

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of March 11, 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 February 18, 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: 5%;"></th> <th style="width: 55%;"></th> <th style="width: 15%; text-align: center;">Eligible
Candidates</th> <th style="width: 25%; text-align: center;">Vacant
Positions</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Extended School Program Supervisor, expiration 2/5/2026</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td>B.</td> <td>Family Enrollment Specialist, expiration 2/11/2026</td> <td style="text-align: center;">9</td> <td style="text-align: center;">1</td> </tr> <tr> <td>C.</td> <td>Paraeducator Behavior Instructional Support, expiration 2/12/2026</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> <tr> <td>D.</td> <td>Transportation Dispatch-Scheduler, expiration 2/14/2026</td> <td style="text-align: center;">5</td> <td style="text-align: center;">1</td> </tr> <tr> <td>E.</td> <td>Early Education Program Supervisor, expiration 2/19/2026</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td>F.</td> <td>Paraeducator Instructional Support, expiration 2/24/2026</td> <td style="text-align: center;">31 (7)</td> <td style="text-align: center;">19</td> </tr> <tr> <td>G.</td> <td>Behavior Program Supervisor, expiration 2/24/2026</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td>H.</td> <td>Student Transportation Assistant, expiration 2/25/2026</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td>I.</td> <td>Bus Driver, expiration 2/26/2026</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td>J.</td> <td>Extended School Program Facilitator, expiration 2/28/2026</td> <td style="text-align: center;">9 (2)</td> <td style="text-align: center;">37</td> </tr> </tbody> </table> | | | Eligible
Candidates | Vacant
Positions | A. | Extended School Program Supervisor, expiration 2/5/2026 | 3 | 1 | B. | Family Enrollment Specialist, expiration 2/11/2026 | 9 | 1 | C. | Paraeducator Behavior Instructional Support, expiration 2/12/2026 | 4 | 4 | D. | Transportation Dispatch-Scheduler, expiration 2/14/2026 | 5 | 1 | E. | Early Education Program Supervisor, expiration 2/19/2026 | 3 | 1 | F. | Paraeducator Instructional Support, expiration 2/24/2026 | 31 (7) | 19 | G. | Behavior Program Supervisor, expiration 2/24/2026 | 3 | 1 | H. | Student Transportation Assistant, expiration 2/25/2026 | 3 | 1 | I. | Bus Driver, expiration 2/26/2026 | 3 | 3 | J. | Extended School Program Facilitator, expiration 2/28/2026 | 9 (2) | 37 | |
| | | Eligible
Candidates | Vacant
Positions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A. | Extended School Program Supervisor, expiration 2/5/2026 | 3 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. | Family Enrollment Specialist, expiration 2/11/2026 | 9 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. | Paraeducator Behavior Instructional Support, expiration 2/12/2026 | 4 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. | Transportation Dispatch-Scheduler, expiration 2/14/2026 | 5 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. | Early Education Program Supervisor, expiration 2/19/2026 | 3 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. | Paraeducator Instructional Support, expiration 2/24/2026 | 31 (7) | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G. | Behavior Program Supervisor, expiration 2/24/2026 | 3 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H. | Student Transportation Assistant, expiration 2/25/2026 | 3 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I. | Bus Driver, expiration 2/26/2026 | 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J. | Extended School Program Facilitator, expiration 2/28/2026 | 9 (2) | 37 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <u>NEW BUSINESS</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.1 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Extended School Program Facilitator (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.2 | <u>Discussion/Action</u> Approve proposed changes to Rules and Regulations Article III, Position Classification Plan for second reading and approval. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.3 | <u>Discussion/Action</u> Adopt a resolution proclaiming April 22, 2025, as School Bus Drivers' Day. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.4 | <u>Discussion/Action</u> Approve proposed changes of Title and Classification Statement for Computer Technician to Technology Services Specialist. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.5 | <u>Discussion/Action</u> Approve proposed changes of Title, Classification Statement, and Salary Range for Instructional Technology Assistants to Technology Services Technician. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Personnel Commission Agenda

March 11, 2025

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|-----|------------------------------------|---|---|
| 3.6 | <u>Discussion/Action</u> | Approve the New Classification Statement and Salary Range for Technology and Data Information Systems Supervisor. (Enclosure) | Michael Kim |
| 3.7 | <u>Information</u> | First Reading on proposed changes to Rules and Regulations Article VI, Employment Lists and Certifications. (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 | Deputy Superintendent Report | |
| | | 4.4.1 Human Resources | Rich Montgomery |
| 4.5 | Information | Assistant Superintendent Report | |
| | | 4.5.1 Business Services | Manuel Cardoso |
| | | 4.5.2 Educational Services | Dr. Richard Noblett |
| 4.6 | Information | Superintendent 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:

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

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 February 18, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Louis Fermelia at 4:00 p.m. Mrs. Cynthia Torres led the flag salute.

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

Mr. Rich Montgomery, Deputy Superintendent,
Human Resources
Dr. Richard Noblett, Assistant Superintendent,
Educational Services
Mr. Michael Kim, Executive Director, Human
Resources
Mr. Brett Heinbuch, Executive Director, Business
Services
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. Sonia Vu, CSEA Political Action Officer

*MINUTES OF THE REGULAR MEETING
OF January 21, 2025:*

Commissioner Connolly moved, seconded by
Commissioner Jones, to approve the minutes of the
regular meeting of January 21, 2025.

Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by
Commissioner Jones, to approve the eligibility list;
Extended School Program Site Supervisor,
expiration 1/16/2026, Paraeducator, expiration,
1/21/2026, Speech and Language Assistant,
expiration, 1/24/2026, Paraeducator Instructional
Support, expiration, 1/24/2026, Extended School
Program Facilitator, expiration, 1/27/2026,
Community Liaison Worker Spanish, expiration,
1/29/2026. **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR THE TRANSLATOR
INTERPRETER:*

Commissioner Connolly moved, seconded by
Commissioner Jones to approve the advanced step
placement on the salary schedule for the Translator
Interpreter. **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR THE EXTENDED
SCHOOL PROGRAM FACILITATOR:*

Commissioner Connolly moved, seconded by
Commissioner Jones to approve the advanced step
placement on the salary schedule for the Extended
School Program Facilitator. **Motion carried 3/0**

FIRST READING FOR THE RULES AND REGULATIONS ARTICLE III, POSITION CLASSIFICATION PLAN:

The first reading for the proposed changes to the Rules and Regulations Article III, Position Classification Plan was presented.

APPROVE PROPOSED CHANGES OF TITLE, CLASSIFICATION STATEMENT AND SALARY RANGE OF THE BUSINESS SERVICES SUPERVISOR TO ASSISTANT DIRECTOR, BUSINESS SERVICES:

Commissioner Jones moved, seconded by Commissioner Connolly to approve the proposed changes of Title, Classification Statement, and Salary Range of the Business Services Supervisor to Assistant Director, Business Services. **Motion carried 3/0**

APPROVE THE REINSTATEMENT AND PROPOSED CHANGES OF THE CLASSIFICATION STATEMENT AND SALARY RANGE OF THE LEAD GROUNDS MAINTENANCE WORKER:

Commissioner Connolly moved, seconded by Commissioner Jones to approve the reinstatement and proposed changes of the Classification Statement and Salary Range of the Lead Grounds Maintenance Worker. **Motion carried 3/0**

APPROVE THE NEW CLASSIFICATION STATEMENT AND SALARY RANGE FOR LEAD PAYROLL TECHNICIAN:

Commissioner Connolly moved, seconded by Commissioner Jones to approve the new Classification Statement and Salary Range of the Lead Payroll Technician. **Motion carried 3/0**

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

Proposed dates of 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 and June 23, 2026 were presented with no changes.

EXECUTIVE DIRECTOR REPORT:

Mr. Kim reported that he has enjoyed the his first month with the team and expressed gratitude for the warm welcome.

Mr. Kim thanked the staff for their collaborative efforts and highlighted the strong support he has received.

Mr. Kim extended his thanks to Mr. Acocello and the CSEA team for their continued collaboration.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery shared that a Safety Task Force meeting was currently in progress, which prevented Dr. Hansen and Mr. Cardoso from attending the Personnel Commission meeting.

Mr. Montgomery thanked Mrs. Myers for her active participation in the Job Classification Study Committee.

Mr. Montgomery provided an update on discussions occurring through the Interest-Based Bargaining (IBB) process with CSEA. He highlighted specific discussions regarding the Extended School Program. He expressed hope that the outcome would be a significant impact on addressing current vacancies.

Finally, Mr. Montgomery thanked Mr. Kim for his swift integration into the team and his effective contributions thus far.

*ASSISTANT SUPERINTENDENT
REPORTS:*

Mr. Heinbuch thanked the Personnel Commission and Human Resources team on behalf of Mr. Cardoso.

Dr. Noblett provided an update regarding the planning efforts for the upcoming summer programs, noting that the Educational Services team is anticipation over 2000 students to participate.

Dr. Noblett reported that the team was already making plans for the next school year and is considering potential changes to the structure of the Extended School Program positions.

Dr. Noblett thanked the Human Resources staff and CSEA for their continued support.

Finally, Dr. Noblett emphasized that the current vacancies are not a result of recruitment challenges but rather the growth of the program, which has contributed to the increased number of vacancies.

SUPERINTENDENT REPORT

No report.

*PUBLIC COMMENTS:
CSEA:*

Mr. Acocello shared that the Interested-based process is progressing well, with the expectation of adding two more dates on the calendar.

