

**Covina-Valley Unified School District  
Personnel Commission**

**Regular Meeting**

Dr. Mary Hanes Professional Development Center  
220 West Puente Avenue, Covina, CA 91723  
4:45 p.m.

May 11, 2021

This meeting is being held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. Members of the public may attend the meeting in-person with a limited attendance capacity in compliance with orders issued by the Los Angeles County Department of Public Health. Public comments can be submitted in-person, or online by going to [www.c-vusd.org](http://www.c-vusd.org) and clicking on the "May 11, 2021, Personnel Commission Meeting" button to submit comments which will be read during the meeting by a moderator up to the five-minute time limit. Online comments must be submitted between 2:00 p.m. and 4:00 p.m. on May 11, 2021. In-person public comments will be made first, followed by comments submitted online, to be read by a moderator.

The Personnel Commission does not censor public comment, which may include criticisms about a specific employee, nor does the Commission require that such discussion not take place in public. The Commission encourages members of the community to make their public comments in a courteous and respectful manner so as to facilitate the resolution of disputes involving matters under the Commission's jurisdiction.

**Reasonable Accommodations for Individuals with a Disability**

Any individual with a disability who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the office of the Director, Personnel Services, 519 E. Badillo St., Covina, California 91723; (626) 974-7000; Fax (626) 974-7073.

Meeting called to order by the presiding officer \_\_\_\_\_ at \_\_\_\_\_ p.m.

Flag Salute

Roll Call:

Judith C. North, President \_\_\_\_\_  
Reggie Alderete, Vice President \_\_\_\_\_  
Dennis McNaught, Member \_\_\_\_\_

Michele Doll, Assistant Superintendent, Personnel Services \_\_\_\_\_  
Rod Zerbel, Director, Personnel Services \_\_\_\_\_

## I - Preliminary

1. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_
2. **Approval of Minutes.** Minutes of the regular meeting of April 13, 2021, are submitted for approval. **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_

## II - Public Comments

At this time members of the public may address the Personnel Commission. State law prohibits the Commission from acting on any issue not included on the agenda. Due to time limits imposed for public comment, the Commissioners do not answer questions or respond to statements made during the public comment.

3. **Public Comments on Non-Agenda Items.** Any person wishing to speak to any item **not** on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**
4. **Public Comments on Agenda Items.** Any person wishing to speak to any item **on** the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

## III – Informational Presentation

5. **Personnel Commission Presentation.** Paul McGlockin, of Atkinson, Andelson, Loya, Ruud & Romo, will lead a discussion on Personnel Commission Rules and Regulations. **Info**

## IV - Director/Commission Member Comments

6. **Director's Report.** At this time the Director may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**
7. **Commission Members' Comments.** At this time Commission Members may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

## V - Consent Item

8. **Revised Job Description.** The revised job description, District Receptionist, is presented for information. (Ref. A). **Info**

**VI - Action Item**

9. **Personnel Commission Budget.** The proposed operating budget of the Personnel Commission for 2021-22 is submitted for adoption. (Ref. B) **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_

**VII - Closed Session**

10. **Public Employee Discipline/Dismissal/Release** (Gov. Code 54957) **Discussion**

**VIII - Adjournment**

11. **Adjournment.** \_\_\_\_\_ p.m. **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_

District Receptionist

Definition

Under the general supervision of the Executive Assistant in the Superintendent's Office, the District Receptionist will perform various receptionist duties; greet and assist visitors; respond to telephone and written inquiries from staff, the public, etc. Provide additional clerical support to assigned Administrators and perform related work as required.

Essential Duties and Responsibilities

- Answer multiple telephone lines for screening calls, transferring calls, responding to inquiries or taking messages;
- Distribute procedures, policies and other printed information to staff members and/or the public;
- Accept and distribute incoming materials, packages, supplies, messages, etc. to appropriate parties;
- Directs inquiries to the appropriate personnel for resolution;
- In a professional manner, greet public, parents, students, vendors, etc. and respond to their inquiries or direct them to the appropriate personnel;
- Respond to emergency calls and forward to the appropriate parties for immediate resolutions;
- Respond to staff inquiries, inquiries from other educational institutions, inquiries from the public, parents, or students;
- Follow standardized practices and methods;
- Assist and support other personnel in the completion of their work activities.

Required Qualifications

- Graduation from high school and/or equivalent documentation;
- A minimum of three years of clerical experience;
- Bilingual in a designated language (Spanish).

Training and Experience

Any combination of training and experience that would provide the knowledge and abilities to perform the job functions.

Knowledge of

- English usage, vocabulary, grammar, spelling, and punctuation;
- Professional telephone etiquette;
- Complex, multi-step written and oral instructions;
- Google platform (i.e GSuite);
- Microsoft Word;

- Microsoft Excel.

Ability to

- Work with frequent interruptions;
- Use basic, job-related equipment, including technology;
- Project a warm and friendly manner and disposition;
- Use good judgment in a variety of circumstances and situations;
- Work and communicate effectively and efficiently with all levels of District personnel;
- Maintain confidentiality, be positive and be courteous;
- Type at a rate of 45 words per minute from a clear copy.

This position will be paid on the classified salary schedule, Range 139, and will be a full-time, twelve-month position.

**Annual Financial and Budget Report  
Fiscal Year 2021-2022**

Name of Local Educational Agency: Covina Valley Unified School District

<b>Expenditure by Object</b>	<b>2019-2020 Actual*</b>	<b>2020-2021 Actual or Estimated*</b>	<b>2021-2022 Budget*</b>
<b>2000 Classified Salaries <sup>(1)</sup></b>			
Commission Members <sup>(2)</sup>	\$	\$	\$
Director	112,833.11	111,425.00	111,425.00
Secretaries, Clerks	119,488.40	120,253.00	120,650.00
Other			
<b>3000 Employee Benefits</b>	106,159.06	107,133.00	109,649.00
<b>Subtotal</b>	338,480.57	338,811.00	341,724.00
<b>4000 Supplies and Equipment Replacement</b>	196.27	1,000.00	1,000.00
<b>5000 Operating Expenses</b>			
<b>6000 Equipment</b>			
<b>Subtotal</b>	196.27	1,000.00	1,000.00
<b>Appropriation for Contingencies <sup>(3)</sup></b>			
<b>Total Expenditures</b>	\$ 338,676.84	\$ 339,811.00	\$ 342,724.00

\* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

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

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.