

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of April 22, 2025
4:00 p.m.
District Office Board Room

1. CALL TO ORDER 4:00 P.M Louis Fermelia
1.1 Pledge of Allegiance

2. CONSENT AGENDA (Items identified by *) Louis Fermelia
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.

- 2.1 Consent Approve the minutes of the regular meeting of Louis Fermelia
March 11, 2025 (Enclosure)

- 2.2 Consent Approve the following eligibility lists: (Enclosure) Louis Fermelia

	Vacant Positions	Active Eligibility List	Official Eligibility List
A. Lead Food Service Worker, expiration 3/10/2026	2	2	3
B. Paraeducator, expiration 3/10/2026	3	5	11
C. Extended School Program Lead Facilitator, expiration 3/10/2026	9	0	4
D. Paraeducator Instructional Support, expiration 3/10/2026	19	3	31
E. Public Information Officer, expiration 3/21/2026	1	2	2
F. Intermediate Account Clerk, expiration 3/24/2026	1	3	3
G. Extended School Program Facilitator, expiration 3/25/2026	37	2	9
H. Extended School Program Site Supervisor, expiration 3/27/2026	4	1	1
I. Paraeducator Instructional Support, expiration 3/31/2026	17	6	39
J. Extended School Program Lead Facilitator, expiration 4/7/2026	9	3	7
K. Early Education Assistant, expiration 4/7/2026	4	6	19
L. Food Service Worker, expiration 4/8/2026	11	8	17

3. NEW BUSINESS

- 3.1 Discussion/Action Approve advanced step placement on the salary schedule for Michael Kim
the Paraeducator Behavior and Instructional Support.
(Enclosure)

- 3.2 Discussion/Action Approve advanced step placement on the salary schedule for Michael Kim
the Transportation Dispatcher/Scheduler. (Enclosure)

- 3.3 Discussion/Action Adopt a resolution proclaiming May 18-24, 2025, as Classified Michael Kim
School Employee Week. (Enclosure)

Personnel Commission Agenda

April 22, 2025

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|-----|------------------------------------|--|---|
| 3.4 | <u>Discussion/Action</u> | Approve proposed changes to Rules and Regulations Article VI, Employment Lists and Certifications for second reading and approval. (Enclosure) | Michael Kim |
| 3.5 | <u>Discussion/Action</u> | Approve the New Classification Statement and Salary Range for Web Content and Project Management Specialist. (Enclosure) | Michael Kim |
| 3.6 | <u>Discussion/Action</u> | Approve advanced step placement on the salary schedule for the Paraeducator. (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 Director 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. | <u>ADJOURNMENT:</u> | | Louis Fermelia |

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PERSONNEL COMMISSION MEETING CALENDAR:

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 March 11, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Louis Fermelia at 4:02 p.m. Mrs. Susan Hillenbrand led the flag salute.

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

Dr. Gunn Marie Hansen, Superintendent
Mr. Rich Montgomery, Deputy Superintendent,
Human Resources
Dr. Richard Noblett, Assistant Superintendent,
Educational Services
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mr. Michael Kim, Executive Director, Human
Resources
Mrs. Susan Hillenbrand, Administrative Secretary,
Human Resources
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist
Mrs. Karen Urbano, CSEA Chief Union Steward
Mrs. Sonia Vu, CSEA Political Action Officer

*MINUTES OF THE REGULAR MEETING
OF February 18, 2025:*

Commissioner Jones moved, seconded by
Commissioner Connolly, to approve the minutes of
the regular meeting of February 18, 2025.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Jones moved, seconded by
Commissioner Connolly, to approve the eligibility list;
Extended School Program Supervisor, expiration
2/5/2026, Family Enrollment Specialist, expiration,
2/11/2026, Paraeducator Behavior, expiration,
2/12/2026, Transportation Dispatcher-Scheduler,
expiration, 2/14/2026, Early Education Program
Supervisor, expiration, 2/19/2026, Paraeducator
Instructional Support, expiration, 2/24/2026, Behavior
Program Supervisor, expiration, 2/24/2026, Student
Transportation Assistant, expiration, 2/25/2026, Bus
Driver, expiration, 2/26/2026, Extended School
Program Facilitator, expiration, 2/28/2025. **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**