Mr. Acocello mentioned that the vote on the MOU is scheduled for February 19, 2025 and expressed optimism about moving forward with the process.

Lastly, Mr. Acocello shared that the Classification Statements for the Lead Grounds Maintenance Worker and Lead Payroll Technician are currently in the CSEA 610 process.

STAFF COMMENTS:

Mrs. Myers had no comment.

Mrs. Torres had no comment.

Mrs. Wilkinson expressed her appreciation for Mr. Kim for being a part of the team.

COMMISSIONER'S COMMENTS:

Commissioner Jones thanked Mr. Kim for his dedication and efforts.

Commissioner Connolly thanked staff for their contributions.

Commissioner Fermelia thanked staff and acknowledged Mr. Kim for his hard work and commitment.

ADJOURNMENT:

The meeting adjourned at 4:33 p.m.

Respectfully submitted,
Michael Kim
Executive Director, Human Resources



**Eligibility List For: Extended School Program Supervisor
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES					
1	Susana Lopez	Merged:				Veteran Pts.	
						Seniority Pts.	x
1	Lisa Taft-Preciado	Merged:				Veteran Pts.	
						Seniority Pts.	x
2	Erick Galicia	Merged:				Veteran Pts.	
						Seniority Pts.	

One Vacancy



Eligibility List For: Family Enrollment Specialist
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Anna Nagmay	Merged:	X		Veteran Pts.	
					Seniority Pts.	X
2	Catherine Van Wyk	Merged:	X		Veteran Pts.	
					Seniority Pts.	
3	Mindy Nguyen	Merged:	X		Veteran Pts.	
					Seniority Pts.	
3	Van Son	Merged:	X		Veteran Pts.	
					Seniority Pts.	
3	Luis Vidal	Merged:	X		Veteran Pts.	
					Seniority Pts.	
4	Giovanna Gutierrez	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Gloria Luna	Merged:			Veteran Pts.	
					Seniority Pts.	X
5	Sandra LoGiudice	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Jason Mai	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-154
Effective: 2/12/2025
Expires: 2/12/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Min Choi	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Brittnie Dinh	Merged:			Veteran Pts.
					Seniority Pts.
3	Kimberly Patino	Merged:			Veteran Pts.
					Seniority Pts.
4	Grecia Villa	Merged:			Veteran Pts.
					Seniority Pts.

Four Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-150
Effective: 2/14/2025
Expires: 2/14/2026

**Eligibility List For: Transportation Dispatch-Scheduler
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES					
1	Christopher Santagata	Merged:				Veteran Pts.	
						Seniority Pts.	
2	Jasmin Chicas	Merged:				Veteran Pts.	
						Seniority Pts.	
3	Bertha Rodriguez	Merged:				Veteran Pts.	
						Seniority Pts.	
4	Vivian Johnson	Merged:				Veteran Pts.	
						Seniority Pts.	
5	Fatima Torres	Merged:				Veteran Pts.	
						Seniority Pts.	X

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-163
Effective: 2/19/2025
Expires: 2/19/2026

**Eligibility List For: Early Education Program Supervisor
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Karena Becerra	Merged:				Veteran Pts.
						Seniority Pts. x
2	Jessica Palacios	Merged:				Veteran Pts.
						Seniority Pts.
3	BreiAunna Rose	Merged:				Veteran Pts.
						Seniority Pts. x

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.
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.
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	Vickie Nguyen	Merged:	x			Veteran Pts.
						Seniority Pts.
9	Emily Smithson	Merged:	x			Veteran Pts.
						Seniority Pts.
9	Theo Avorh	Merged:				Veteran Pts.
						Seniority Pts.
10	Annaliese Daher	Merged:	x			Veteran Pts.
						Seniority Pts.
10	Emily Bernal	Merged:	x			Veteran Pts.
						Seniority Pts.
10	Jessica Melton	Merged:	x			Veteran Pts.
						Seniority Pts.
11	Tara Parks	Merged:	x			Veteran Pts.
						Seniority Pts.
11	Iris Gonzalez	Merged:	x			Veteran Pts.
						Seniority Pts.
12	Lori Rehnert	Merged:	x			Veteran Pts.
						Seniority Pts.

13	Stephanie Smith	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Christina Flores	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Angelica Rodas	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Kristen Shelby	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Connie Navaro	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Amy Vega Enriquez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Jenna Carter	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Grecia Villa	Merged:			Veteran Pts.	
					Seniority Pts.	
15	Karla Jaime	Merged:			Veteran Pts.	
					Seniority Pts.	
15	Blanca Lopez	Merged:			Veteran Pts.	
					Seniority Pts.	
16	Deim Tu	Merged:	x		Veteran Pts.	
					Seniority Pts.	
17	Marlee Taula	Merged:			Veteran Pts.	
					Seniority Pts.	

Nineteen Vacancies



**Eligibility List For: Behavior Program Supervisor
List Type: Open/Promotional - 11 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Chantel Moore	Merged:			Veteran Pts.	
					Seniority Pts.	
1	Alexander Poulsen Hodjat	Merged:			Veteran Pts.	
					Seniority Pts.	
1	Cathy Tran	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



Eligibility List For: Student Transportation Assistant
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Dulce Hernandez	Merged:			Veteran Pts.	
					Seniority Pts.	
2	James McCollum	Merged:			Veteran Pts.	
					Seniority Pts.	X
3	Roberto Vasquez	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-160
Effective: 2/26/2025
Expires: 2/26/2026

**Eligibility List For: Bus Driver
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Mechelle Gallegos	Merged:				Veteran Pts.
						Seniority Pts.
2	Patrick Bui	Merged:				Veteran Pts.
						Seniority Pts.
3	Tam Van Nguyen	Merged:				Veteran Pts.
						Seniority Pts.

Three vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-167
Effective: 2/28/2025
Expires: 2/28/2026

**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.	
3	Trinidad Vargas	Merged:		x	Veteran Pts.	
					Seniority Pts.	
4	William Lyons	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Diane Totah	Merged:		x	Veteran Pts.	
					Seniority Pts.	
5	Kristen Shelby	Merged:		x	Veteran Pts.	
					Seniority Pts.	
6	Lizbeth Arevalo	Merged:		x	Veteran Pts.	
					Seniority Pts.	
6	Miguel Chavero	Merged:			Veteran Pts.	
					Seniority Pts.	

Thirty-seven Vacancies



Westminster School District Memorandum

DATE: March 11, 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 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.

Ms. Jasmine Osborn holds a Bachelor of Arts degree in Human Communication Studies from California State University Fullerton. It is recommended that Ms. Osborn 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.

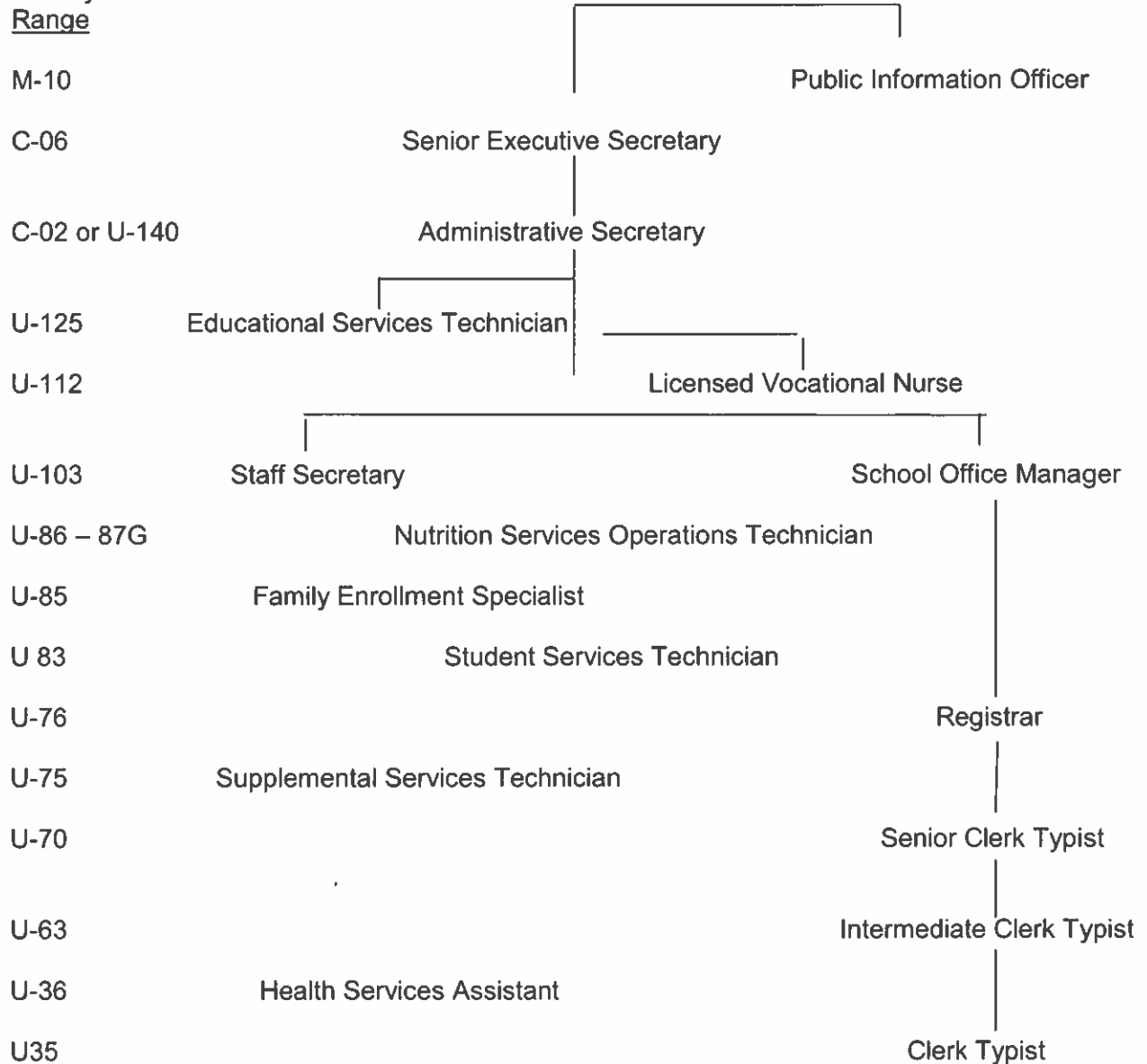
Adopted: September 23, 2008 February 27, 2024

