

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of February 18, 2025
4:00 p.m.
District Office Board Room**

- | 1. | <u>CALL TO ORDER 4:00 P.M</u> | | Louis Fermelia | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|----------------|------------------------|---------------------|--|---|---|---------------------------------------|----|---|--|---|---|---|----|----|--|---|----|---|---|---|--|
| | 1.1 | Pledge of Allegiance | | | | | | | | | | | | | | | | | | | | | | |
| 2. | <u>CONSENT AGENDA</u> (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 Deputy Superintendent of Human Resources and the Executive Director of Human Resources recommend approval of all Consent Agenda items. | Louis Fermelia | | | | | | | | | | | | | | | | | | | | | |
| | 2.1 | Consent Approve the minutes of the regular meeting of January 21, 2025 (Enclosure) | Louis Fermelia | | | | | | | | | | | | | | | | | | | | | |
| | 2.2 | Consent Approve the following eligibility lists: (Enclosure) | Louis Fermelia | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;">Eligible
Candidates</th> <th style="text-align: center;">Vacant
Positions</th> </tr> </thead> <tbody> <tr> <td>A. Extended School Program Site Supervisor, expiration 1/16/2026</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>B. Paraeducator, expiration 1/21/2026</td> <td style="text-align: center;">11</td> <td style="text-align: center;">2</td> </tr> <tr> <td>C. Speech and Language Assistant, expiration 1/24/2026</td> <td style="text-align: center;">5</td> <td style="text-align: center;">1</td> </tr> <tr> <td>D. Paraeducator Instructional Support, expiration 1/24/2026</td> <td style="text-align: center;">32</td> <td style="text-align: center;">20</td> </tr> <tr> <td>E. Extended School Program Facilitator, expiration 1/27/2026</td> <td style="text-align: center;">9</td> <td style="text-align: center;">42</td> </tr> <tr> <td>F. Community Liaison Worker Spanish, expiration 1/29/2026</td> <td style="text-align: center;">4</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> | | Eligible
Candidates | Vacant
Positions | A. Extended School Program Site Supervisor, expiration 1/16/2026 | 1 | 2 | B. Paraeducator, expiration 1/21/2026 | 11 | 2 | C. Speech and Language Assistant, expiration 1/24/2026 | 5 | 1 | D. Paraeducator Instructional Support, expiration 1/24/2026 | 32 | 20 | E. Extended School Program Facilitator, expiration 1/27/2026 | 9 | 42 | F. Community Liaison Worker Spanish, expiration 1/29/2026 | 4 | 1 | |
| | Eligible
Candidates | Vacant
Positions | | | | | | | | | | | | | | | | | | | | | | |
| A. Extended School Program Site Supervisor, expiration 1/16/2026 | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | |
| B. Paraeducator, expiration 1/21/2026 | 11 | 2 | | | | | | | | | | | | | | | | | | | | | | |
| C. Speech and Language Assistant, expiration 1/24/2026 | 5 | 1 | | | | | | | | | | | | | | | | | | | | | | |
| D. Paraeducator Instructional Support, expiration 1/24/2026 | 32 | 20 | | | | | | | | | | | | | | | | | | | | | | |
| E. Extended School Program Facilitator, expiration 1/27/2026 | 9 | 42 | | | | | | | | | | | | | | | | | | | | | | |
| F. Community Liaison Worker Spanish, expiration 1/29/2026 | 4 | 1 | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <u>NEW BUSINESS</u> | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.1 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Translator Interpreter (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | |
| | 3.2 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Extended School Program Facilitator (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | |
| | 3.3 | <u>Information</u> Approve proposed changes to Rules and Regulations Article III, Position Classification Plan for first reading. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | |
| | 3.4 | <u>Discussion/Action</u> Approve proposed changes of title, classification statement and salary range of the Business Services Supervisor to Assistant Director, Business Services. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | |
| | 3.5 | <u>Discussion/Action</u> Approve the reinstatement and proposed changes of the classification statement and salary range of the Lead Grounds Maintenance Worker. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | |
| | 3.6 | <u>Discussion/Action</u> Approve the new classification statement and salary range for Lead Payroll Technician. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | |
| 4. | <u>REPORTS/COMMENTS</u> | | | | | | | | | | | | | | | | | | | | | | | |
| | 4.1 | Information Recruitment/Vacancy Update (Enclosure) | Cynthia Torres | | | | | | | | | | | | | | | | | | | | | |
| | 4.2 | Information Personnel Commission Calendar | Louis Fermelia | | | | | | | | | | | | | | | | | | | | | |
| | 4.3 | Information Executive Directors Report | Michael Kim | | | | | | | | | | | | | | | | | | | | | |

- | | | | |
|-----|--|---|---|
| 4.4 | Information | 4.4.1 Deputy Superintendent Report
Human Resources | Rich Montgomery |
| 4.5 | Information | 4.5.1 Assistant Superintendents Report
Business Services
4.5.2 Educational Services | Manuel Cardoso
Dr. Richard Noblett |
| 4.6 | Information | Superintendents Report | Dr. Gunn Marie Hansen |
| 4.7 | Information | Public Comments
CSEA
Public and Staff in attendance | Matt Acocello |
| 4.8 | Information | Staff Comments
Personnel Analyst
Personnel Technician
Personnel Specialist | Stephanie Myers
Cynthia Torres
Monica Wilkinson |
| 4.9 | Information | Personnel Commission Comments
Commissioner Jones
Commissioner Connolly
Commissioner Fermelia | Robin Jones
Thomas Connolly
Louis Fermelia |
| 5. | <u>CLOSED SESSION: (if needed)</u> | | Louis Fermelia |
| 5.1 | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Executive Director, Human Resources | | |
| 5.2 | Public employee discipline/dismissal/release
- Government Codes §54954.5(e) and 54957 | | |
| 6. | ADJOURNMENT: | | Louis Fermelia |

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:

March 11, 2025
 Personnel Commission Conference March 16-18, 2025
 April 22, 2025 (Spring Break April 14-18, 2025)
 May 20, 2025
 June 3, 2025
 August 26, 2025

Proposed
 September 23, 2025
 October 28, 2025
 November 18, 2025
 December 16, 2025
 January 27, 2026
 February 24, 2026
 March 24, 2026
 April 28, 2026
 May 26, 2026
 June 23, 2026

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes of the Regular Meeting of January 21, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Louis Fermelia at 4:04 p.m. Mrs. Monica Wilkinson led the flag salute.

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

Mr. Rich Montgomery, Deputy Superintendent,
Human Resources
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mr. Michael Kim, Executive Director, Human
Resources
Mrs. Susan Hillenbrand, Administrative Secretary,
Human Resources
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist
Mr. Matt Acocello, CSEA President
Mrs. Stacey Barajas, CSEA Treasurer
Mrs. Karen Urbano, CSEA Chief Union Steward
Mrs. Kristina Scott, CSEA Communications Officer
Mrs. Sonia Vu, CSEA Political Action Officer

*MINUTES OF THE REGULAR MEETING
OF December 17, 2024:*

Commissioner Jones moved, seconded by
Commissioner Connolly, to approve the minutes of
the regular meeting of December 17, 2024.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Jones moved, seconded by
Commissioner Connolly, to approve the eligibility list;
Intermediate Account Clerk, expiration 12/12/2025,
Food Service Worker, expiration, 12/19/2025,
Extended School Program Facilitator, expiration,
1/8/2026. **Motion carried 3/0**

*APPROVE RANGE CHANGE AND
ADVANCED STEP PLACEMENT ON THE
SALARY SCHEDULE FOR EXECUTIVE
DIRECTOR OF HUMAN RESOURCES:*

There was discussion from CSEA in regards to
concerns for the advanced step placement.
Commissioner Connolly moved, seconded by
Commissioner Jones to approve the range change
and advanced step placement on the salary schedule
for the Executive Director Human Resources. **Motion
carried 3/0**

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment
report.

PERSONNEL COMMISSION CALENDAR:

August 26, 2025 was added to the calendar and next
year dates will be proposed for next school year at
the next meeting.

EXECUTIVE DIRECTOR REPORT:

Mr. Kim expressed his sincere gratitude to everyone for the warm welcome he has received. He conveyed his excitement and enthusiasm for working collaboratively with the Commission, CSEA, and all stakeholders moving forward.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery provided an update on discussions occurring through the Interest-Based Bargaining (IBB) process with CSEA, particularly regarding the Extended School Program. He shared that a Memorandum of Understanding (MOU) that is currently under review through the CSEA 610 process and ratification.