*SECOND READING AND APPROVAL FOR
THE RULES AND REGULATIONS,
ARTICLE III, POSITION CLASSIFICATION
PLAN:*

The second reading for the proposed changes to the Rules and Regulations Article III, Position Classification Plan was presented. Commissioner Jones moved, seconded by Commissioner Connolly to approve the proposed changes to the Rules and Regulations Article III, Position Classification Plan. **Motion carried 3/0**

*ADOPT A RESOLUTION PROCLAIMING
APRIL 22, 2025, AS SCHOOL BUS
DRIVERS' DAY:*

Commissioner Connolly moved, seconded by Commissioner Jones to adopt the resolution proclaiming April 22, 2025, as School Bus Drivers's Day. **Motion carried 3/0**

*APPROVE PROPOSED CHANGES OF
TITLE, AND CLASSIFICATION
STATEMENT, OF THE COMPUTER
TECHNICIAN TO TECHNOLOGY
SERVICES SPECIALIST:*

Commissioner Jones moved, seconded by Commissioner Connolly to approve the proposed changes of Title, Classification Statement, of the Computer Technician to Technology Services Specialist. **Motion carried 3/0**

*APPROVE PROPOSED CHANGES OF
TITLE, AND CLASSIFICATION
STATEMENT, OF THE INSTRUCTIONAL
TECHNOLOGY ASSISTANT TO
TECHNOLOGY SERVICES TECHNICIAN:*

Commissioner Jones moved, seconded by Commissioner Connolly to approve the proposed changes of Title, Classification Statement, of the Instructional Technology Assistant to Technology Services Technician. **Motion carried 3/0**

*APPROVE THE NEW CLASSIFICATION
STATEMENT AND SALARY RANGE FOR
TECHNOLOGY AND DATA INFORMATION
SYSTEMS SUPERVISOR:*

Commissioner Connolly moved, seconded by Commissioner Jones to approve the new Classification Statement and Salary Range of the Technology and Data Information Systems Supervisor. **Motion carried 3/0**

*FIRST READING ON PROPOSED
CHANGES TO RULES AND
REGULATIONS, ARTICLE VI,
EMPLOYMENT LISTS AND
CERTIFICATIONS:*

The first reading was held on the proposed changes to the Rules and Regulations, Article VI, employment lists and certifications.

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

No Changes.

EXECUTIVE DIRECTOR REPORT:

Mr. Kim thanked the Commission for their ongoing support and thoughtful questions regarding the strategic direction of the organization.

Mr. Kim shared his excitement for the upcoming Personnel Commission Conference, scheduled from March 16th to March 18th, 2025, and looked forward to engaging further with the Commissioners.

Mr. Kim provided an update on ongoing hiring efforts, emphasizing the team's commitment to implementing new processes and continuously improving

DEPUTY SUPERINTENDENT REPORT:

operations.

Mr. Montgomery apologize for being late as he was in the final interviews for the Public Information Officer.

Mr. Montgomery shared that he attended a wonderful training today and shared a quote by Edward Deming that was presented at the training, "Every system is perfectly designed to get the results it gets". Mr. Montgomery shared that it made him think about the changes we are making. Mr. Montgomery thanked the Commission for their support.

Mr. Montgomery shared that he received a phone call from Orange County Department of Education, who praised the Job Classification Study being conducted and expressed interest in adopting the model for other districts.

Mr. Montgomery provided an update on discussions occurring through the Interest-Based Bargaining (IBB) process with CSEA. Mr. Montgomery shared that they have reached a tentative agreement.

Mr. Montgomery shared that Dr. Gunn Marie Hansen will be recognized and awarded by the Westminster City Council on March 12, 2025, "City of Westminster, Women of Distinction" award.

Mr. Montgomery thanked the Human Resources team for doing a great work. Mr. Montgomery thanked Mrs. Hillenbrand for handling all the travel arrangements for the Personnel Commission Conference in Napa.

Finally, Mr. Montgomery thanked the Personnel Commission.

ASSISTANT SUPERINTENDENT REPORTS:

Mr. Cardoso thanked the Personnel Commission for their support and for acknowledging Bus Drivers' Day. Mr. Cardoso shared that an invitation would be sent out to the Commission to join the department for the celebration.

