

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

Regular Meeting

Agenda

District Office, Personnel Conference Room
519 E. Badillo St., Covina, CA 91723 4:45 p.m.

June 9, 2022

The Personnel Commission welcomes residents of the community to attend its meetings. Members of the public have the opportunity to address the Personnel Commission at each meeting. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject. If you wish to address the Personnel Commission, please complete the "Request to Speak" card and hand it to the clerk prior to the start of the meeting.

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:

Reggie Alderete President	_____
Judith C. North, 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 May 10, 2022, 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 - Director/Commission Member Comments

5. **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**

6. **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**

IV- Action Item

7. **Combination of Eligibility List.** Recommendation is made that the eligibility list for, Secretary I be combined with the existing recruitment listing, including prior written examination scores (Education Code Section 45291). (Ref. A) **Action**

Motion by _____, Seconded by _____, Vote _____

8. **Combination of Eligibility List.** Recommendation is made that the eligibility list for, **Action**
Maintenance Worker III be combined with the existing recruitment listing,
including prior written examination scores (Education Code Section 45291).
(Ref. B)

Motion by _____, Seconded by _____, Vote _____

9. **New Job Description.** Recommendation is made that the position, School, Family, **Action**
Community Outreach Liaison, be placed on Range 139 (\$3,229.82 - \$3,932.76)
of the Classified Salary Schedule. (Ref. C)

Motion by _____, Seconded by _____, Vote _____

10. **Certification of New Eligibility List.** Recommendation is made that the following **Action**
eligibility list be certified. (Ref. D)

Maintenance, Operations, Facilities, and Transportation Supervisor

Motion by _____, Seconded by _____, Vote _____

V- Closed Session

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

VI - Adjournment

12. **Adjournment.** _____ p.m. **Action**

Motion by _____, Seconded by _____, Vote _____

Combination of Eligibility List

Recommendation is made that the eligibility list for the position, Secretary I, be combined with the existing recruitment listing, including prior written examination scores (Education Code Section 45291).

Combination of Eligibility List

Recommendation is made that the eligibility list for the position, Maintenance Worker III, be combined with the existing recruitment listing, including prior written examination scores (Education Code Section 45291).

New Job Description
School, Family, Community Outreach Liaison

Under the supervision of a School Site Administrator, serves as an outreach liaison to support families with school-aged children. Serves as a communications liaison between families, community agencies, and the school to promote positive attendance, behavior, academics, and family engagement. Assists in scheduling parent education, family events, and parent meetings. Works effectively with people of all cultures.

This position will be paid on the appropriate step of the classified salary schedule (10 months, Range 139, \$3,229.82 - \$3,932.76)

New Job Description
Personnel Commission: June 9, 2022
Board Approval: June 13, 2022

School, Family, Community Outreach Liaison

Definition

Under the supervision of a School Site Administrator, serves as an outreach liaison to support families with school-aged children. Serves as a communications liaison between families, community agencies, and the school to promote positive attendance, behavior, academics, and family engagement. Assists in scheduling parent education, family events, and parent meetings. Works effectively with people of all cultures.

Essential Duties and Responsibilities

- Contact parents to provide or obtain information that will help teachers and the school improve student achievement;
- Provide information to the parents about the school and its policies and programs;
- Encourage parents to attend and participate in parent advisory committees, volunteer programs, workshops, and school functions;
- Translate for non-English speaking parents;
- Establish positive relationships with parents and families;
- Help parents fill out forms and applications;
- Provide referrals to community agencies for needs relating to food, clothing, glasses, and medical care;
- Assists in the coordination of site-based parent/family meetings;
- Assists district and school site level with parent outreach for a variety of programs;
- Assists in the presentation of parent workshops for families and explains services;
- Participates in public awareness activities at the District or during community events (health fairs, etc.) which may include evening and weekend hours;
- Maintains logs and summary reports of parent contacts;
- Schedules parent meetings, for example, SST's, 504's, IEP meetings, etc.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge of:

- Correct English, Spanish, and/or Mandarin usage, spelling, grammar, and punctuation;
- Basic record keeping;

- Use of basic office equipment and computers to record information and send communications;
- Working productively and cooperatively with teachers, students, and parents in informal settings, exercising patience when conveying information, and demonstrating sensitivity to the special needs of students;
- Practical principles of multi-cultural relationships and communication techniques;
- Community resources related to student and parental needs;
- School district and its educational goals and objectives;
- Competency in a second language;
- Translate parent meetings as needed.

Ability to:

- Work independently with little direction;
- Plan, schedule, and organize work;
- Understand and carry out oral and written directions;
- Exercise good judgment;
- Meet schedules and timelines;
- Communicate well, both orally and in writing;
- Relate well to staff, students, parents, and community;
- Work confidentially, with discretion, and with staff, students, parents, and community;
- Effectively work with a diversity of individuals;
- Support the goals and objectives of the Governing Board, Superintendent, and Cabinet.

Training and Experience:

- Any combination of training and experience would provide the required knowledge and abilities as qualified.

Required Qualifications:

- Fluent in Spanish or Mandarin;
- Current CPR and First Aid certification prior to starting the assignment and maintaining current certification at all times.

Other Preferred Qualifications:

- Valid California Driver's License

This position will be paid on the appropriate step of the classified salary schedule (10 months, Range 139, \$3,229.82 - \$3,932.76)

Certification of Eligibility List

Recommendation is made that the eligibility list for the below-listed position, be certified.

- Maintenance, Operations, Facilities, and Transportation Supervisor