Mr. Montgomery shared that the TET Parade and Festival will take place on February 1st and 2nd. He invited the Personnel Commission to participate in the parade walk.

He also announced that this year marks the 10th anniversary of the district's dual immersion program, and a significant event is being planned for May.

Finally, Mr. Montgomery expressed his excitement and happiness about Mr. Kim joining the team.

ASSISTANT SUPERINTENDENTS REPORTS:

Mr. Cardoso thanked everyone and extended his best wishes for a happy New Year. He expressed his appreciation to the Human Resources department for successfully filling the Business Services positions. He also shared that he has been working closely with CSEA to reclassify several positions. Mr. Cardoso concluded by warmly welcoming Mr. Kim to the team.

SUPERINTENDENTS REPORTS

No Report.

*PUBLIC COMMENTS:
CSEA:*

Mr. Acocello congratulated Mr. Kim and welcomed him to the team. He also thanked the commissioners for allowing CSEA to voice their opinions during the New Business session. He shared that the MOU for the Extended School Program has been a key priority, and CSEA is eager to collect data and evaluate the program's success.

STAFF COMMENTS:

Mrs. Myers welcomed Mr. Kim and expressed eagerness to work together.

Mrs. Torres also welcomed Mr. Kim and expressed her anticipation for future collaboration. She extended gratitude for the recognition but emphasized that it was a team effort, acknowledging the contributions of Mrs. Myers and Mrs. Wilkinson.

Mrs. Wilkinson welcomed Mr. Kim.

COMMISSIONER'S COMMENTS:

Commissioner Jones expressed admiration for the dedication and hard work of all involved, emphasizing the importance of collaboration.

Commissioner Connolly welcomed Mr. Kim and congratulated Mr. Acocello on his re-election. He also thanked everyone for their service.

Commissioner Fermelia welcomed Mr. Kim and congratulated Mr. Acocello on his re-election. He expressed his satisfaction with the filling of positions and conveyed his optimism for a productive and collaborative 2025. Commissioner Fermelia concluded by thanking everyone for their hard work and commitment.

ADJOURNMENT:

The meeting adjourned at 4:45 p.m.

Respectfully submitted,
Michael Kim
Executive Director, Human Resources



**Westminster School District
Classified Human Resources**

Recruitment #: 25-136
Effective: 1/16/2025
Expires: 1/16/2026

**Eligibility List For: ESP Site Supervisor
List Type: Open/Promotional - 11 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Manuela Tabic	Merged:			Veteran Pts.
					Seniority Pts.

Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-157
Effective: 1/21/2025
Expires: 1/21/2026

**Eligibility List For: Paraeducator (TK-8)
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Iris Gonzalez	Merged:			Veteran Pts.
					Seniority Pts.
2	Catherine Van Hooser	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Shannon Arenas	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Jennifer Megill	Merged:			Veteran Pts.
					Seniority Pts.
5	Kristen Shelby	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Karen Hernandez	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Vanessa Householder	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Srividya Balasubramanian	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Linda Kim	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Hanan Naber	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Yvette Sanchez	Merged:	x		Veteran Pts.
					Seniority Pts.

Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-155
Effective: 1/24/2025
Expires: 1/24/2026

**Eligibility List For: Speech and Language Assistant
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Alexis Duron	Merged:	x			Veteran Pts.
						Seniority Pts.
2	Araceli Garcia	Merged:	x			Veteran Pts.
						Seniority Pts.
3	Guadalupe Quintero	Merged:				Veteran Pts.
						Seniority Pts.
4	Carla Osorio	Merged:				Veteran Pts.
						Seniority Pts.
5	Maribel De La O	Merged:				Veteran Pts.
						Seniority Pts.

One Vacancy



**Eligibility List For: Paraeducator Instructional Support
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Brenna Shetzline	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Liliana Ceja	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Nancy Nguyen	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Iris Chao	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Linda Delmont	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Julie Custudio	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Ashley Miron	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Yadira Barajas	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Krista Wright	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Tammy Pham	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Sean Watatake	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Lauren Tran	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Amanda Eaton	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Theo Avorh	Merged:			Veteran Pts.
					Seniority Pts.
10	Vickie Nguyen	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Emily Smithson	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Annaliese Daher	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Emily Bernal	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Ratany Lorn	Merged:	x		Veteran Pts.
					Seniority Pts.

11	Jessica Melton	Merged:			Veteran Pts.
					Seniority Pts.
12	Marcelina Garcia Montes	Merged:	x		Veteran Pts.
					Seniority Pts.
13	Tara Parks	Merged:	x		Veteran Pts.
					Seniority Pts.
13	Iris Gonzalez	Merged:			Veteran Pts.
					Seniority Pts.
14	Lori Rehnert	Merged:	x		Veteran Pts.
					Seniority Pts.
15	Jodie Mohler	Merged:			Veteran Pts.
					Seniority Pts.
15	Angelica Rodas	Merged:	x		Veteran Pts.
					Seniority Pts.
15	Kristen Shelby	Merged:	x		Veteran Pts.
					Seniority Pts.
17	Connie Navaro	Merged:			Veteran Pts.
					Seniority Pts.
17	Amy Vega Enriquez	Merged:	x		Veteran Pts.
					Seniority Pts.
17	Keembiyage Pathirana	Merged:			Veteran Pts.
					Seniority Pts.
18	Jenna Carter	Merged:	x		Veteran Pts.
					Seniority Pts.
19	Deim Tu	Merged:	x		Veteran Pts.
					Seniority Pts.

Twenty Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-164
Effective: 1/27/2025
Expires: 1/27/2026

**Eligibility List For: ESP Facilitator
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Alyssa Hayen	Merged:		x	Veteran Pts.	
					Seniority Pts.	
2	Evelyn Castillo	Merged:		x	Veteran Pts.	
					Seniority Pts.	
3	Corey Jones	Merged:		x	Veteran Pts.	
					Seniority Pts.	
4	Trinidad Vargas	Merged:		x	Veteran Pts.	
					Seniority Pts.	
5	Jasmine Osborne	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Diane Totah	Merged:		x	Veteran Pts.	
					Seniority Pts.	
6	Kristen Shelby	Merged:		x	Veteran Pts.	
					Seniority Pts.	
7	Lizbeth Arevalo	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Alondra Molina	Merged:			Veteran Pts.	
					Seniority Pts.	

Forty-Two Vacancies



**Eligibility List For: Community Liaison Worker Spanish
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Maria Rosales	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Elizabeth Tostado	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Martha Fernandez	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Jonathan Montes-Cervantes	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



Westminster School District Memorandum

DATE: February 18, 2025

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources

SUBJECT: Agenda Item 3.1—Approve Advanced Step Placement on the salary schedule for a Translator Interpreter.

The advanced step placement recommendation for a Translator Interpreter comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B2 as follows:

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

Ms. Anna Tran has a Bachelor of Arts degree in Finance and International Business from Nicholls State University. Ms. Tran has a Master of Business Administration degree from Nicholls State University. It is recommended that Ms. Tran start at Step III of the Translator/Interpreter salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Translator/Interpreter (Range 71)	\$4,479 \$25.84	\$4,659 \$26.87	\$4,843 \$27.94	\$5,039 \$29.07	\$5,238 \$30.20	\$5,448 \$31.41

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Translator/Interpreter.



Westminster School District Memorandum

DATE: February 18, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.2—Approve Advanced Step Placement on the salary schedule for an Extended School Program Facilitator.

The advanced step placement recommendation for an Extended School Program Facilitator comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B2 as follows:

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

Mr. Ryan Jones will be receiving a Bachelor of Arts degree in Liberal Studies with a concentration in Natural Science and Elementary Education from California State University Long Beach. It is recommended that Mr. Jones start at Step III of the Extended School Program Facilitator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Extended School Program Facilitator (Range 9)	\$19.53	\$20.31	\$21.13	\$21.98	\$22.84	\$23.75

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Extended School Program Facilitator.