Mr. Cardoso thanked Human Resources for all the hiring.

Mr. Cardoso thanked Dr. Hansen and the Board of Trustees for approval of the position changes and new positions.

Finally, Mr. Cardoso congratulated Dr. Hansen on her award.

Dr. Noblett provided an update regarding the planning efforts for the upcoming summer programs.

Dr. Noblett shared that Lisa Preciado was promoted from Extended School Site Supervisor to Extended School Program Supervisor and started her new position this week.

Finally, Dr. Noblett congratulated Dr. Hansen.

SUPERINTENDENT REPORT

Dr. Hansen thanked Mr. Montgomery and Mr. Kim for the great work they do and for the work they do with our Commissioners to innovate and look at different ways to fill positions.

Dr. Hansen thanked the Human Resources Team.

Dr. Hansen shared that all three middle schools were recognized as National Schools to Watch. They went to the State Conference to receive their awards, and this summer they will be going to Washington, DC to receive an award. They look at academics, along with culture and climate.

Finally, Dr. Hansen also shared that we are engaging in a rigorous new curriculum project to focus on raising our student achievement to reach grade-level standards.

PUBLIC COMMENTS: CSEA:

Karen Urbano spoke on behalf of CSEA, stating that it would be great to fill all the positions and to get rid of outsourcing.

STAFF COMMENTS:

Mrs. Torres is grateful to be here.

Mrs. Wilkinson is grateful to be working with a great team. Mrs. Wilkinson shared that it is amazing all that Mrs. Torres does.

COMMISSIONER'S COMMENTS:

Commissioner Jones thanked everyone for their hard work and shared that she appreciates being a part of it.

Commissioner Connolly thanked everyone for making their job easy. It is nice that there is no need to settle any disputes or have stressful hearings.

Commissioner Fermelia stated that it is nice to work in a premier K-8 district. Commissioner Fermelia stated that it is nice for the recognition and understanding that the Commissioners do great work.

Finally, Commissioner Fermelia stated that he is looking forward to the conference.

ADJOURNMENT:

The meeting adjourned at 4:49 p.m.

Respectfully submitted,
Michael Kim
Executive Director, Human Resources



**Westminster School District
Classified Human Resources**

Recruitment #: 25-170
Effective: 3/10/2025
Expires: 3/10/2026

Eligibility List For: Lead Food Service Worker

List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:	x		Veteran Pts.	
1	Jennifer Goode	Merged:	x		Seniority Pts.	
					Veteran Pts.	
2	Jacqueline Derleth	Merged:	x		Seniority Pts.	
					Veteran Pts.	
3	Christina Ocampo	Merged:			Seniority Pts.	
					Veteran Pts.	
					Seniority Pts.	x

Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-172
Effective: 3/10/2025
Expires: 3/10/2026

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

RANK APPLICANT'S NAME		SPECIAL CODES				
1	Iris Gonzalez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Catherine Van Hooser	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Shannon Arenas	Merged:	x		Veteran Pts.	
					Seniority Pts.	
4	Jennifer Megill	Merged:	x		Veteran Pts.	
					Seniority Pts.	
5	Patricia Medina	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Kristen Shelby	Merged:	x		Veteran Pts.	
					Seniority Pts.	
6	Vanessa Householder	Merged:	x		Veteran Pts.	
					Seniority Pts.	
7	Linda Kim	Merged:	x		Veteran Pts.	
					Seniority Pts.	
8	Jenna Carter	Merged:			Veteran Pts.	
					Seniority Pts.	
9	Rebecca Juarez	Merged:			Veteran Pts.	
					Seniority Pts.	
9	Yvette Sanchez	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-168
Effective: 3/10/2025
Expires: 3/10/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:	x		Veteran Pts.	
1	Sarah Doan	Merged:	x		Seniority Pts.	
2	William Lyons	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Grace Florian	Merged:	x		Veteran Pts.	
					Seniority Pts.	
4	Emanuel Ruiz	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Nine Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-171
Effective: 3/10/2025
Expires: 3/10/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
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:	x		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	Patricia Coponiti	Merged:			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.	