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

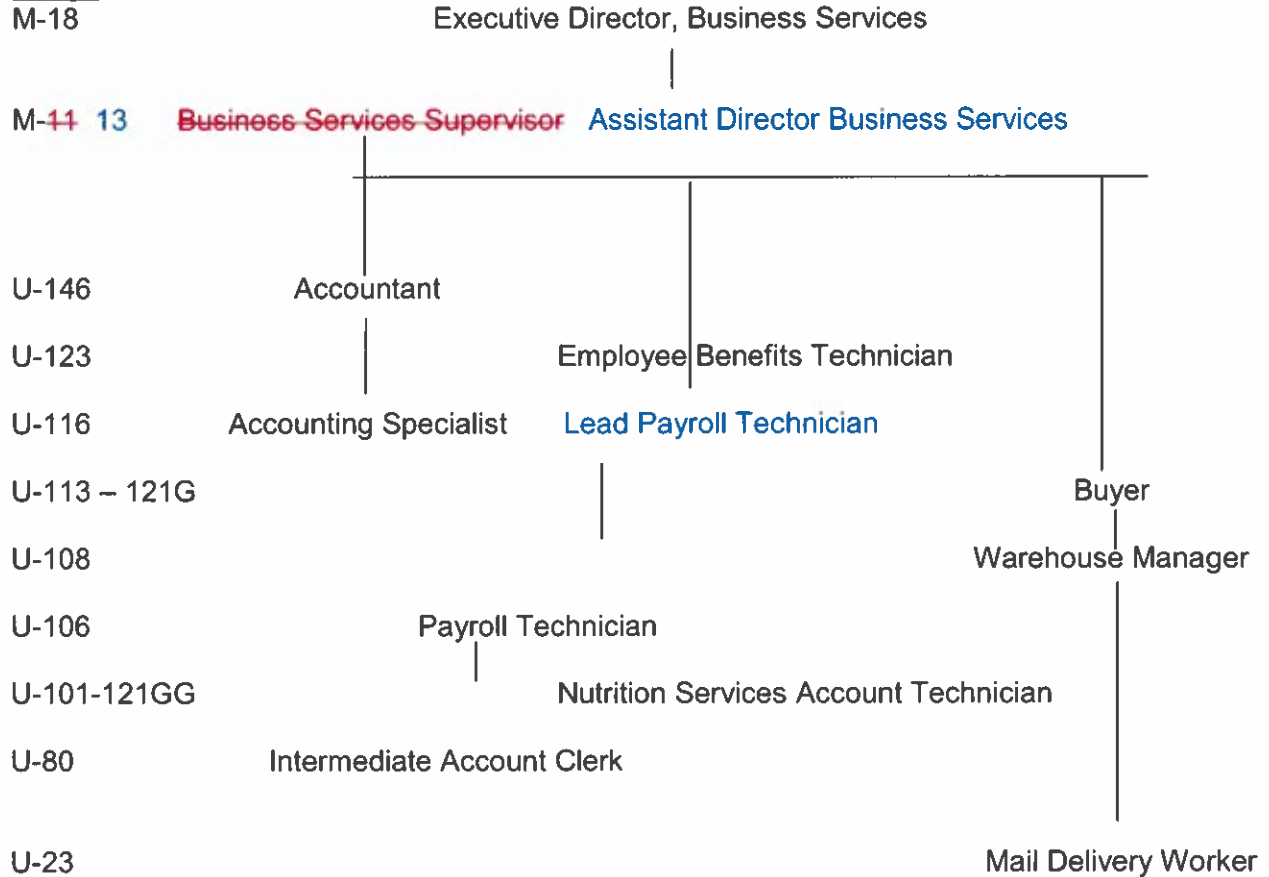
Westminster School District
Personnel Commission Rules and Regulations

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

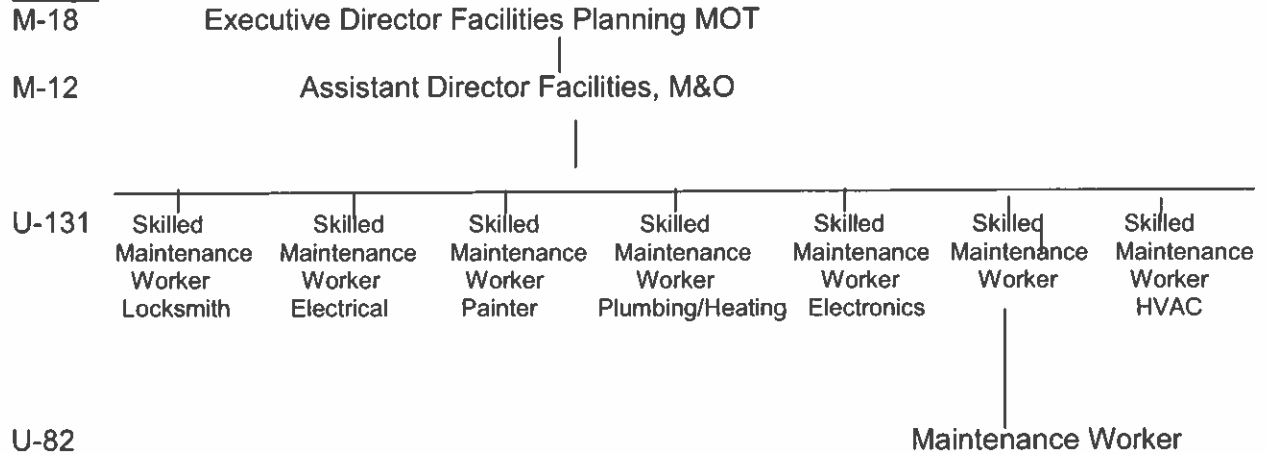
Westminster School District
Personnel Commission Rules and Regulations

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-115

Lead Grounds Maintenance Worker

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

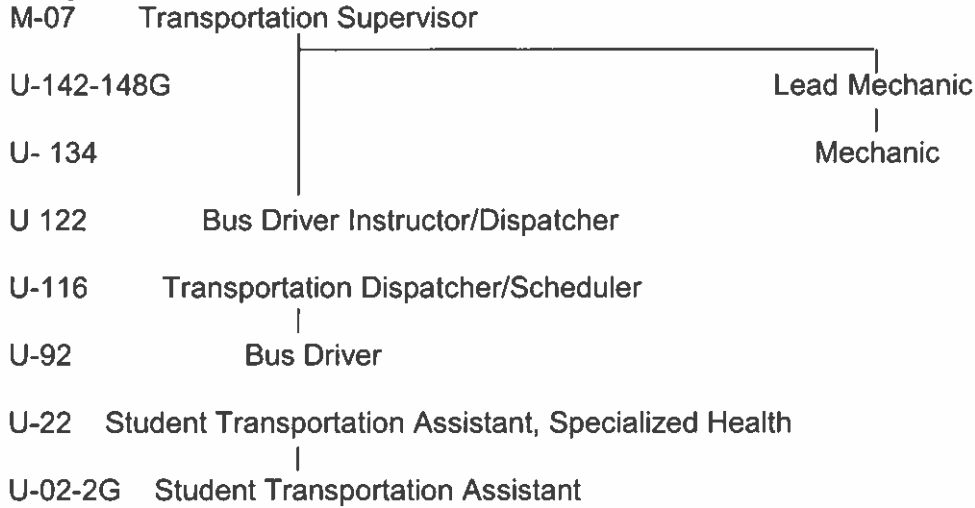
Westminster School District
Personnel Commission Rules and Regulations