Westminster School District
Personnel Commission Rules and Regulations

**ARTICLE III
POSITION CLASSIFICATION PLAN**

Section 1 The Classified Service

3.1.1 Positions Included

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

References: E.C. #44065, #44066, #44068, #44069, #45103, #45104, #45105, #45105.1, #45106, #45108, #45256, #45256.5, and #45259
Adopted: July 18, 1989
Reviewed: September 23, 2008; February 27, 2024

3.1.2 Exemption From the Classified Service

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

References: E.C. #44065, #44066, #44068, #44069, #45103, #45106, #45108, #45204, #45205, #45205.1, #45256, #45256.5, #45257, #45258, #45259, #51760, #51760.3, and #51764
Adopted: June 15, 1965
Amended: July 18, 1989, February 27, 2024
Reviewed: September 23, 2008

3.1.3 "Part-time" Defined

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

References: E.C. #45256 and #45260
Adopted: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.1.4 Effect of Exemption

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

References: E.C. #44065, #45103, #45105.1, #45106, #45256, #45257, #45258, and #45260
Adopted: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.1.5 Professional Expert Assignments

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

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

3.1.6 Restricted Positions

A. Definition:

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

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

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

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

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

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

3.1.7 Employment of College Students Under Certain Programs

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

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

Section 2 General Classification Rules

3.2.1 Assignment of Duties

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

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

3.2.2 General Nature of the Classification Plan

The Executive Director, Human Resources shall make recommendations to the Personnel Commission regarding the establishment and maintenance of a district classification plan.

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

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

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

3.2.3 Allocation of Positions to Classes

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

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

3.2.4 Creating and Abolishing Classes

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

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

3.2.5 Class Specifications

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

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

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

3.2.6 Class Definitions

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

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

3.2.7 Interpretation of Class Specifications

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

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

3.2.8 Change(s) In Duties of Positions

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

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

3.2.9 Working Out of Classification

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

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

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

Commission no later than twenty-five (25) days following receipt of such out-of-class claim form. The out-of-class claim will then be placed on the agenda for the first regular Commission meeting scheduled thereafter. The Commission shall take such action as it necessary; based upon the facts presented.

In determining the amount of compensation, if any, the Commission may consider any or all of the following factors: type(s) of duties performed; percentages of time spent performing the duties as compared to a full-time employee in a similar classification or situation; the relationship which compensation schedules bear to one another, or any other appropriate factor necessary to the determination of like pay for like work.

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

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

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

Section 3 Reclassification(s)

3.3.1 Reclassification Policy

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

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

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

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

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

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

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

After the immediate supervisor has had an opportunity to review and comment on the information provided by the requesting employee, he/she shall sign, date, and forward the completed document to the Executive Director, Human

Resources. Unless extended by mutual agreement of the employee and his/her supervisor, the review must be completed and the document forwarded to the Executive Director, Human Resources within thirty (30) working days.

In the event that the immediate supervisor fails to forward the completed document to the Executive Director, Human Resources in a timely manner (as noted in the previous paragraph), the requesting employee may submit his/her request for reclassification to the Executive Director, Human Resources for processing.

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

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

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

3.3.2 Effective Date of Reclassification

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

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

3.3.3 Notice of Possible Reclassification

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

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

3.3.4 Effects on Incumbents

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

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

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

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

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

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

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

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

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

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

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

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

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

3.3.5 Reemployment Lists for Displaced Incumbents

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

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

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

3.3.6 Salary Placement Resulting From Reclassification

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

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

Section 4 Occupational Hierarchies

3.4.1 The Personnel Commission has hereby established the following:

- A. That the Classified Service is hereby divided into occupational hierarchies.
- B. That hierarchies are, in turn, subdivided into class series. Class Series are developed by vertically separating closely-related classes into multiple levels. For example, Food Service Manager, Food Service Lead Cook, Food Service Cook, Food Service Worker might comprise a food services series. The number of levels in a series is not preordained, but is dependent upon class definitions. The number of levels within a class series should reflect substantive differences between jobs which can be specifically defined. Care must be exercised to refrain from creating artificial levels and classifications in a class series since such a practice can only result in salary compression and difficulty in delineating separate jobs.

- C. It must also be noted that, although separate, hierarchies are intertwined to such an extent that the classification and related compensation decisions made for one occupational group have a direct impact on the other occupational groups or series. If not carefully set up and monitored, changes in salary schedules in one series may be increased in such a manner that the salary for a subordinate position could exceed the amount paid that position's supervisor or to so compact the salary schedule as to make promotions undesirable. Classification decisions, including salary placement, must be made with consideration given to the classified service as a whole; not just the impact on one classification or occupational series.

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

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

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

Adopted: September 23, 2008 February 27, 2024

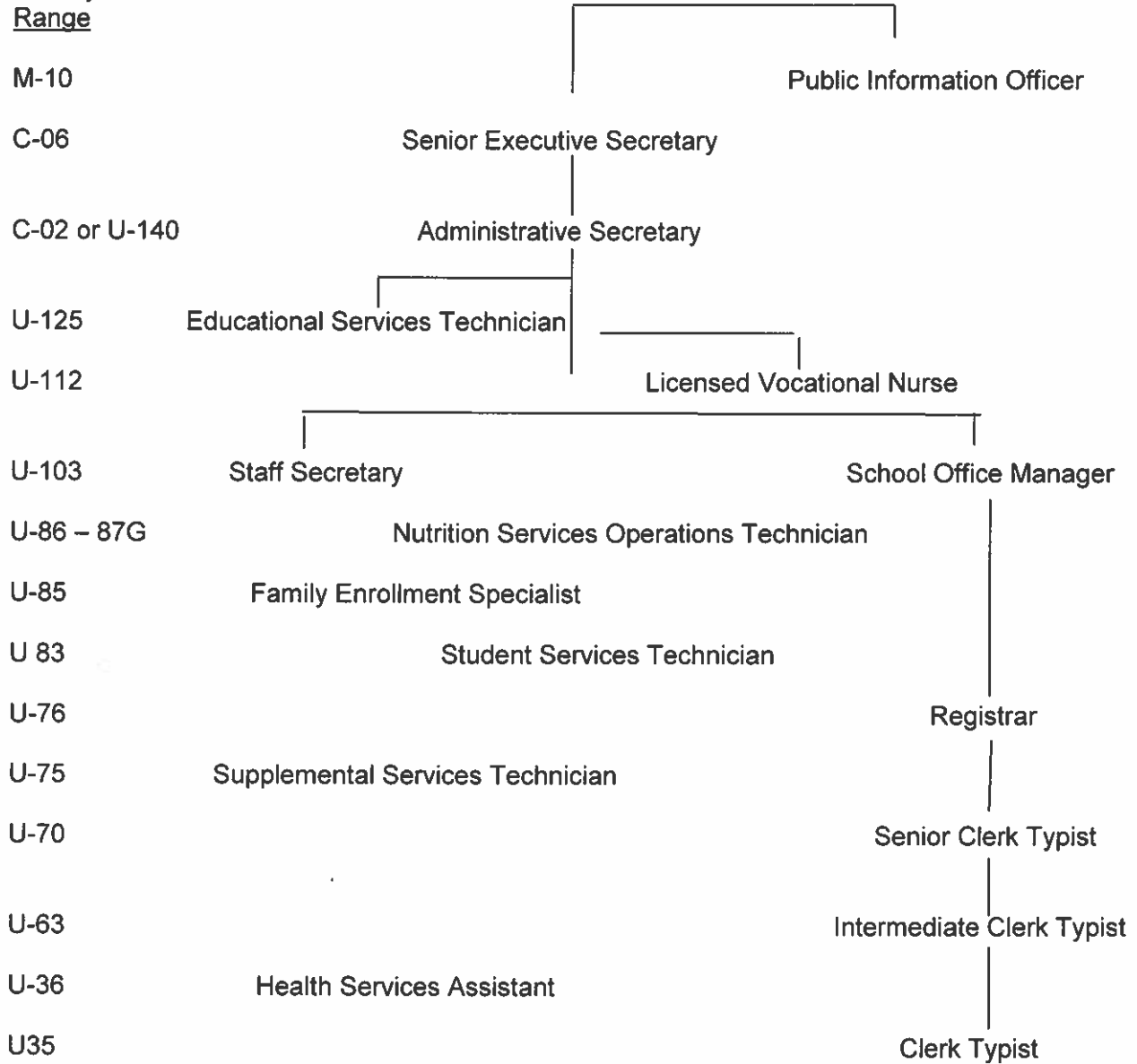
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