12	Gloria Campos	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Stephanie Smith	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Angelica Rodas	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Kristen Shelby	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Rodabeh Boroumand	Merged:			Veteran Pts.	
					Seniority Pts.	
14	Jeovany Villalvazo	Merged:			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.	
16	Deim Tu	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Nineteen Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-174
Effective: 3/21/2025
Expires: 3/21/2026

**Eligibility List For: Public Information Officer
List Type: Open/Promotional - 12 months**

RANK APPLICANT'S NAME		SPECIAL CODES				
1	Antonio Gonzales	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Tavia Keen	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-173
Effective: 3/24/2025
Expires: 3/24/2026

**Eligibility List For: Intermediate Account Clerk
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Surya Arvind	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Christina Rea	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Amy Najebedoan	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-181
Effective: 3/25/2025
Expires: 3/25/2026

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

RANK APPLICANT'S NAME		SPECIAL CODES				
1	Maria Moreno	Merged:			Veteran Pts.	
					Seniority Pts.	
1	Corey Jones	Merged:		x	Veteran Pts.	
					Seniority Pts.	
2	Nicole Ybanez	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Trinidad Vargas	Merged:		x	Veteran Pts.	
					Seniority Pts.	
3	William Lyons	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Sara Trelles	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Kristen Shelby	Merged:		x	Veteran Pts.	
					Seniority Pts.	
5	Lizbeth Arevalo	Merged:		x	Veteran Pts.	
					Seniority Pts.	
6	Miguel Chavero	Merged:		x	Veteran Pts.	
					Seniority Pts.	

Thirty-seven Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-165
Effective: 3/27/2025
Expires: 3/27/2026

Eligibility List For: ESP Site Supervisor
List Type: Open/Promotional - 10/11 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Carolina Altamirano	Merged:			Veteran Pts.	
					Seniority Pts.	x

Four Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #:

25-180

Effective:

3/31/2025

Expires:

3/31/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
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.	
5	Ali Parandi	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Yadira Barajas	Merged:	x		Veteran Pts.	
					Seniority Pts.	
7	Melissa Damacio Lopez	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Krista Wright	Merged:	x		Veteran Pts.	
					Seniority Pts.	
7	Tammy Pham	Merged:	x		Veteran Pts.	
					Seniority Pts.	
8	Jacqueline Derleth	Merged:			Veteran Pts.	
					Seniority Pts.	x
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:	x		Veteran Pts.	
					Seniority Pts.	
10	Annaliese Daher	Merged:	x		Veteran Pts.	
					Seniority Pts.	
10	Selene Espinoza	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Cinthia Rodriguez Gonzalez	Merged:			Veteran Pts.	
					Seniority Pts.	

10	Alyssa Scribner	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Emily Bernal	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Jessica Melton	Merged:			Veteran Pts.	
					Seniority Pts.	
11	Jaya Mae Balloon	Merged:			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.	
12	Gloria Campos	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Maria Moreno	Merged:			Veteran Pts.	
					Seniority Pts.	
14	Angelica Rodas	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Kristen Shelby	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Rodabeh Boroumand	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Connie Navaro	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Amy Vega Enriquez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Annie Nguyen	Merged:			Veteran Pts.	
					Seniority Pts.	
16	Anna Sobanski	Merged:			Veteran Pts.	
					Seniority Pts.	
16	Jenna Carter	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Grecia Villa	Merged:			Veteran Pts.	
					Seniority Pts.	
16	Lius Borja	Merged:	x		Veteran Pts.	
					Seniority Pts.	
17	Deim Tu	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Seventeen Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-179
Effective: 4/7/2025
Expires: 4/7/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Sarah Doan	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Ali Parandi	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Laruen Gover	Merged:			Veteran Pts.	
					Seniority Pts.	
4	William Lyons	Merged:	x		Veteran Pts.	
					Seniority Pts.	
5	Grace Florian	Merged:	x		Veteran Pts.	
					Seniority Pts.	
6	Emanuel Ruiz	Merged:	x		Veteran Pts.	
					Seniority Pts.	
7	Isaiah Lee	Merged:			Veteran Pts.	
					Seniority Pts.	