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

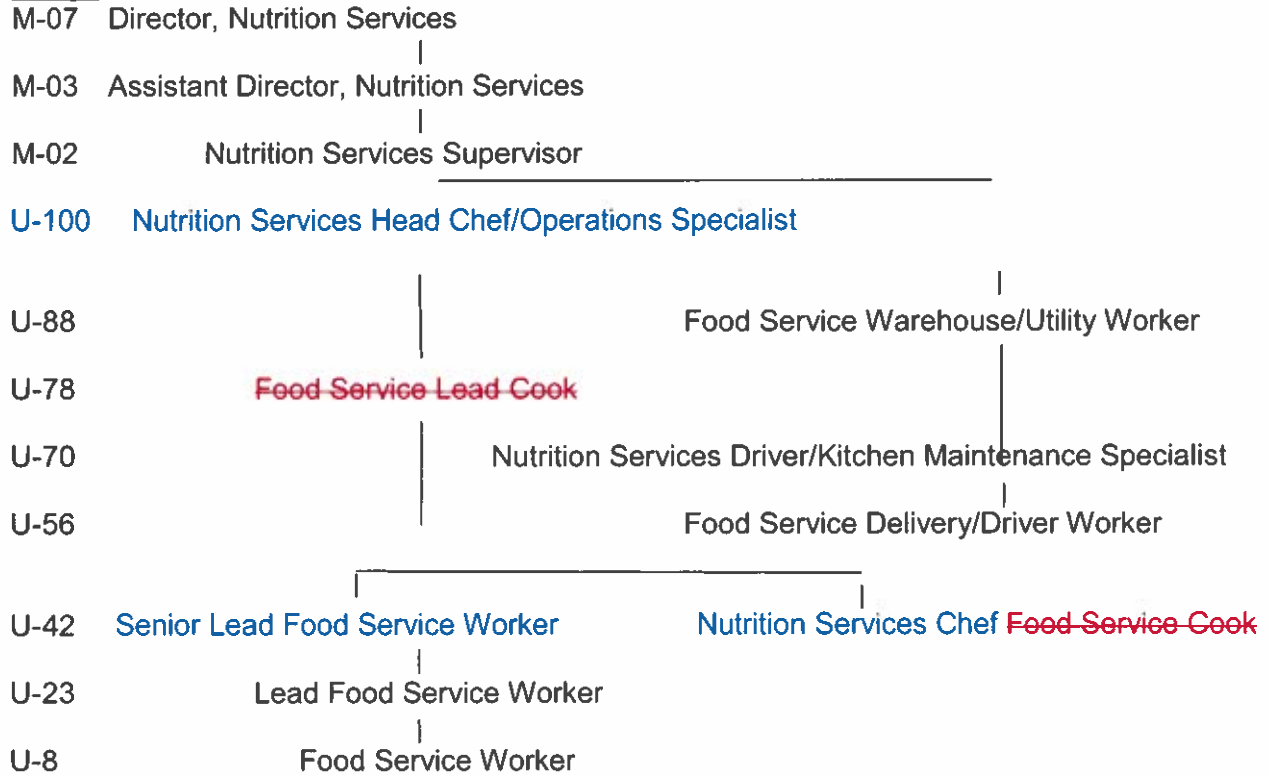
Westminster School District
Personnel Commission Rules and Regulations

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

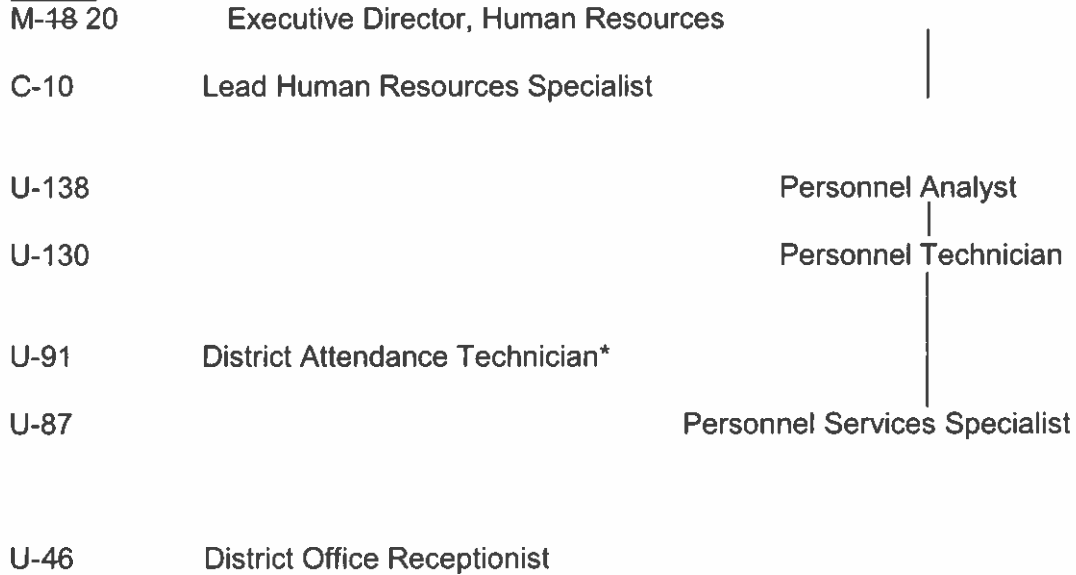
Westminster School District
Personnel Commission Rules and Regulations

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

SCHOOL BUS DRIVERS' DAY

WHEREAS, the safety of our children rests in the hands of trained school bus drivers for up to six hours each school day; and,

WHEREAS, great amounts of personal time and energies are expended by drivers for their initial training and maintaining current licensing, skills, and knowledge of school bus laws through continuing education classes; and,

WHEREAS, school bus drivers often face hazards in the performance of their duties; and,

WHEREAS, school bus drivers frequently assist students in learning and developing appropriate interactive peer and adult behaviors through counseling or disciplinary techniques; and,

WHEREAS, school bus drivers consistently demonstrate patience and kindness toward students, parents and school staff in the performance of their duties; and,

WHEREAS, school bus drivers consistently demonstrate their awareness and direct attention to the mechanical and safety conditions of the school bus and school bus routes; and,

WHEREAS, many school bus drivers perform their services for thousands of accident-free miles, every year;

THEREFORE, BE IT HEREBY RESOLVED THAT the Personnel Commission of the Westminster School District officially recognizes and lauds the District's school bus drivers and recognizes April 22, 2025 as School Bus Drivers' Day.

Adopted: March 11, 2025

Louis Fermelia, Chairperson

Thomas Connolly, Commissioner

Robin Jones, Commissioner





Westminster School District Memorandum

DATE: March 11, 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 Computer Technician to Technology Services Specialist.

The Westminster School District's Innovation and Technology Services Department is looking to enhance the efficiency and align roles with industry standards. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficiency of the department.

Reclassifying the Technology Services Specialist position aims to better align job responsibilities with industry best practices. This adjustment will optimize operational efficiency and role clarity within the department.

The Innovation and Technology Services Department recommends that the Computer Technician be reclassified to a Technology Services Specialist.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Technology Services Specialist (Range 136)	\$5,780 \$33.33	\$6,007 \$34.64	\$6,247 \$36.04	\$6,498 \$37.47	\$6,756 \$38.96	\$7,024 \$40.51

RECOMMENDATION: Approve proposed changes of the title, classification statement and salary range of the Computer Technician to Technology Services Specialist.

TITLE: ~~COMPUTER TECHNICIAN~~ TECHNOLOGY SERVICES SPECIALIST

BASIC FUNCTION:

In a network environment and under the direction of the ~~Director~~, Technology and Information ~~Services~~ **Systems Supervisor**, provides assistance in the planning, organizing, and coordinating of the District's Technology Program. Installs, configures, maintains, and troubleshoots microcomputer software, hardware, peripheral equipment; as well as making repairs to computer hardware and peripheral equipment, as needed.

ESSENTIAL DUTIES:

Provides assistance in the planning, organizing, and coordinating of the district's Technology Program.

Installs, configures, maintains, troubleshoots and repairs microcomputer software, hardware, and peripheral equipment.

Assists computer/program users to ~~assure~~ **ensure** that software and hardware programs operate in a manner consistent with the intended use.

Maintains equipment and program manuals to ~~assure~~ **ensure** that user communication needs can be met.

Prepares schedules, and provides materials for the conduct of training programs and classes for computer/program users.

Assists program users with developing query statements to obtain necessary information to be provided by the system's programs.

Previews computer programs, hardware, and other technology equipment for use by ~~the~~ District, becoming familiar with capabilities and appropriate use.

Provides support in advanced software applications and training.

Assists with the development and use of a variety of reports, logs, and records which can be generated by the various computer programs in use within the District.

OTHER REPRESENTATIVE DUTIES:

Provides support and training for ~~computer assistants~~ **technology services technicians**, and other various employees.

Provides phone support for "troubleshooting".

Maintains records of activities, including services provided, time involved in activity(ies) and cost of parts or materials involved.

May be involved in planning for the purchasing and installation of technology equipment.

Performs web mastering duties as needed.

Assists in the maintenance of technology equipment inventory, including related parts.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to, is supervised, and evaluated by, and receives direction from the Director, Technology and Data Information Systems Supervisor Services.

(2) No supervision is exercised by this position.

Internal Contacts: Frequent contact with district and school personnel.

External Contacts: Some contact with vendors, Macro software personnel, and employees of other school districts and OCDE.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

A variety of computers and peripheral equipment used by the school district in a network environment, including principles, methods, and problems of operating such equipment.

Operation of the student records database.

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

Basic principles of computer technology.

Data communications and teleprocessing principles.

Methods, practices, terminology, and procedures used in computer operations.

Operation of a computer work station in a network environment.

Data control procedures and data entry operations.

Technical aspects of computers, computer functions, operating systems, software programs, and web mastering.

Proper methods for storing equipment, materials, and supplies.

Oral and written communication skills.

Interpersonal skills; using tact, patience, and courtesy.

ABILITY TO:

Speak and present ideas clearly and effectively.

Communicate information processing procedures and requirements to users.

Analyze situations accurately, and adopt effective courses of action.

3.4 Detect errors and inaccuracies in information output reports.

pg 2+ Adjust operational schedules according to emergency and priority needs.

Plan and organize work.