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

*Salary

Range



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

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

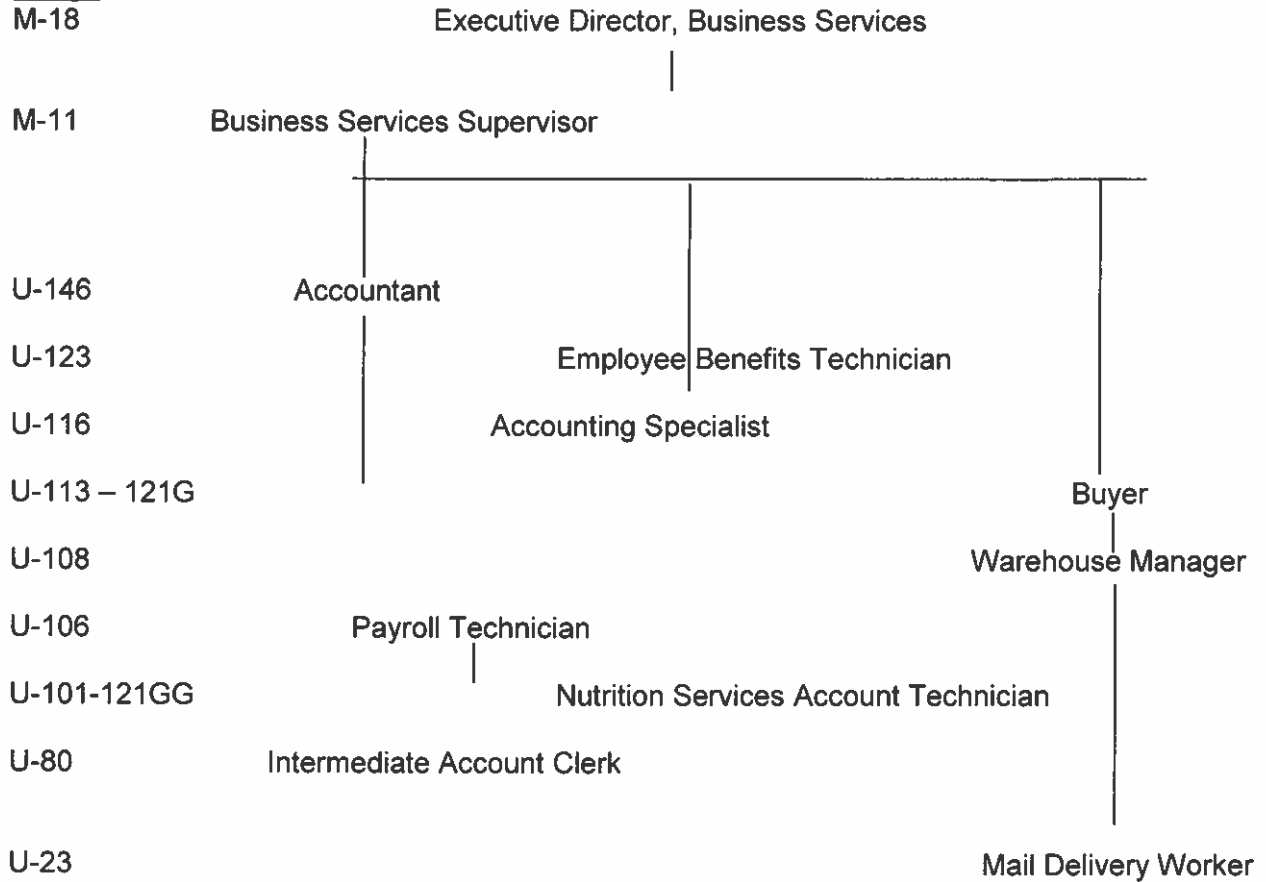
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

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

*Salary

Range



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

C= Confidential Schedule

M= Management Schedule

U= Unit Member Schedule

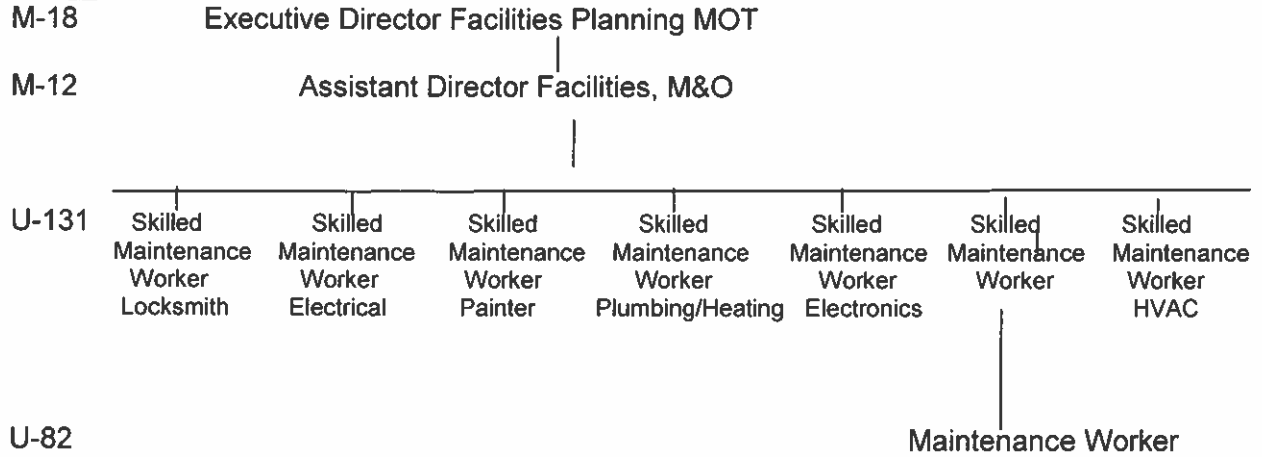
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.3 Maintenance Series

*Salary

Range



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

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

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

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

*Salary

Range

M-07

Grounds

Custodial

Building Services Supervisor

U-134G

Night Lead Custodian

U-131

Skilled Maintenance- Grounds Equipment Mechanic

U-118

Grounds Irrigation Technician

U-78

Senior Custodian

U-75

Grounds Maintenance Worker

U-61

Custodian

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

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

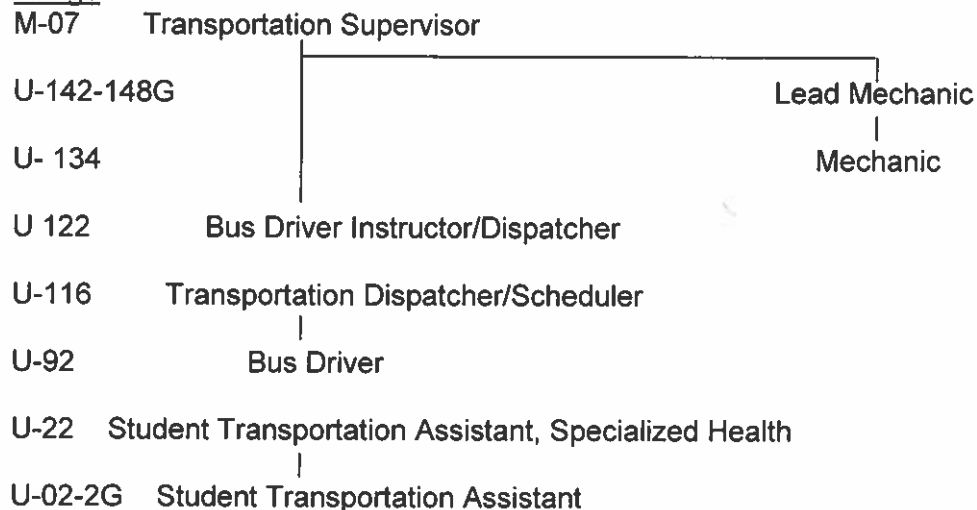
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.5 Transportation Series

