	\$98,764	\$103,115	\$107,682	\$112,477	\$117,513	51
52	\$87,286	\$91,061	\$95,027	\$99,190	\$103,559	\$108,148	\$112,967	\$118,027	52
53*	\$89,578	\$93,468	\$97,554	\$101,846	\$106,346	\$111,074	\$116,039	\$121,253	53*
54*	\$91,870	\$95,875	\$100,081	\$104,502	\$109,133	\$114,000	\$119,111	\$124,479	54*
55*	\$94,162	\$98,282	\$102,608	\$107,158	\$111,920	\$116,926	\$122,183	\$127,705	55*
56*	\$96,454	\$100,689	\$105,135	\$109,814	\$114,707	\$119,852	\$125,255	\$130,931	56*
57*	\$98,746	\$103,096	\$107,662	\$112,470	\$117,494	\$122,778	\$128,327	\$134,157	57*
58*	\$101,038	\$105,503	\$110,189	\$115,126	\$120,281	\$125,704	\$131,399	\$137,383	58*
59	\$103,333	\$107,913	\$112,718	\$117,765	\$123,065	\$128,630	\$134,472	\$140,608	59
64	\$115,009	\$120,171	\$125,591	\$131,282	\$137,257	\$143,532	\$147,980	\$157,037	64
68	\$135,519	\$141,707	\$148,202	\$155,024	\$162,186	\$169,707	\$177,604	\$185,895	68

Effective: 7/1/2023

Board Approved: 1/23/2024

CLASSIFIED CONFIDENTIAL (Govt Code §3540.1) FLSA Non-Exempt

260 Days

Senior Executive Assistant

Range 55

Executive Assistant

Range 50

Range	Step 1		Step 2		Step 3		Step 4		Range
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	
50	\$6,322	\$36.48	\$6,589	\$38.02	\$6,869.9	\$39.63	\$7,164.3	\$41.33	50
51	\$6,443	\$37.17	\$6,716	\$38.75	\$7,002.8	\$40.40	\$7,303.9	\$42.14	51
52	\$6,567	\$37.89	\$6,847	\$39.50	\$7,139.8	\$41.19	\$7,447.8	\$42.97	52
53	\$6,695	\$38.63	\$6,981	\$40.27	\$7,280.9	\$42.01	\$7,595.9	\$43.82	53
54	\$6,827	\$39.38	\$7,119	\$41.07	\$7,425.8	\$42.84	\$7,748.0	\$44.70	54
55	\$6,959	\$40.15	\$7,257	\$41.87	\$7,571.3	\$43.68	\$7,900.8	\$45.58	55

Range	Step 5		Step 6		Step 7		Step 8		Range
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	
50	\$7,474	\$43.12	\$7,798	\$44.99	\$8,139	\$46.96	\$8,497	\$49.02	50
51	\$7,620	\$43.96	\$7,952	\$45.88	\$8,301	\$47.89	\$8,667	\$50.00	51
52	\$7,771	\$44.83	\$8,111	\$46.79	\$8,467	\$48.85	\$8,841	\$51.01	52
53	\$7,927	\$45.73	\$8,274	\$47.73	\$8,639	\$49.84	\$9,021	\$52.05	53
54	\$8,086	\$46.65	\$8,442	\$48.70	\$8,815	\$50.85	\$9,206	\$53.11	54
55	\$8,247	\$47.58	\$8,610	\$49.67	\$8,992	\$51.87	\$9,392	\$54.19	55

Range	Step 10 - Biennial		Step 12 - Biennial		Step 15 - Triennial				Range
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly			
50	\$8,873	\$51.19	\$9,267	\$53.47	\$9,682	\$55.86			50
51	\$9,051	\$52.22	\$9,454	\$54.54	\$9,878	\$56.99			51
52	\$9,234	\$53.28	\$9,647	\$55.66	\$10,080	\$58.16			52
53	\$9,424	\$54.37	\$9,846	\$56.80	\$10,289	\$59.36			53
54	\$9,618	\$55.49	\$10,050	\$57.98	\$10,503	\$60.59			54
55	\$9,813	\$56.61	\$10,254	\$59.16	\$10,718	\$61.83			55

Effective: 7/1/2023

Board Approved: 11/14/2023