Meet schedules and timelines.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

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 frequently is required to stand. The employee is occasionally required to walk; climb or balance; and stoop, kneel, or crouch. The employee may regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Specific vision abilities required of a 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 25 pounds.
- Frequently lift and/or move objects weighing up to 50 pounds.
- Occasionally lift and/or move objects weighing up to 100 pounds with assistance.

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

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

1. graduation from high school, supplemented by course work in computer science or related fields.
and
2. three (3) years of recent paid experience, including work in positions providing background and working knowledge in information services/technology, key software components, technology hardware and operating systems.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License, and a reliable motor vehicle for personal transportation and insurability by the District's insurance carrier.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE: March, 1996
APPROVED BY:	<u>Board of Trustees</u>	DATE: April 4, 1996
APPROVED BY:	<u>Personnel Commission</u>	DATE: April 30, 1996
REVISED BY:	<u>Personnel Commission</u>	DATE: February 21, 2006
REVISED BY:	<u>Personnel Commission</u>	DATE: March 11, 2025



Westminster School District Memorandum

DATE: March 11, 2025

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.5—Approve proposed changes of the title, classification statement and salary range of the Instructional Technology Assistant to Technology Services Technician.

The Westminster School District’s Innovation and Technology Services Department is looking to enhance the efficiency and align roles with industry standards. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficiency of the department.

Reclassifying the Technology Services Technician role to align with industry standards will streamline responsibilities such as Chromebook repair and support, website development, laptop refresh/support, and preventative maintenance of school site networking equipment.

The Innovation and Technology Services Department recommends that the Instructional Technology Assistant be reclassified to a Technology Services Technician. This position will also change from range 56 to range 72 on the Classified Unit salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Technology Services Technician (Range 72)	\$4,481 \$25.84	\$4,661 \$26.88	\$4,846 \$27.97	\$5,042 \$29.08	\$5,244 \$30.24	\$5,454 \$31.46

RECOMMENDATION: Approve proposed changes of the title, classification statement and salary range of the Instructional Technology Assistant to Technology Services Technician.

TITLE: ~~INSTRUCTIONAL TECHNOLOGY ASSISTANT~~ TECHNOLOGY SERVICES TECHNICIAN

BASIC FUNCTION:

~~Under the direction of the school principal or assigned supervisor, provides first tier technical support and instructional assistance to individual or small groups of students and/or staff in a learning environment which utilizes technology equipment; provides instruction in the care and use of technology devices, hardware, and software; monitors and reports student progress relative to behavior and performance; provides technology device assistance; maintains record for purposes of technology equipment and device inventory as well as database and software user account information. Positions in this classification are entry level Technology Assistants and will support school staff and students focusing on technology literacy, use and maintenance.~~

Under the direction of the Chief Technology Officer with general oversight from the school principal or assigned supervisor, provides technical support for instructional and administrative computing devices, networking hardware, and related software. This position involves troubleshooting hardware and software issues, maintaining and upgrading technology infrastructure, providing support to staff and students, and ensuring the proper functioning of technology across school sites. The Technology Services Technician is responsible for maintaining technology inventory, training personnel on recent technologies, and assisting in network management.

ESSENTIAL DUTIES:

Provide first-line technical support to students, teachers, and staff for hardware, software, and network connectivity issues.

Install, configure, and maintain computing devices, peripherals, and presentation systems.

Troubleshoot and resolve issues with computers, printers, projectors, interactive displays, and instructional technology.

Assist in deploying and maintaining LANs and WANs.

Maintain security protocols and assist with virus control across district systems.

Install and configure instructional and administrative software, including updates.

Train teachers, students, and staff on recent technology and software applications.

Manage inventory of technology equipment, ensuring accurate records of hardware, software, and repairs.

Coordinate with vendors and IT staff for system maintenance, repairs, and procurement.

Assist in developing and implementing technology policies and procedures.

Make recommendations for technological improvements based on system performance.

Document and track technology issues, resolutions, and maintenance schedules.

Stay current with emerging technologies through meetings and professional development.

Troubleshoot and repair Chromebooks used by students and staff.

Provide instruction on technology literacy and operational use of software.

Prepare computer labs, mobile labs, and classroom devices for daily use.

Conduct inventory and manage electronic, digital, and media resources.

Maintain cleanliness, safety, and organization of technology equipment.

Prepare reports on student progress and technology usage.

Provide assistance and recommendations for instructional software.

~~Maintains current knowledge of technology, devices, and software used in education.~~

~~Provides information, instruction, and direction to students and/or adults in technology literacy, including terminology, operation, and use of instructional program software.~~

~~Oversees student behavior when using technology equipment according to established guidelines and procedures.~~

~~Assists students with the operation of technology devices and encourages students to interact with technology devices to support learning and growth.~~

~~Prepares site based computer labs, mobile labs, and classroom devices for daily use, including preparing equipment, programs, and software for student use.~~

~~Collaborates with staff to prepare lessons and instructional modules.~~

~~Provides first line technology assistance to students and other personnel in maintenance and troubleshooting of computers, printers and other technology equipment.~~

~~Conducts inventory and tracks electronic, digital, and media resources, tools, and equipment, including student and staff user information for programs maintained by the site; communicates with technology department for district level system administration.~~

~~Maintains, distributes, and accounts for inventory of hardware, software and related technology materials.~~

~~Maintains technology equipment in a clean, safe, orderly condition; maintains files; contacts appropriate district staff for equipment servicing or repair needs.~~

~~Maintains records; prepares and submits reports related to student progress and technology device usage.~~

~~Provides information and assistance, and recommends instructional software for teachers.~~

~~Assists students by providing proper example, emotional support, a friendly attitude, and general guidance.~~

~~Assures the health and safety of students by following health and safety needs.~~

OTHER REPRESENTATIVE DUTIES:

Assist with set up, upgrade, and maintenance of servers, network hardware, and wireless infrastructure.

Assist in researching, evaluating, and recommending new technology solutions for classroom and administrative use.

Support district-wide technology initiatives and projects as assigned.

Maintain documentation and procedures related to technology support, troubleshooting, and user account management.

Provide remote support to staff and students as needed.

Manage user accounts, permissions, and access to district technology resources.

Stay current with educational technology, providing information and recommending instructional software for teachers.

Collaborate with teachers to select programs and materials to meet student needs.

Monitor student Internet access as outlined in the Acceptable Use Agreement (AUA).

Load, format, and prepare electronic storage/back-up technology data.

Install necessary software on campus technology devices.

Participate in meetings, in-service training, and professional development programs as assigned.

Designs, updates and manages web content on school supported websites.

Interprets and applies District and industry standards for quality website design, accessibility, website compliance standards and data confidentiality.

Creates videos for internal and public communications promoting assigned programs and District values.

Prepare and submit reports as required or assigned.

Perform other job-related duties as assigned.

~~Maintains current knowledge of computers used in education; provides information and assistance, and recommends instructional software for teachers.~~

~~Confers, as needed, with teachers concerning programs and materials to meet student needs.~~

~~Maintains records; prepares and submits reports as required or assigned.~~

~~May monitor student Internet access as outlined in the Acceptable Use Agreement (AUA).~~

~~Directs group activities of students, as assigned.~~

~~May load software, format, and prepare electronic storage/back-up technology generated data.~~

~~Installs necessary software to campus technology devices as needed.~~

~~Participates in meetings and in-service training programs as assigned.~~

~~Performs other related duties, as required or assigned.~~

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
1. Is responsible to and evaluated by the Chief Technology Officer with input from the principal or designated administrator of the site(s) to which assigned.
 2. May provide limited direction and guidance to volunteers and student helpers.
 3. No supervision is exercised by this position.

Internal Contacts: 1. Continuous contact with students and staff.

External Contacts: 1. Some contact with vendors, other technology service providers, employees from other school districts and Orange County Department of Education (OCDE).

~~Supervision:— 1. Is responsible to and evaluated by the Chief Technology Officer with input from the principal or designee principal of the school(s) to which assigned.
Receives direction or supervision from the certificated teacher(s) or specialist(s) to which assigned.
May provide limited direction and guidance to volunteers and student helpers.~~

~~Internal Contacts: (1) Continuous contact with teachers and students.
(2) Continuous contact with the school principal, school office staff and other school personnel.
(3) Continuous contact with District office computer technicians and technology personnel.
(4) Some contact with other instructional assistants, custodial employees, and non duty personnel.~~

~~External Contacts: Some contact with vendors and other technology service providers.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

3.5 Operation and maintenance of computing devices, peripherals, and networking equipment.
pg 4 +

Installation and operation of software applications in an educational environment.

Basic network infrastructure, troubleshooting techniques, and diagnostic tools.

Cybersecurity principles, including virus protection and data integrity measures.

Best practices for classroom and administrative technology use.

Inventory management and asset tracking for technology resources.

Effective training techniques for users with various levels of technical expertise.

Child guidance principles and practices.

Basic subjects taught in elementary schools, including arithmetic, grammar, spelling, language, and reading.

Operation of technology equipment.

Basic computer terminology and instructional techniques.

Safe practice for in-classroom and computer lab activities.

Proper grammar, spelling, punctuation, and vocabulary.

Oral, reading, and writing communication skills.

Interpersonal relations skills, using tact, patience, and courtesy.

Record-keeping procedures.

~~Child guidance principles and practices.~~

~~Basic subjects taught in elementary schools, including arithmetic, grammar, spelling, language, and reading.~~

~~Operation of technology equipment.~~

~~Basic computer terminology and instructional techniques.~~

~~Safe practice for in-classroom and computer lab activities.~~

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

~~Reading and writing communication skills.~~

~~Oral and written communication skills.~~

~~Interpersonal relations skills, using tact, patience, and courtesy.~~

~~Record-keeping techniques.~~

ABILITY TO:

Operate personal technology devices and related software commonly used by students.