*Salary

Range



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

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

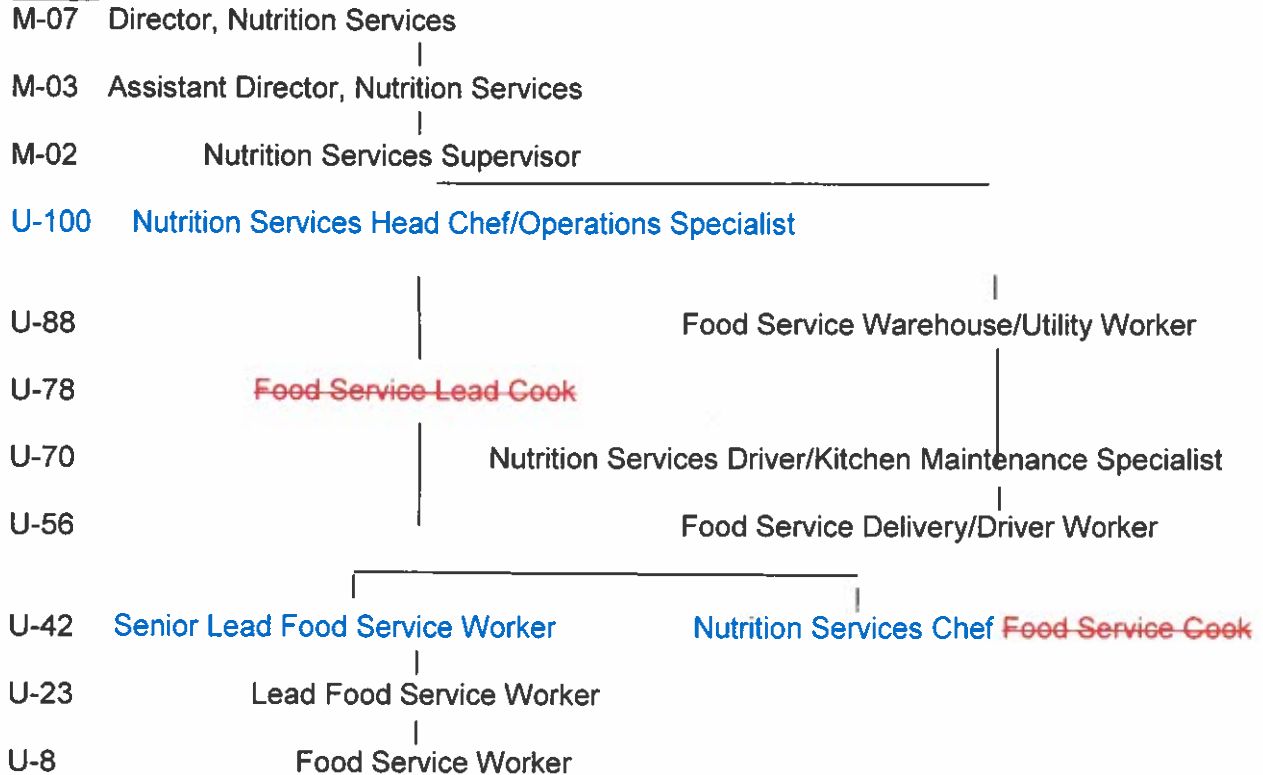
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

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

*Salary

Range



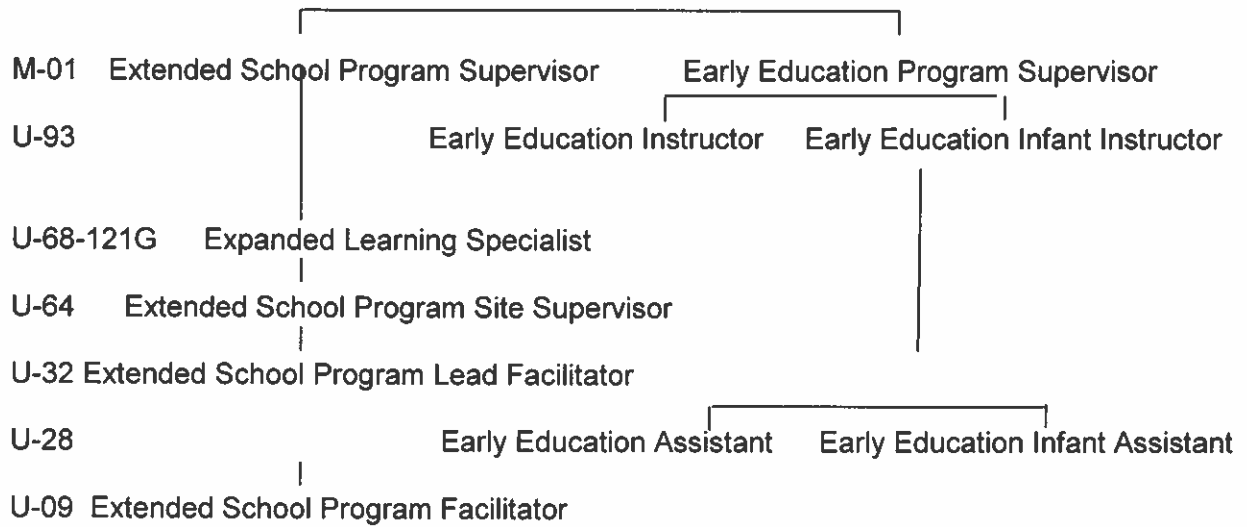
The solid lines indicate the normal career paths (upward and downward).

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

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

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



The solid lines indicate normal career paths (upward and downward).
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.8 Instructional Series

*Salary

Range

U-104	Speech and Language Assistant
U-73	Lead, Special Education Caseworker
U-56	Instructional Technology Assistant
U- 39	Paraeducator/Behavior and Instructional Support
U37-43G	Testing Technician –English Language Assessments
U-33-33G	Paraeducator/ Specialized Health and Instructional Support
U-25	Paraeducator Instructional Support
U-21	English Language Assessment Assistant (sub only position)
U-17	Paraeducator
U-10	Physical Education Assistant

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

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

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.9 Library Series

*Salary

Range

U-59 Textbook/Instructional Materials Technician

U-57 Instructional Materials Assistant

U-55 Library/Media Assistant

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.10 Duplicating Series

*Salary

Range

U-96 Duplicating Services Technician

|

U-67 Duplicating Services Assistant

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

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

*Salary

Range

M-19

Chief Technology Officer

U-149

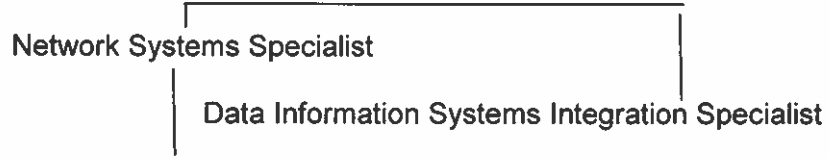
Network Systems Specialist

U-148

Data Information Systems Integration Specialist

U-136

Computer Technician



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

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

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.12 Community Series

*Salary
Range

U-98 -148G	District Parent and Family Engagement Specialist
U-78	District Special Education Parent Liaison
U-71	Translator/Interpreter
U-44	Community Liaison Worker
NTS 01	Noontime Supervisor

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

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

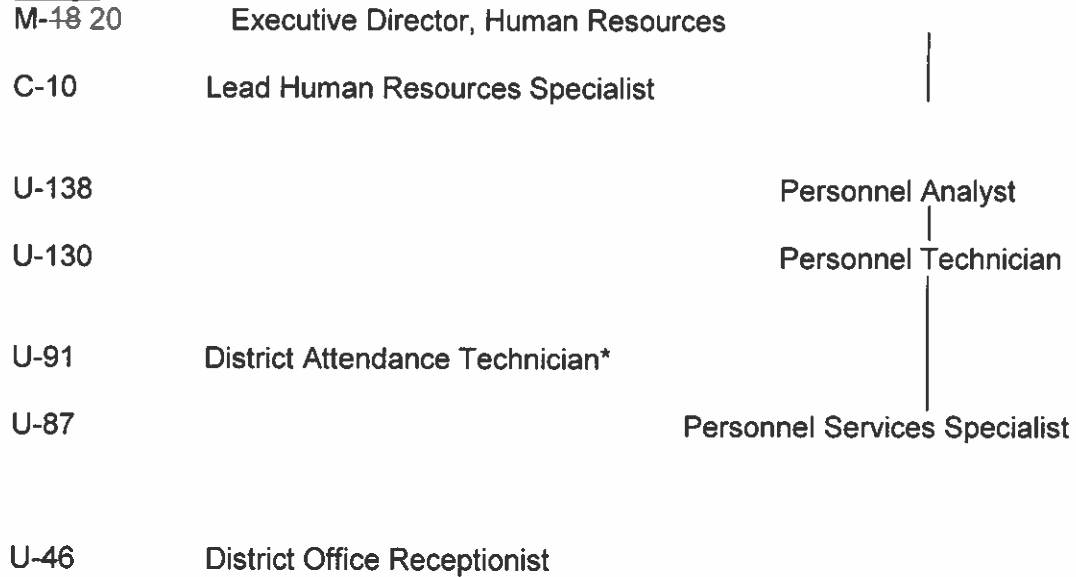
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.13 Human Resources Series

*Salary

Range



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

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



Westminster School District Memorandum

DATE: February 18, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.4—Approve proposed changes of the title, classification statement and salary range of the Business Services Supervisor to Assistant Director, Business Services

The Westminster School District's Business Services Department is looking to enhance its operational framework to ensure fiscal solvency. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficiency of the department.