Nine Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 25-186
Effective: 4/7/2025
Expires: 4/7/2026

Eligibility List For: Early Education Assistant
List Type: Open/Promotional - 10/12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Magdalena Torres	Merged:	x		Veteran Pts.	
					Seniority Pts.	x
2	Alicia Santana	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Erika Saldivar	Merged:			Veteran Pts.	
					Seniority Pts.	x
4	Judith Ojeda	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Marilu Balver	Merged:	x		Veteran Pts.	
					Seniority Pts.	
5	Ali Parandi	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Laura Cabral Marquez	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Lavonda Thompson	Merged:	x		Veteran Pts.	
					Seniority Pts.	
6	Heather Greene	Merged:	x		Veteran Pts.	
					Seniority Pts.	x
7	Sandra Shinn	Merged:	x		Veteran Pts.	
					Seniority Pts.	
8	Charlene Lopez	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Cintya Cazares	Merged:	x		Veteran Pts.	
					Seniority Pts.	
9	Neledy Galvaz	Merged:			Veteran Pts.	
					Seniority Pts.	
9	Carolina Valderrama	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Vickie Nguyen	Merged:			Veteran Pts.	
					Seniority Pts.	
11	Martha Garcia	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Karina Herrera	Merged:	x		Veteran Pts.	
					Seniority Pts.	
12	Thi Ngoc Khanh	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Jamie Vadovinos	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Four Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-182
Effective: 4/8/2025
Expires: 4/8/2026

Eligibility List For: Food Service Worker
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Nadia Hernandez	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Kristen Shelby	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Ali Parandi	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Natalie Powell	Merged:	x		Veteran Pts.	
					Seniority Pts.	
5	Rodney Williams	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Jennifer Pratt	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Hortencia Segura	Merged:	x		Veteran Pts.	
					Seniority Pts.	
8	Alfredo Caballero-Duenas	Merged:	x		Veteran Pts.	
					Seniority Pts.	
8	Vy Pham	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Susanna Blumer	Merged:			Veteran Pts.	
					Seniority Pts.	
9	Lorena Alvarez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
9	Thuyco Pham	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Kitana Youngberg	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Sheila Ibarra	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Martha Gonzalez	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Myrna Galang	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Yeira Rosette	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Eleven Vacancies



Westminster School District Memorandum

DATE: April 22, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.1—Approve Advanced Step Placement on the salary schedule for a Paraeducator Behavior and Instructional Support.

The advanced step placement recommendation for a Paraeducator Behavior and Instructional Support 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 B1 and B3 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
3. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

Ms. Grecia Villa has two years of experience at Port View Preparatory School, where she earned her Board Certified Behavior Analyst (BCBA) certificate. There is extensive work and testing that goes into the BCBA certificate. It is recommended that Ms. Villa start at Step III of the Paraeducator Behavior and Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator Behavior and Instructional Support (Range 39)	\$23.29	\$24.22	\$25.18	\$26.18	\$27.22	\$28.31

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Paraeducator Behavior and Instructional Support.



Westminster School District Memorandum

DATE: April 22, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.2–Approve Advanced Step Placement on the salary schedule for a Transportation Dispatcher/Scheduler.

The advanced step placement recommendation for a Transportation Dispatcher/Scheduler 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 B1 and B3 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
3. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

Ms. Bertha Rodriguez has over fifteen years of experience as a School Bus Driver. In the past eight years, Ms. Rodriguez worked at Centralia Elementary School District as a Senior Bus Driver. It is recommended that Ms. Rodriguez start at Step III of the Transportation Dispatcher/Scheduler salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Transportation Dispatcher/Scheduler (Range 116)	\$5,254	\$5,462	\$5,678	\$5,903	\$6,141	\$6,382

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Transportation Dispatcher/Scheduler.



CLASSIFIED EMPLOYEE WEEK

WHEREAS, classified school employees provide valuable service to the schools and students of the Westminster School District; and

WHEREAS, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees serve a vital role in providing for the welfare and safety of Westminster School District students; and

WHEREAS, the classified school employees of the Westminster School District strive for excellence in all areas relative to the educational community.

THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Westminster School District hereby recognizes and wishes to honor the contributions of the classified professionals to quality education in the state of California and in the Westminster School District, and declares the week of May 18, 2025, through May 24, 2025, as Classified School Employee Week in the Westminster School District.