Install and configure computers, peripherals, and software.

Diagnosing and resolving hardware, software, and network issues.

Provide clear and effective technical support to users.

Read and interpret technical manuals and documentation.

Maintain accurate records of technology inventory and maintenance.

Communicate effectively with teachers, administrators, and students.

Work independently and collaboratively within a team environment.

Adapt to evolving technologies and stay current with industry trends.

Lift and transport equipment up to 50 pounds as needed.

~~Utilize a technology device, hardware, software and network.~~

~~Troubleshoot common technology device and software problems.~~

~~Assist with instruction-related activities in a learning environment.~~

Tutor and assist students in technology device operations skills.

Update technology programs.

Remain current, continuing knowledge of technology devices and software.

~~Oversee and control student behavior in accordance with approved policies and procedures.~~

Print and write legibly.

Make arithmetic calculations quickly and accurately.

~~Learn the procedures, functions, and limitations of assigned duties.~~

Plan and organize work.

Move and set up technology devices and related equipment.

Operate instructional and office equipment.

Perform clerical duties, such as filing, duplicating, and maintaining simple records.

Understand and follow both oral and written directions.

Read, interpret, and follow rules, regulations, policies, and procedures.

Work confidentially with discretion.

Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent and college-level course work directly related to technology, computer science or computer repair.

And

2. Two years of experience in supporting students and/or staff in the operation of technology, technology devices and peripheral equipment.
-

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License and insurability by the District's insurance carrier.

PHYSICAL DEMANDS:

~~While performing the duties of this job, the employee is regularly required to sit; repetitively use fingers on both hands simultaneously, reach with hands and arms; talk and communicate clearly and is able to understand normal voice conversation. The employee is frequently required to stand, walk, stoop, kneel, crouch and climb or balance. The employee must frequently and safely lift, carry and/or move objects weighing up to 25 pounds and sometimes lift objects weighing up to 60 pounds. Specific vision abilities used while performing this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to see small details in an office environment.~~

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.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Frequently lift and/or move objects weighing up to 25 pounds.
- Occasionally lift and/or move objects weighing up to 60 pounds.

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

PREPARED BY: Classified Personnel Department

DATE: 7/99

APPROVED BY: Board of Trustees

DATE: 11/5/87

APPROVED BY: Personnel Commission

DATE: 4/20/93

REVISED BY: Personnel Commission

DATE: 8/24/99

REVISED BY: Personnel Commission

DATE: 4/26/05

REVISED BY: Personnel Commission

DATE: 01/2017

REVISED BY: Personnel Commission

DATE: 3/11/2025



Westminster School District Memorandum

DATE: March 11, 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 Technology and Data Information Systems Supervisor.

The Westminster School District’s Innovation and Technology Services Department is looking to enhance the efficiency and aligning roles with industry standards. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficiency of the department.

The Technology and Data Information Systems Supervisor role is crucial for heightened oversight, accountability, and reliability across critical areas such as the Student Information System (SIS), state and federal reporting compliance, and data analytics. This role will directly supervise Data Information System Integrations Specialists and Technology Services Specialists, ensuring effective management of the District Help Desk, Apple program, Chromebook refresh, laptop refresh, and equipment repair operations.

The Innovation and Technology Department is recommending that the Technology and Data Information Systems Supervisor be placed at Range 5 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
Technology and Data Information Systems Supervisor (Range 5 Classified Management)	\$6,850	\$7,125	\$7,408	\$7,703	\$8,013	\$8,334

RECOMMENDATION: Approve the new classification statement and salary range for Technology and Data Information Systems Supervisor.

WESTMINSTER SCHOOL DISTRICT JOB DESCRIPTION

TITLE: TECHNOLOGY AND DATA INFORMATION SYSTEMS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, the Technology and Data Information Systems Supervisor oversees the maintenance and integrity of the district's student information system, supervises technical staff, and ensures data accuracy for state and federal reporting. This role involves providing technical leadership, training district employees, and managing data integrations and technology initiatives across the district.

ESSENTIAL DUTIES AND REPRESENTATIVE DUTIES:

Supervise the maintenance of the student information system, ensuring data integrity and security.

Oversee data checks, system upgrades, and installations.

Manage the assignment of user accounts and rights.

Ensure accurate and timely state and federal reporting, including CALPADS data uploads and submissions.

Coordinate with departments for data collection and submission of state-mandated district reports.

Supervise and provide advanced technical support to school sites and departments.

Troubleshoot and resolve complex issues related to the student information system and other applications.

Provide technical assistance with vendor systems and support data transfer between applications.

Maintain professional relationships with district users and provide solutions to technical issues.

Supervise the installation, configuration, maintenance, troubleshooting, and repair of software, hardware, and peripheral equipment.

Train district employees in the use of the student information system and other software applications.

Prepare and conduct training programs and classes for computer/program users.

Develop and maintain documentation, manuals, and other technical documents.

Monitor and maintain effective integration of data between various sources.

Design complex query statements to obtain specific data information.

Ensure database updates and technical support as needed.

Assist in planning, organizing, and coordinating the district's Technology Program.

Participate in the development and use of various reports, logs, and records.

Preview computer programs, hardware, and other technology equipment for district use.
Provide leadership and direction to technology support staff.

Coordinate and prioritize day-to-day activities of technology and user support staff.

Conduct feasibility studies and coordinate project management of multiple projects.

Provide assistance with district technology initiatives as needed.

Prepares information for publication, help maintain the District's and school's websites.

Oversee day-to-day helpdesk operations, ensuring timely resolution of technical issues.

Conduct data analytics for helpdesk operations and trend analysis to improve service efficiency.

Performs other related duties as required or assigned.

OTHER REPRESENTATIVE DUTIES:

Coordinate with external vendors and service providers to ensure efficient technology solutions.

Evaluate and recommend new technologies, software, and systems to improve district operations.

Ensure compliance with data privacy and cybersecurity best practices.

Assist in budget planning and resource allocation for technology initiatives.

Support disaster recovery and data backup processes to ensure continuity of operations.

Collaborate with stakeholders to assess and implement improvements in technology services.

Develop training materials and conduct workshops to enhance digital literacy among staff.

Provide guidance and mentorship to technical staff to enhance their professional development.

Maintain an up-to-date knowledge of industry trends, standards, and emerging technologies.

Assist in the development and enforcement of district-wide IT policies and procedures.

Support network infrastructure management, including troubleshooting connectivity issues.

Ensure accessibility compliance for district technology resources.

Assist in grant writing and funding opportunities related to technology and data systems.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision: 1) Reports to, is supervised and evaluated by, and receives direction from the Chief Technology Officer.
- 2) Direct supervision of the following positions: Data Information System Integrations Specialist; Information Systems Specialist.
- Internal Contacts: Frequent contact with district and school personnel.
- External Contacts: Some contact with vendors, software personnel, and employees of other school districts, OCDE, and CDE as required.
-

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

A variety of computers and peripheral equipment used by the school district in a network environment, including principles, methods, and problems of operating such equipment.

Operation of the student records database.

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

Basic principles of computer technology.

Data communications and teleprocessing principles.

Methods, practices, terminology, and procedures used in computer operations.

Operation of a computer workstation in a network environment.

Data control procedures and data entry operations.

Technical aspects of computers, computer functions, operating systems, software programs and web mastering.

Proper methods for storing equipment, materials, and supplies.

Oral and written communication skills.

Interpersonal skills; using tact, patience, and courtesy.

ABILITY TO:

Speak and present ideas clearly and effectively.

Communicate information processing procedures and requirements to users.

Analyze situations accurately, and adopt effective courses of action.

Detect errors and inaccuracies in information output reports.

Adjust operational schedules according to emergency and priority needs.

Plan and organize work.

Meet schedules and timelines.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Education:

1. Equivalent to four years of college coursework in information technology or a bachelor's degree in either information technology or a closely related field.

Experience may be substituted for college education on a year-for-year basis.

And

Experience:

1. Three (3) years of recent paid experience, including work in positions providing background and working knowledge in information services/technology, key software components, technology hardware and operating systems.
-

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

Completion of fingerprinting is required prior to the first day of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Duties are performed in the district office, school sites, and community settings. This position may entail frequent interruptions. This position requires one to work independently and/or with diverse groups of people to complete high work volume and tight deadlines.

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.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Specific vision abilities required of a 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 25 pounds.

Reasonable accommodation may be provided to enable a person with a disability to perform the essential functions of the job.

APPROVED BY: Board of Trustees

DATE: MARCH 20, 2025

APPROVED BY: Personnel Commission

DATE: MARCH 11, 2025

SALARY RANGE

Range 6, Classified Management Schedule

Westminster School District
Personnel Commission Rules and Regulations

**ARTICLE VI
EMPLOYMENT LISTS AND CERTIFICATIONS**

Section 1 Eligibility Lists

6.1.1 Eligibility List Rankings

The eligible candidates shall be placed on the eligibility list in rank order according to scores attained in the selection process. The final scores of eligible candidates shall be rounded to the nearest whole percent. All the eligible candidates with the same percentage score shall be placed in the same rank.