- The responsibilities and requirements of the position of Business Services Supervisor has expanded. The role now includes overseeing Child Development and Expanded Learning Program budgets as well as increased policies and procedures to ensure fiscal solvency.
- The annual budget and categorical program funding have drastically increased which includes more statistical analyzing to ensure District strategies result in ensuring the benefit is the most financially sound.
- With the need for the District departments to work collectively together to optimize financial resources and ensure alignment to the District vision, mission, core values and objective this position will help provide a bridge between departments.

The Business Services Department is recommending that the Business Services Supervisor be reclassified to an Assistant Director, Business Services. This position will also change from range 11 to range 13 on the Classified Management salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Assistant Director, Business Services (CL Man. Range 13)	\$10,256	\$10,666	\$11,094	\$11,537	\$12,000	\$12,477

RECOMMENDATION: Approve proposed changes of the title, classification statement and salary range of the Business Services Supervisor to Assistant Director, Business Services

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ~~BUSINESS SERVICES SUPERVISOR~~ ASSISTANT DIRECTOR, BUSINESS SERVICES

SUMMARY:

Under the direction of the Executive Director, Business Services, supervises the budget, payroll, accounting, purchasing, employee benefits, mailroom, and warehouse operation of the district while ensuring fiscal solvency. Coordinates accounting functions of the Student Body, Child Development, Expanded Learning Program, and Food Service. Has responsibility for data processing operations affecting the accounting and payroll functions of the district. Participates in the formulation of district policy as a member of the Management Team; performs related duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Plans, organizes, and schedules activities of the central accounting office, payroll, purchasing, and warehouse.

Supervises and trains accounting, purchasing, payroll, and warehouse personnel in all areas of their work including: accounts payable, accounts receivable, warehouse inventories, printing, transportation and warehouse charge-outs, income distribution, purchasing, revolving cash fund and food service, special education, child development, and specially categorically funded program accounting. Maintains general ledgers and equipment inventory record.

Supervises all district data processing operations related to accounting, budget, food service, warehouse, child development, expanded learning programs, and special education.

Oversees the Child Development Fund for fiscal solvency, school accounting accuracy, fiscal reporting accuracy, and proper use of funds.

Assists in State Preschool approvals for projects and capital assets.

Assists with the preparation of fiscal reports for the District including quarterly reports for State Preschool.

Assist in the budget development and budget monitoring of Child Development and Expanded Learning Programs.

Develops procedures and schedules related to the Accounting, Payroll, Purchasing, and Warehouse Departments; recommends changes in policy or practices based on changing laws or regulations.

Assists other district employees with accounting, financial, or managerial problems relating to the reconciliation of computer budget documents or in-house records. Has responsibility for the deposit of cash receipts, maintenance of stores inventory records and the preparation of reports using district accounting and financial information.

Makes decisions regarding proper budget coding, department accounting policies and procedures, legality of expenditures, priority and assignment of work, payroll problems, and advise in purchasing and warehouse related matters as required.

Responds to inquiries regarding payroll status and computation of benefit deductions and related compensation matters.

Complies, reconciles, and prepares payroll tax returns and various supplemental payroll reports.

Reviews/audits payroll reports and coordinates with other Business Services staff to adjust or correct the budget or expenditure for any salary or benefit discrepancies as compared to position control.

~~Assist with Board resolutions to increase income or to transfer monies in the district budget from contingency funds, to cover wage and benefit increases, to establish new programs and to keep school budgets in compliance with ADA monetary constraints.~~

Keeps current on changes in legislation affecting accounting procedures and changes in the California School Accounting Manual.

Interprets, recommends, and implements changes for compliance to new payroll requirements from federal, state, and local agencies.

Assists in compiling and reporting data for the district budget.

Completes year-end functions in Accounting, Payroll, Warehouse, and Purchasing.

Reviews financial data on an ongoing basis to ensure accuracy and timelines of financial reports.

~~Assists in the review of financial data.~~

Supervises the reconciliation of federal, state, and county records with district accounting records of income and expenditures.

Prepares various complex statistical, financial, and accounting reports, including Mandated Cost Claims, for district, state, and federal governments.

Assures that computer input of accounting data contains information regarding the distribution of direct and indirect costs to schools, departments, and special programs to ensure fiscal solvency.

Audits warrants before sending to the county, and later supervises their distribution.

Provides information to auditors during annual audit of district financial records.

Attends Board of Trustees meetings as required.

Provide training and presentations of related information to staff and other district personnel.

Performs other job-related duties as ~~required or~~ assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision: (1) Reports to, receives direction from, and is evaluated by the Executive Director, Business Services.
- (2) Directly supervises, directs, and evaluates staff in the Business Department. ~~about 12 employees in the classifications of Account Clerk, Intermediate Account Clerk, Accounting Specialist, Payroll Technician, Buyer, Warehouse Manager and Stock Clerk/Delivery Worker.~~
- Internal Contacts: Continuing contact with Business Services staff. Frequent contact with schools, district office administrators, principals, school personnel, and district office personnel at all levels.

External Contacts: State Department of Education, Orange County Department of Education, other local school districts, and agencies and vendors.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Advanced knowledge of accounting principles and concepts. Education Code requirements as applied to receipts and disbursements. Ability to supervise people, knowledge of applied accounting practices, **knowledge of** data processing, business and budgeting programs, **knowledge of** purchasing and inventory methods and procedures.

Ability to:

Plan, organize, and direct the accounting program of a school district to meet requirements of law, quality standards and rigid deadlines.

Interpersonal skills using tact, patience, and courtesy.

Speak publicly about complex issues, refer to charts, graphs, etc., typical of professional presentation.

Prepare clear and concise financial reports.

Reads, interprets, and administers statutes, policies and regulations regarding school district accounting, budgeting and financial transactions.

Analyze problems, develop sound problem-solving models, and arrive at appropriate solutions to problems.

Instruct, train, and supervise personnel in financial record-keeping operations.

Proficiently use a PC, appropriate software, and calculator.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with persons contacted in the course of work.

Train, supervise, and evaluate assigned personnel.

Accept and carry out responsibility for direction, control, and planning.

COMPLEXITY:

Problem solving which involves in-depth accounting knowledge and skills. Provide answers to questions involving research and analysis. Work with a diversity of functions including purchasing, payroll, warehousing, food service, student body, and special education.

PHYSICAL DEMANDS:

~~While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is sometimes required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 10 pounds and occasionally frequently lift and/or move objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.~~

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Frequently required to sit.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Specific vision abilities required of the person in this job include close vision, color vision, peripheral vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 10 pounds. Occasionally lift and/or move objects weighing up to 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License, as well as a dependable mode of personal motorized transportation.

EDUCATION AND EXPERIENCE:

Minimum education and experience. ~~Any combination equivalent to:~~

1. Bachelor's Degree from an accredited college or university with a major in accounting, business administration, or a related field.

And

2. ~~plus~~ ~~T~~three years ~~of~~ extensive work experience in financial recordkeeping at a responsible level preferably in a public school district.

3. Supervisory experience required.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

PREPARED BY:	Classified Personnel Department	DATE:	August, 2004
APPROVED BY:	Board of Trustees	DATE:	August, 2005
APPROVED BY:	Personnel Commission	DATE:	August, 2004
APPROVED BY:	Personnel Commission	DATE:	February 2015
REVISED BY:	Personnel Commission	DATE:	March 23, 2021
REVISED BY:	Personnel Commission	DATE:	February 18, 2025



Westminster School District Memorandum

DATE: February 18, 2025

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources

SUBJECT: Agenda Item 3.5—Approve the reinstatement and proposed changes of the classification statement and salary range of the Lead Grounds Maintenance Worker.

The Westminster School District's Business Services Department to reinstate the Lead Grounds Maintenance Worker position.