Adopted: April 22, 2025

Louis Fermelia, Chairperson

Thomas Connolly, Commissioner

Robin Jones, Commissioner

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



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 the new classification statement and salary range for Web Content and Project Management 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.

The introduction of the Web Content and Project Management Specialist position addresses the growing need for digital storytelling, design, and website management expertise. This specialist will ensure a visually engaging, interactive, and accessible online presence for the district, while also providing help desk support, conducting staff training, and overseeing technology-related projects.

The Innovation and Technology Department is recommending that the Web Content and Project Management Specialist be placed at Range 141 on the Salary Schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Web Content and Project Management Specialist (Range 141)	\$5,801	\$6,033	\$6,274	\$6,525	\$6,785	\$7,058

RECOMMENDATION: Approve the new classification statement and salary range for Web Content and Project Management Specialist.

WESTMINSTER SCHOOL DISTRICT JOB DESCRIPTION

TITLE: WEB CONTENT AND PROJECT MANAGEMENT SPECIALIST

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, the Web Content and Project Management Specialist is responsible for planning, developing, implementing, and maintaining web content, digital media, and online communication strategies. This role will also oversee project management tasks, ensuring the effective execution of digital content initiatives, coordinating web-based services, and integrating district-wide communication and technology solutions.

ESSENTIAL DUTIES:

Plan, develop, design, and manage web content across district platforms, ensuring compliance with accessibility, usability, and security standards.

Coordinate and oversee web projects across departments, schools, and administrative sites, ensuring alignment with district communication and branding policies.

Establish and implement best practices for web content creation, social media management, and digital communication strategies.

Evaluate, recommend, and manage content management systems, third-party tools, and web applications for optimal performance and interoperability.

Develop and implement a structured project management methodology for digital initiatives, ensuring efficiency in execution and compliance with best practices.

Lead project lifecycle activities, including planning, requirements gathering, risk assessment, resource allocation, and progress monitoring.

Maintain digital asset repositories, ensuring effective organization and retrieval of multimedia content, web templates, and communication materials.

Design and develop print and digital graphics, infographics, and interactive elements for online communication and marketing initiatives.

Manage and coordinate video production projects, including recording, editing, publishing, and distribution of digital media.

Train and support district personnel in web and digital content creation, social media best practices, and web accessibility compliance.

Monitor and manage project budgets, including tracking expenses, resource allocation, and financial reporting.

Facilitate meetings, workshops, and training sessions for content creators, department stakeholders, and leadership teams.

Research, evaluate, and recommend emerging web technologies and digital communication trends to enhance user engagement and operational efficiency.

Serve as the primary point of contact for website-related inquiries, troubleshooting issues, and providing technical assistance as needed.

Assist with the integration and administration of district-wide digital tools such as web-based communication platforms, content management systems, and mass notification tools.

OTHER REPRESENTATIVE DUTIES:

Collaborate with IT and other departments to ensure seamless integration of digital tools and resources.

Provide guidance and technical support for website contributors and social media administrators.

Assist in the creation and implementation of emergency communication strategies through web and digital platforms.

Evaluate and enhance search engine optimization (SEO) strategies to improve the district's online presence.

Perform job related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of web content development, project management, and digital communication.

Content management systems (CMS), website development, HTML, CSS, and multimedia tools.

Social media management, online branding, and digital marketing strategies.

Graphic and multimedia design software, including Adobe Creative Suite and video editing tools.

Project management methodologies, risk assessment, and reporting tools.

Best practices for website usability, accessibility, and security compliance.

Online collaboration tools and digital communication platforms.

Standard business and technical writing practices.

IT policies, cybersecurity standards, and data confidentiality requirements.

ABILITY TO:

Plan, develop, and manage web and digital communication projects.

Design, maintain, and update website content, ensuring consistency and quality.

Coordinate and oversee project activities, ensuring timely delivery and stakeholder engagement.

Analyze, troubleshoot, and resolve website and multimedia issues efficiently.

Communicate effectively with diverse teams, stakeholders, and leadership.

Conduct training and provide technical support to non-technical users.

Adapt to changing technology and industry trends.