References: E.C. #45272
Adopted: October 31, 1989
Reviewed: December 15, 2008, January 28, 2020

6.1.2 Establishment and Life of Eligibility Lists

- A. Following completion of a selection process, the names of successful candidates shall be arranged on a list in the order of the examination score(s) attained, plus additional credits or points (when applicable).
- B. Eligibility list(s) shall become effective for use upon the written approval of the Director, Human Resources Classified. However, all eligibility lists shall be submitted to the Personnel Commission for ratification at the next regularly-scheduled meeting of the Personnel Commission following completion of the selection process.
- C. Once approved, an eligibility list shall remain in effect for a period of one (1) year unless the list of available candidates is exhausted in less than a year.
- D. Eligibility lists may be extended (beyond a year) for additional periods of time, at the discretion of the Personnel Commission, up to a maximum of one (1) additional year, provided that the Commission's action to extend is taken prior to the list's expiration date.
- E. Eligibility lists may be established for a period of six months upon the approval of the Personnel Commission as long as the six months' duration of such a list is noted in the recruitment bulletin announcing the examination. Such list automatically expires at the end of the six months.
 - (1) For positions of Extended School Program Facilitator and Paraeducator Instructional Support eligibility lists may be established for a period of three months. The length of the established list will be noted on the recruitment bulletin announcing the examination. Such list automatically expires at the end of three months.
- F. Names of successful candidates may be added to existing eligibility lists as the result of continuous testing for classes of positions which the Commission has approved for "continuous testing" (see Personnel Commission Rule 5.2.6) upon the written approval of the Director.

References: E.C. #45300
Adopted: June 15, 1965
Amended: February 23, 1982; October 31, 1989; December 12, 2000, [April 22, 2025](#)
Reviewed: December 15, 2008, January 28, 2020

6.1.3 Termination of Eligibility Lists

- A. An eligibility list is automatically terminated one (1) year from the date of its approval.
- B. An eligibility list that has been extended for an additional year as per Personnel Commission Rule 6.1.2.D shall terminate automatically two (2) years from the date of its original approval unless previously terminated.
- C. An eligibility list is automatically terminated when there are none of the eligible candidates

remaining on the list.

D. An eligibility list may be terminated by action of the Personnel Commission under any of the following conditions:

- (1) When there are no eligible candidates on the list available for appointment to a specific permanent position in the class.
- (2) When there are fewer than three ranks of the eligible candidates remaining on the list, necessitating additional testing under new or different conditions than those used in establishing the current list.

Should the Commission take action to eliminate an eligibility list under this provision of the rules, the Director shall notify each of the remaining eligible candidates of that fact in writing.

- (3) When the position or class for which the eligibility list was established no longer exists.

NOTE: See Personnel Commission Rule #7.3.4.B for rule on use of eligible candidates as substitutes, or other limited-term assignments following expiration of eligibility lists.

References: E.C. # 45300
Adopted: October 31, 1989
Amended: December 12, 2000
Reviewed: December 15, 2008, January 28, 2020

6.1.4 Merging of Eligibility Lists

- A. If a new examination for a class is given during the first year of life of an existing eligibility list, the examination should be sufficiently similar to the previous examination to ensure the comparability of the scores of the eligible candidates. The new list shall then be merged with the existing list, with the eligible candidates ranked in the order of their examination scores, plus any additional point credits (when and where applicable).
- B. When lists are consolidated under this rule, the earlier list shall automatically terminate one year after the date of its initial approval (unless extended as provided in Personnel Commission Rule #6.1.2.D) and the names of the eligible candidates removed from the merged list.
- C. When lists are to be merged as noted above, the existing eligibility list shall be presented to the Commission at its next regularly-scheduled meeting, in order for a determination to be made on the desirability of extending the duration of the existing list to coincide with the date of the newly-established eligibility list.

References: E.C. # 45291
Adopted: October 31, 1989
Amended: January 19, 1993
Revised: December 15, 2008, January 28, 2020

6.1.5. Eligibility After Appointment

An eligibility list shall be used to fill full-time, part-time, permanent, and limited-term positions in the class for which the list was established. An eligible candidate who accepts appointment to a permanent full-time position or a permanent part-time position in the class shall have their name removed from the eligibility list. An eligible candidate who accepts any limited-term assignment shall continue to have their name remain on the eligibility list.

NOTE: Following assignment to a permanent full-time position, changes in assignments in the class are governed by transfer rules (see Personnel Commission Rules #11.1.1 et seq.). Following assignment to a permanent part-time position, employment in positions of greater assigned time, including full-time employment, in the class is governed by Personnel Commission Rule #10.1.10.

References: E.C. #45278, #45286, and #45300
Adopted: October, 1989
Amended: December 12, 2000
Revised: December 15, 2008, January 28, 2020

6.1.6 Removal of Names from Eligibility Lists

The name of an eligible candidate may be removed from an eligibility list by the Director for any of the following reasons:

- A. A written request by the eligible candidate requesting removal from the list.
- B. Failure to respond within five (5) calendar days following the post-marked mailing of written inquiry regarding availability for regular employment.
- C. Waiver of two offers of regular employment with the District.
- D. Any of the causes listed in Personnel Commission Rule #4.2.1.
- E. From a promotional eligibility list, with termination of employment with the District.
- F. Failure to respond for an interview after certification has been made.
- G. Refusing two (2) offers of employment after having been properly certified as eligible for appointment and interviewed by the appointing supervisor.
- H. Failure to present the license, regulatory certificate or any other credential required.
- I. Reference checks from previous supervisors or employers which substantiate less than satisfactory performance.

References: E. C. #45300
Adopted: June 15, 1965
Amended: October 31, 1989, December 12, 2000
Reviewed: December 15, 2008, January 28, 2020

6.1.7 Notification to Eligible Candidate of Removal From List

Whenever the name of an eligible candidate is removed from a list in accordance with the provisions of Personnel Commission Rule #6.1. 6, the Director shall notify the person in writing of the action taken and the reason(s) therefore, as well as their right to appeal the action in accordance with the provisions of Personnel Commission Rule #4.2.23.

References: E.C #45300
Adopted: October 31, 1989
Amended: December 12, 2000
Revised: December 15, 2008, January 28, 2020

Section 2 Certification From Employment Lists

6.2.1 Appointing Authority

The appointing authority shall be the Board of Trustees and its designated managers, except that the Personnel Commission or its designee shall be the appointing authority in the case of employees assigned to the Personnel Commission.

References: E.C. #45264, and #45272
Adopted: October 31, 1989
Reviewed: December 15, 2008, January 28, 2020

6.2.2 Order of Precedence in Filling Vacancies

In filling vacancies within the District, the Director shall certify the eligible candidates for appointment in the following manner and sequence:

- A. Transfers within the same classification, all names (see Personnel Commission Rule #11.1.11).
- B. Layoff/Reemployment List(s), one name (see Personnel Commission Rules #20.1 et seq.).
- C. Transfers to related classifications and/or demotions, all names (see Personnel Commission Rule #11.2.1).
- D. Reinstatement, one name (see Personnel Commission Rules #11.3.1 and #11.3.2).
- E. Eligibility List, first three ranks of candidates (see Personnel Commission Rules #5.2.1, #5.2.2, #5.2.3, and #6.1.1).

References: E.C. #45272, #45278, #45298, #45308, and #45309.
Adopted: October 31, 1989
Reviewed: December 15, 2008, January 28, 2020

6.2.3 Certification and Appointment From Eligibility Lists

- A. When a new position is to be or has been established and is ready to be filled, the appointing authority shall notify the Director of the date of anticipated need by submitting a completed Form P-31 (Personnel Action Notice).
- B. The Director shall ascertain the availability of the eligible candidates and shall certify names of the eligible candidates (who are ready, willing, and able to accept employment) to the appointing authority. Certification shall be in accordance with the provisions of Personnel Commission Rule #6.2.2 and #6.2.3.C.
- C. Once the Director determines that there are no eligible candidates from transfers, reemployment lists (of persons who have a right to the vacant position), or reinstatements to be considered, the Director shall certify the names of the eligible candidates from the top three (3) ranks of the appropriate eligibility list.
- D. The appointing authority shall, within five (5) working days of the interview, make a selection from the persons presented and shall notify the Director, who shall see that the necessary employment procedures are carried out.

Should the appointing authority fail to make a selection from the top three ranks as certified by the Director, the Director shall direct that the position be vacated (if there is a temporary person assigned to perform the duties of the position) and remain vacant until an appropriate selection is made.

- E. If a candidate who has been certified as eligible for appointment to a position fails to keep his/her appointment interview, or declines the position at the time of the interview, the appointing authority may fill the vacancy from the remaining certified eligible candidates or may request certification of additional eligible candidates. The Director shall then determine the appropriateness of submitting the names of additional eligible candidates.
- F. In the event there is more than one authorized position in the class to be filled, the Director may certify additional ranks of eligible candidates to allow approximately two more candidates than the number required to fill the number of vacancies.
- G. When the position(s) to be filled require an ability to speak, or to speak, read and write a language in addition to English, or requires the person(s) selected to have a valid California driver's license, the Director may authorize selected certification. Such certification and appointment shall then be made from among the highest three eligible candidates who meet the requirements, provided that (1) the Personnel Commission has determined the need for the position or positions to have the additional requirements, and (2) the job announcement bulletin had indicated the fact that some positions in the class would need the special requirements.