- The FMOT Grounds staff is split into two Crews and follows a schedule to ensure all sites are well-maintained. Recently, some of the Grounds team have been performing moving services duties which have resulted in the need for a substitute in Grounds to support the two crews while Grounds Maintenance Workers performs these other duties. In addition, the work in managing the FMOT Ground Crews has expanded with additional responsibilities for professional development, chemical training, pest management and support increased campus beautification.
- To support the FMOT Grounds Crew and better serve out sites, we are proposing the reinstatement of the Lead Grounds Maintenance Worker. This position and the set of responsibilities will better fit the needs of the FMOT Grounds Department. The reinstatement would result in the new Lead Grounds Maintenance Worker, not only organizing the daily work for the Grounds Crews but continuing to perform gardening and grounds maintenance duties.

The Business Services Department is recommending that the Lead Grounds Maintenance Worker be placed at Range 115 on the Classified Salary Schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hourly	STEP II \$ Month \$ Hourly	STEP III \$ Month \$ Hourly	STEP IV \$ Month \$ Hourly	STEP V \$ Month \$ Hourly	STEP VI \$ Month \$ Hourly
Lead Grounds Maintenance Worker (Range 115)	\$5,232 \$30.17	\$5,439 \$31.38	\$5,658 32.64	\$5,882 \$33.92	\$6,116 \$35.29	\$6,358 \$36.68

RECOMMENDATION: Approve the reinstatement and proposed changes of the classification statement and salary range of the Lead Grounds Maintenance Worker.

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: LEAD GROUNDS MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the ~~Supervisor of Maintenance and Grounds~~ Executive Director and Assistant Director of Facilities, Maintenance, Operations and Transportation, assists in the planning, scheduling, training and leading of grounds maintenance personnel; inspects, reviews, and evaluates the grounds maintenance operational functions and activities; performs a variety of gardening and grounds maintenance work, and assures the proper care and maintenance of school grounds and landscaped areas; performs other job-related work as ~~required~~ assigned.

DISTINGUISHING CHARACTERISTICS:

The Lead Grounds Maintenance Worker, in addition to performing gardening and grounds maintenance duties, is assigned lead duties and responsibilities, including planning, training and ~~providing work direction to~~ coordinating others; scheduling and assigning work and maintaining various records. The Grounds Maintenance Worker performs the more routine gardening and grounds maintenance work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, oversees and participates in gardening and grounds maintenance operations and activities to assure the proper care and maintenance of school grounds.

Inspects grounds and landscaped areas to ensure against safety hazards and improper preventative maintenance.

Trains and ~~provides work direction to~~ coordinates others; schedules, assigns, and reviews the gardening and grounds maintenance work; assures the completion of work in a timely and efficient manner.

Cuts lawns; trims and edges around walks, flower beds, and walls. Weeds and rakes grounds; sweeps sidewalks, walkways and related areas; and removes debris and litter.

Trims and prunes shrubs, trees and hedges to shape and improve growth, or remove damaged leaves, branches, or twigs.

Identifies pests or weeds to be eradicated. Sprays lawns, shrubs, and trees with fertilizer, herbicides, and insecticides.

Prepares soil for planting; plants, fertilizes, waters, and cultivates trees, shrubs, flowers, grass and other plants; seeds new lawns.

Leads and participates in the preparation of grounds areas, including the construction of forms and headers, for concrete application.

Operates a variety of gardening and grounds keeping equipment and machines, including

Operates a variety of gardening and grounds keeping equipment and machines, including lawn mowers, trucks, commercial vehicles, sprayers, edgers, clippers, chain saws, as well as other hand and power tools.

Operates and maintains forklifts, skip loaders, backhoes, aerial lifts or cherry-pickers, jack hammers, and other assigned equipment in proper working condition.

OTHER REPRESENTATIVE DUTIES:

Prepares field areas for athletic activities; assists in moving and arranging furniture for special events. Excavates and moves earth; cuts and finishes grades; forms ditches and backfills; shoots grades with transit, and blades fields for landscape installation.

Assists in the planning and carrying out of landscaping and grounds beautification projects.

Installs and repairs playground equipment, fences, gates, walls, and walks. Paints fences and outbuildings, as necessary or directed.

Assists in the installation and repair of sprinkler systems; replaces or repairs faulty drains, cracked sidewalks, and blacktop, as required.

Cleans out drainage ditches and culverts.

Sharpens tools, such as weed cutters, edging tools and shears.

Maintains routine records, such as work requisitions, equipment and vehicle maintenance, and completion of work assignments.

Performs other **job**-related duties as ~~required or~~ assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to, receives direction from, and is evaluated by the ~~Supervisor of Maintenance and Grounds~~ Executive Director and Assistant Director of Facilities, Maintenance, Operations and Transportation.

(2) Provides **direction coordination** and work guidance to assigned grounds maintenance personnel.

Internal Contacts: Continuing contact with the Executive Director and Assistant Director of Facilities, Maintenance, Operations and Transportation, ~~Supervisor of Maintenance and Grounds~~, school principals and other administrative personnel, grounds maintenance workers, maintenance and custodial personnel, ~~the Grounds Maintenance/Equipment Repair Worker~~, as well as warehouse and some clerical personnel.

External Contacts: Some contact with outside vendors.

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

KNOWLEDGE OF:

Methods, equipment, and materials used in planting, cultivating, pruning, and maintaining plants, shrubs, trees, and lawns.

Lawn planting and cutting procedures.

Principles and practices of training and providing work direction to others.

Basic arithmetic, including addition, subtraction, multiplication and division and to perform these operations using units of weight measurement, volume and distance.

Health and safety regulations.

Requirements for maintaining school grounds in a safe, clean, and orderly condition.

Proper methods for storing equipment, materials, and supplies.

Routine cleaning, maintenance and care of gardening/groundskeeping equipment.

Basic recordkeeping techniques.

Appropriate safety precautions and procedures.

ABILITY TO:

Oversee and participate in gardening and grounds maintenance work.

Train and provide work direction to others.

Plan and organize work.

Assign and review the work of others.

Assure proper and efficient completion of gardening and grounds maintenance work.

Perform grounds keeping and gardening work; including, but not limited to, digging, hoeing, raking, operating power mowers, edgers, planting, sowing, cultivating, using a cherry-picker or other lift equipment in the pruning and trimming of trees.

Operate and appropriately maintain gardening/grounds keeping tools and equipment, including power equipment.

Operate commercial and other vehicles, as well as heavy grounds equipment.

Read, interpret and apply documents, such as safety rules, operating and maintenance instructions, and procedural manuals; and to write routine reports and correspondence; as well as speaking effectively with individuals and small groups of employees.

Observe legal and defensive driving practices.

Establish and maintain cooperative and effective working relationships with others.

Apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form, including the reading of blueprints and landscape design plans.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

~~The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms above head; talk and hear. The employee frequently is required to stand, walk, stoop, kneel or crouch, climb or balance. The employee must frequently lift and/or move objects or materials weighing up to 100 pounds; occasionally more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, depth perception, peripheral vision, and the ability to adjust focus.~~

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Frequently required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Specific vision abilities required of the person in this job include close vision, color vision, peripheral vision, depth perception, and the ability to change focus.
- Frequently lift and/or move objects weighing up to 100 pounds.
- Occasionally lift and/or move objects weighing over 100 pounds with assistance.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to outside weather. The employee is occasionally exposed to moving mechanical parts, high, precarious places; and fumes or airborne particles; and toxic or caustic chemicals, as well as vibration. The noise level in the work environment is usually moderate but can be occasionally loud.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~
(1) graduation from high school;

and

(2) two years of full-time paid experience in gardening, landscaping, or grounds maintenance.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California ~~Commercial~~ Driver's License, ~~or the ability to secure such license within four (4) months of employment in this classification. Possession and maintenance of a "Respirator Test Fitting" Certificate, or the securing of such certificate within six (6) months of employment in this classification.~~ Possession and maintenance of a Qualified Applicator's Certificate" issued by the State, or the securing of such a certificate within twelve (12) months of employment in this classification.

Insurability by the District's Insurance carrier.