Work independently and manage multiple projects simultaneously.

Prepare reports, documentation, and digital assets for training and reference purposes.

Analyze situations accurately and adopt an effective course of action.

Maintain current knowledge of technological advances in the field.

Prepare records and reports related to assigned activities.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare and conduct oral presentations.

EDUCATION AND EXPERIENCE:

1. Associate degree in communications, Digital Media, Web Development, Project Management, Information Technology, or a related field.

And

1. Three years of experience in web content development, project management, digital media production, or a related field.
 2. Certification in Project Management (PMP, CAPM) or experience in a structured project management environment is highly desirable.
 3. Experience with video production, web analytics, and social media management is highly desirable.
-

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.

PHYSICAL DEMANDS:

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

- Grasp, grip, handle, or use hands for fine motor tasks.
- 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.

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

WORKING ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

Working around electrical equipment and video displays.

Regular interaction with internal teams, school site personnel, vendors, and external agencies.

PREPARED BY:	Classified Personnel Department	DATE: March 11, 2025
APPROVED BY:	Board of Trustees	DATE: May 1, 2025
APPROVED BY:	Personnel Commission	DATE: April 22, 2025



Westminster School District Memorandum

DATE: April 22, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.6—Approve Advanced Step Placement on the salary schedule for a Paraeducator.

The advanced step placement recommendation for a Paraeducator 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 B1 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.

Ms. Rebecca Juarez has over 10 years of experience working at the Santa Ana College Early Childhood Educational Center. It is recommended that Ms. Juarez start at Step II of the Paraeducator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator (Range 17)	\$20.73	\$21.55	\$22.42	\$23.32	\$24.23	\$25.20

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Paraeducator.

Human Resources Classified Recruitment Report - Last Updated on 4/9/2025

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Accountant	0	1	Land	N	Testing in progress
Behavior Program Supervisor	1	0	Land	N	Hired
Bus Driver	2	0	Transportation	N	Hired
Community Liaison Worker Spanish	1	1	Warner	N	Testing in progress
Custodian	0	7	Various Sites	N	Testing in progress
Early Education Assistant-Spanish preferred	0	1	Land	N	Posted on edjoin
Early Education Assistant	1	3	Land	N	Posted on edjoin
Early Education Infant Assistant-Spanish preferred	0	3	Land	N	Posted on edjoin
Early Ed Infant Assistant-Vietnamese preferred	0	6	Land	N	Posted on edjoin
Early Ed Infant Insrtuctor-Vietnamese preferred	0	2	Land	N	Posted on edjoin
Early Education Program Supervisor	1	0	Early Ed	N	Hired
ESP Facilitator <i>Outsourced to Talent Collaborative</i>	4	36	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	4	ESP	N	Testing in progress
Extended School Program Supervisor	1	0	ESP	N	Hired
Family Enrollment Specialist	2	1	Early Ed	Y	Names to hiring supervisor
Food Service Worker	3	11	Various Sites	N	Posted on edjoin
Health Services Assistant	0	1	Webber	Y	Names to hiring supervisor
Intermediate Account Clerk	1	0	Nutrition Services	N	Hired
Lead FSW	4	0	Various Sites	N	Hired
Paraeducator (15 & 40 hours)	2	1	Various Sites	N	Pending posting on edjoin
Paraeducator Instructional Support	13	14	Various Sites	N	Posted on Edjoin and Names to hiring supervisor and testing in progress
Paraeducator Behavior	2	3	Various Sites	N	Testing in progress
Public Information Officer	1	0	District Office	Y	Hired
Senior Lead Food Service Worker	0	2	Nutrition Center	N	Posted on edjoin
Senior Custodian	0	1	Sequoia	Y	Names to hiring supervisor
Student Transportation Special Health Assistant	0	1	Transportation	N	Pending posting on edjoin
Speech and Language Assistant	1	0	Various Sites	N	Hired
Student Transportation Assistant	1	0	Transportation	N	Hired
Transportation Dispatcher Scheduler	1	0	Transportation	Y	Hired

Month At A Glance	43	108			
Ending 4-9-25					

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
49	43	59	108	13.14%	8.13%

Ending 3-19/2025

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
50	26	68	118	14.29%	9.32%