References: E.C. #45272, and #45277
 Adopted: June 15, 1965
 Amended: February 23, 1982; October 31, 1989, December 12, 2000
 Reviewed: December 15, 2008, January 28, 2020

6.2.4 Procedures When Fewer Than Three Ranks Remain

- A. When fewer than three ranks of eligible candidates are available on a promotional list, the Director shall certify sufficient ranks of names from the corresponding open list to allow a choice from among three ranks of eligible candidates.
- B. When fewer than three ranks of eligible candidates are available for certification, the available eligible candidates shall be certified to the appointing authority. However, the appointing authority may choose not to select any of them, and may request additional eligible candidates be certified.

References: E.C. #45272
 Adopted: October 31, 1989
 Reviewed: December 15, 2008, January 28, 2020

6.2.5 Certification From List for Another Class

If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or higher salary level and in the same occupational series, provided that: (1) the duties and qualifications of the class for which the examination was given are significantly similar; (2) the selection process covered substantially the same tests of fitness and the skills, knowledge, and abilities required in the class of the position(s) to be filled.

In approving the use of a list to fill a vacancy or vacancies in another class, the Director and Personnel Commission must also find that such use is in the best interest of the District.

References: E.C. #45272
 Adopted: October 31, 1989
 Reviewed: December 15, 2008, January 28, 2020

6.2.6 Withholding Names From Certification

The name of an eligible candidate may be withheld from certification by the Director when:

- A. The eligible candidate expresses an unwillingness or an inability to accept appointment.

- B. The eligible candidate fails to respond within five (5) working days following the notification (email, phone with voice mail) regarding availability.
- C. The eligible candidate cannot be reached in time for appointment when immediate temporary employment is required.
- D. The eligible candidate fails to present any license, registration, certificate, credential, or other documents required for employment in the classification or position.
- E. For any of the reasons listed in Personnel Commission Rule #4.2.1.

References: E.C. #45272, and #45277
Adopted: October 31, 1989
Reviewed: December 15, 2008, January 28, 2020

6.2.7 Certification of Relatives

The names of an eligible candidate may be withheld from certification by the Director when:

- A. The eligible candidate is a member of the Board of Trustees or a member of the Personnel Commission or within five years of having served in either capacity.
- B. The eligible candidate is the spouse or a member of the immediate family of a member of the Board of Trustees, or of the Personnel Commission, or that of a member of the District's administrative staff.
- C. The eligible candidate is a member of the immediate family of a supervisor or administrator in a direct line of supervision to the vacant position for which the family member is being considered.

For purposes of this rule, immediate family shall include the father, mother, grandparent or grandchild or the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or any person residing in the immediate household.

References:
Adopted: October 31, 1989
Amended: May 24, 1994, December 12, 2000
Reviewed: December 15, 2008, January 28, 2020

6.2.8 Waivers of Certification

- A. An eligible candidate may waive certification to specific locations or shifts, permanent part-time or full-time positions, as well as temporary or limited-term assignments, by filing a prescribed form or a similarly written and signed statement in the Classified Personnel Office.
- B. The Director will not certify an eligible candidate to positions or assignments specifically declined in the eligible candidate's written waiver, unless or until such time as the eligible candidate modifies or withdraws their waiver.
- C. An eligible candidate may waive certification twice without penalty. However, the third time an eligible candidate waives their right to be certified for a position, the Director may remove the eligible candidate's name from the eligibility list.
- D. An eligible candidate whose name has been removed from the eligibility list shall be notified in writing by the Director, and such eligible candidate may file an appeal under the provisions outlined in Personnel Commission Rule #4.2.2.

- E. At the time an eligibility list is established, each eligible candidate shall be notified of their responsibilities as an eligible candidate or provided with copies of Personnel Commission Rules #6.2.8 and #6.2.10.

References: E.C. #45272, #45279, and #45300
Adopted: June 15, 1965
Amended: October 31, 1989
Revised: December 15, 2008, January 28, 2020

6.2.9 Restoration to Eligibility List

When the Director has withheld a candidate or eligible candidate from placement on, or certification from an eligibility list, the Director may subsequently restore the name to the list for certification, with the approval of the Personnel Commission, in accordance with the following:

- A. When the withholding or removal was the result of a waiver or inability to accept employment, and the eligible candidate subsequently provides assurance that they are ready, willing, and able to accept employment if offered.
- B. Failure on the part of the eligible candidate to respond to an availability inquiry, appear for a scheduled interview, or report for duty after accepting an assignment, and subsequently provides a good and valid reason for the failure which is satisfactory to the Personnel Commission.
- C. When the withholding or removal was for a reason listed in Personnel Commission Rule #4.2.1, and the Personnel Commission is satisfied that the defect or reason for ineligibility has subsequently been corrected.

References: E.C. #45272, and #45277
Adopted: October 31, 1989
Revised: December 15, 2008, January 28, 2020

6.2.10 Notification to the eligible candidates

- 1. The date of the offer of appointment shall be the date on which the eligible candidate is notified by the Director, or designee of their selection.
- 2. Notification may be made by telephone, telegram, registered or certified mail, or in person.
- 3. The appointing authority may allow more than two weeks for reporting at its discretion.

Amended: December 12, 2000
Revised: December 15, 2008, January 28, 2020

6.2.11 Duties of the eligible candidates

It shall be the duty of each and every eligible candidate to comply with the following rules and procedures:

- A. To keep the Personnel Commission office informed regarding current mailing addresses and phone numbers where they can be contacted, and to promptly notify the office of any changes.
- B. The eligible candidate will be expected to respond within five (5) working days from the date of the certification notice.
- C. An eligible candidate who has been selected for a permanent position and is unable or unwilling to report by the end of two (2) full weeks (one full month in the case of management classes) may be considered to have refused appointment and the appointing authority may request certification of additional the eligible candidates.
- D. Failure of the eligible candidate to comply with the above-noted rules and procedures (A through C of Personnel Commission Rule #6.2.11) will result in removal from the eligibility list.
- E. When appointment is to a limited-term or substitute assignment, the eligible candidate must be available on the date specified by the appointing authority. The inability to report as required shall constitute an automatic waiver of the assignment.

References: E.C. #45272, #45277, and #45300
Adopted: October 31, 1989
Amended: December 12, 2000
Revised: December 15, 2008, January 28, 2020

6.2.12 Confidentiality of Lists

Eligibility Lists shall be considered confidential in nature, and as such the release of any information regarding such lists shall be limited to the following:

- A. Posting or providing information regarding the relative ranking of candidates only with no reference to the specific scores attained.
- B. Providing appropriate information to the appointing authority regarding certified eligible candidates only.
- C. Providing information to an eligible candidate, or their designated representative, relative only to their scores and their position on the eligibility list.
- D. Such other persons having a need to know as determined by the Personnel Commission.

References: E. C. #45272, and #45274
Adopted: October 31, 1989
Amended: December 12, 2000
Revised: December 15, 2008, January 28, 2020

**Human Resources Classified
Recruitment Report - Last Updated on 3-4-2025**

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status	New Positions
Accountant	0	1	Land	N	posted on edjoin	
Behavior Program Supervisor	0	1	Land	N	Names to hiring supervisor	
Bus Driver	0	3	Transportation	N	Names to hiring supervisor	
Community Liaison Worker Spanish	0	2	Warner	N	Reposted on Edjoin	
Custodian	0	7	Various Sites	N	posted on edjoin	7
Early Education Assistant-Spanish preferred	0	1	Land	N	pending posting on edjoin	
Early Education Assistant	1	2	Land	N	pending posting on edjoin	
Early Education Infant Assistant-Spanish preferred	0	3	Land	N	pending posting on edjoin	
Early Ed Infant Assistant-Vietnamese preferred	0	6	Land	N	pending posting on edjoin	
Early Ed Infant Insrtuctor-Vietnamese preferred	0	2	Land	N	pending posting on edjoin	
Early Education Program Supervisor	1	1	Early Ed	N	Hired	
ESP Facilitator* <i>Outsourced to Talent Collaborative</i>	3	37	Various Sites	Y	Posted on edjoin & testing in progress	
ESP Lead Facilitator* <i>Outsourced to Talent Collaborative</i>	0	9	Various Sites	N	Testing in progress	
ESP Site Supervisors	1	1	ESP	N	Testing in progress	
Extended School Program Supervisor	1	0	ESP	N	Hired	
Family Enrollment Specialist	0	2	Early Ed	N	Names to hiring supervisor	
Food Service Worker	3	7	Various Sites	N	posted on edjoin	
Intermediate Account Clerk	0	1	Nutrition Services	N	Testing in progress	
Lead FSW	2	2	Various Sites	N	Testing in progress	
Paraeducator (15 & 40 hours)	0	3	Various Sites	N	Testing in progress	
Paraeducator Instructional Support	5	19	Various Sites	N	Posted on Edjoin and Names to hiring supervisor	3
Paraeducator Behavior	0	4	Various Sites	N	Names to hiring supervisor	
Senior Lead Food Service Worker	0	2	Nutrition Center	N	pending posting on edjoin	2
Student Transportation Special Health Assistant	0	1	Transportation	N	pending posting on edjoin	
Speech and Language Assistant	1	0	Various Sites	N	Names to hiring supervisor	
Student Transportaion Assistant	0	1	Transportation	N	Names to hiring supervisor	
Transportation Dispatcher Scheduler	0	1	Transportation	Y	Names to hiring supervisor	
Month At A Glance	18	119				
Ending 3/4/2025						
<i>ESP Vacancies*</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>	
47	18	73	119	14.41%	9.86%	
Ending 2/13/2025						
<i>ESP Vacancies*</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>	
51	9	43	94	11.53%	8.14%	