~~Participation in the District random drug testing program.~~

PREPARED BY:	<u>Classified Personnel Department</u>	DATE:	1/16/97
APPROVED BY:	<u>Board of Trustees</u>	DATE:	5/11/89
AMENDED BY:	<u>Board of Trustees</u>	DATE:	4/17/97
APPROVED BY:	<u>Personnel Commission</u>	DATE:	4/19/94
AMENDED BY:	<u>Personnel Commission</u>	DATE:	1/28/97
	<u>Personnel Commission</u>	DATE:	4/22/97
	<u>Personnel Commission</u>	DATE:	2/24/04
REVISED BY:	<u>Personnel Commission</u>	DATE:	2/18/25



Westminster School District Memorandum

DATE: February 18, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
 Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.6—Approve the new classification statement and salary range for Lead Payroll Technician.

The Westminster School District’s Business Services Department is looking to enhance its operational framework to ensure fiscal solvency. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficiency of the department. Having spent the last year analyzing the department’s needs while building new policies and procedures, the following are recommendations for consideration.

- The Payroll department within the Business Services department is seeking to enhance internal controls while working collaboratively with transparency to streamline and improve efficiency and effectiveness. The primary goal of this position is to provide improved policies and structures within payroll while cross training payroll with benefits. By doing so, we aim to promote service consistency and uphold standards across the entire District.
- Creates a career growth pathway and promotional opportunity that bridges a Payroll Technician to the exposure and knowledge of employee and retiree benefits

The Business Services Department is recommending that the Lead Payroll Technician be placed at Range 116 on the Classified Salary Schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hourly	STEP II \$ Month \$ Hourly	STEP III \$ Month \$ Hourly	STEP IV \$ Month \$ Hourly	STEP V \$ Month \$ Hourly	STEP VI \$ Month \$ Hourly
Lead Payroll Technician (Range 116)	\$5,234 \$30.30	\$5,462 \$31.49	\$5,678 \$32.75	\$5,903 \$34.06	\$6,141 \$35.42	\$6,382 \$36.82

RECOMMENDATION: Approve the new classification statement and salary range for Lead Payroll Technician.

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: LEAD PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the general supervision of the Assistant Director, Business Services, performs and coordinates accounting clerical duties relative to payroll, fringe benefits, and related statistical records; processes payroll, fringe benefits, and related records for classified, certificated, or hourly employees; and assists in the coordination and dissemination of health and welfare to District employees and retirees.

ESSENTIAL DUTIES:

Prepares and submits District's payroll to County; verifies documents for proper account codes, pay rates, and related data.

Computes and posts hours worked to time records or reports; assigns budget codes as necessary and appropriate; verifies data and submits to County for the processing of pay warrants.

Updates attendance records; verifies and inputs individual sick leave and vacation allowances, and usage; distributes related lists and notices as needed.

Processes the payroll-related employment verification forms; verifies salaries in accordance with related laws, as well as established District policies and procedures.

Monitors changes in payroll-related data; prepares changes, corrections, or adjustments as necessary.

Prepares new employee payroll cards, including such information as the person's name, pay rates, and related data.

Receives pay warrants from County along with payroll registers; check for accuracy; sort and send checks to appropriate pay sites. Process paychecks for mailing as needed.

Maintains records of individual earnings, deductions, and related data; processes retirements and terminations as appropriate including the billing of retirees and employees on leave for benefit coverage.

Checks retirement forms for accuracy, and responds to questions relative thereto; completes retirement documents for processing to the County and the State retirement systems.

Accumulates all information and prepares state and federal payroll related documents and reports.

Processes annual longevity, salary column crossovers and step increases for certificated employees; refigures and update Union dues, insurance and income protection deductions. Updates pay sites, budget numbers, new salary ranges and steps for new fiscal year as well as employee benefits in new benefit year.

Verifies salary data and other requested information in completing unemployment claim forms.

Processes insurance enrollments; makes changes in voluntary deductions, including health insurance, income protection, tax-sheltered annuity programs, income protection plans, professional dues, credit union deposits, and other voluntary deductions; based upon District contributions and voluntary deductions, prepares billing remittances, and other necessary documents, for employee insurances.

Assists with employee health benefit enrollment, questions, and changes.

Reviews and manages employee Payroll concerns, questions, and discrepancies including managing employees on Workers Compensation, tracking of overpayments, and leaves.

OTHER REPRESENTATIVE DUTIES:

Responds to questions, concerns, or complaints from employees and other appropriate individuals relative to pay, deductions, sick leave, vacation, insurance, and other payroll information; based upon knowledge of District policies, procedures, rules and regulations.

Files records and documents relating to work performed; prepares special payroll reports as required or assigned. Performs other job-related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and receives direction from the Executive Director and Assistant Director of Business Services

Internal Contacts: Frequent contact with schools, departments, and district employees.

External Contacts: Some contact with insurance company personnel, some outside vendors, Orange County Department of Education personnel, and representatives of other governmental agencies.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, techniques, procedures and practices involved in payroll preparation, monitoring, and control.

Rules and procedures governing tax-withholding, voluntary deductions, garnishments, and fringe benefits.

Operation of a computer work station, and other office machines.

District organization, operations, policies and objectives.

Appropriate terminology and vocabulary of the assigned department.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills; using tact, patience, and courtesy.

Telephone techniques and etiquette.

Applicable sections of the State Education Code, employee association agreements and other applicable laws.

ABILITY TO:

Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.

Make arithmetic calculations quickly and accurately.

Operate the District's computerized payroll and human resource systems.

Operate a variety of software and e-mail programs.

Maintain records and prepare reports.

Understand and follow both oral and written directions.

Plan, prioritize and organize work; meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality and utilize discretion in all communications.

Learn to read, interpret, apply, and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Perform work despite interruptions.

Type at an acceptable rate of speed on a typewriter; operate a computer work station, including equipment and programs.

EDUCATION AND EXPERIENCE:

(1) graduation from high school; including or supplemented by course work in accounting or financial record-keeping.

And

(2) two years of increasingly responsible experience in accounting, with some experience in payroll processing and statistical record-keeping.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle or use hands for fine motor tasks.
- Reach with hands and arms.
- Frequently required to sit.
- Frequently required to stoop, kneel or crouch.
- Frequently talk, hear and listen.
- Specific vision abilities required of person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 20 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED BY: Business Services Department

DATE: 01/06/2025

APPROVED BY: Board of Trustees

DATE: 3/20/2025

APPROVED BY: Personnel Commission

DATE: 2/18/2025

**Human Resources Classified
Recruitment Report - Last Updated on 2-4-2025**

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Behavior Program Supervisor	0	1	Land	N	Testing in progress
Bus Driver	0	2	Transportation	N	Testing in progress
Community Liaison Worker Spanish	0	1	Warner	N	Names to hiring supervisor
Early Education Program Supervisor	0	1	Early Ed	N	Testing in progress
Early Ed Asst.	1	0	Various Sites	Y	sending names to hiring supervisor
Early Ed infant Asst.	1	0	Ed Services	Y	sending names to hiring supervisor
ESP Facilitator* <i>Outsourced to Talent Collaborative</i>	1	42	Various Sites	N	Posted on edjoin & sending names to hiring supervisor
ESP Lead Facilitator* <i>Outsourced to Talent Collaborative</i>	0	8	Various Sites	N	Posted on edjoin
ESP Site Supervisors	0	2	ESP	N	Testing in progress names sent to hiring supervisor
Extended School Program Supervisor	0	1	ESP	N	Names to hiring supervisor
Family Enrollment Specialist	0	1	Early Ed	N	Posted on Edjoin
Food Service Worker	1	6	Various Sites	N	Testing in progress & names sent to hiring supervisor
Intermediate Account Clerk	1	1	Nutrition Services & Business	N	Posted on Edjoin
Lead FSW	0	2	Various Sites	N	Testing in progress
Paraeducator (29.5 & 40 hours)	0	2	Various Sites	N	Testing in progress
Paraeducator Instructional Support	0	20	Various Sites	N	Posted on Edjoin and Testing in progress
Paraeducator Behavior	0	4	Various Sites	N	Testing in progress
Speech and Language Assistant	0	1	Various Sites	N	Names to hiring supervisor
Student Transportation Assistant	0	1	Transportation	N	Testing in progress
Translator Interpreter Vietnamese	1	0	District Office	Y	Names to hiring supervisor
Transportation Dispatcher Scheduler	0	1	Transportation	Y	Testing in progress

Month At A Glance

Ending 2/6/2025

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ESP)	Vacancy Rate (w/o ESP)
52	6	45	97	12.00%	8.52%

Ending 1/13/2025

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ESP)	Vacancy Rate (w/o ESP)
55	10	43	98	12.17%	9.12%