

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

Regular Meeting

Agenda

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

November 8, 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 October 11, 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 Items

7. **Public Hearing on Qualifications for Intended Joint Personnel Commission Appointee, David Bonilla, pursuant to Education Code 45246 (f).** The Personnel Commission intends to appoint Mr. Bonilla to the Personnel Commission. This information has been distributed and posted, and any person who wishes to state his or her views will have an opportunity to do so at this time. (Ref. A) **Action**

Motion by _____, Seconded by _____, Vote _____

8. **Revised Job Description.** The revised job description, Child Care Aide II, is presented for information. (Ref. B) **Action**

Motion by _____, Seconded by _____, Vote _____

9. **New Job Description.** Recommendation is made that the position, Personnel Services Specialist, be placed on Range 189X (\$6,326.42 - \$7,691.39) of the Classified Management Salary Schedule. (Ref. C) **Action**

Motion by _____, Seconded by _____, Vote _____

10. **Joint Personnel Commission Appointment.** Recommendation is made that David Bonilla be the jointly appointed Personnel Commissioner for a three-year term to begin on December 1, 2022, concluding on December 1, 2025. (Ref. D) **Action**

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 _____

Public Hearing

Personnel Commission Appointment

At its special meeting of September 22, 2022, the Personnel Commission announced that it would hold a public hearing on its recommendation that David Bonilla is appointed to the Personnel Commission as the Joint Appointee for a three-year term ending December 1, 2025.

Mr. Bonilla was a member of the Covina-Valley Unified School District Board of Education from 2016-2018. He has been active in community affairs for many years. He has been a local banker for the past 15 years and received his Bachelor of Arts in Business Administration from Lindenwood University in St Charles, Missouri. He has been the Director of Operations for Cal-Grapplers Boosters since 2006 through the present day.

Notice that the Personnel Commission intends to appoint Mr. Bonilla to the Personnel Commission has been distributed and posted, and any person who wishes to state his or her views will have an opportunity to do so at this time.

Revised Job Description
Child Care II

Under general supervision of the Child Development Supervisor and/or Administrator, to assist in the planning and facilitating of a daily program designed to fulfill the academic, recreational, and social developmental experiences of school-age children. The person in this position provides leadership and direction in the after-school program.

The recommendation is to increase this position from 3.75 hours to 6 hours per day, with a suggested salary of Range 133, \$3,144.94 - \$3,824.72 (pro-rated), 10 months.

Revised Job Description**Personnel Commission Approval: November 8, 2022****Board Approval: November 14, 2022****Child Care Aide II****Definition:**

Under general supervision of the Child Development Supervisor and/or Administrator, to assist in the planning and facilitating of a daily program designed to fulfill the academic, recreational, and social developmental experiences of school-age children. The person in this position provides leadership and direction in the after-school program.

Essential Duties and Responsibilities:

1. Assists in planning and designs activities appropriate for an after-school child care program and directly supervises the activities of children;
2. Assists in the selection and presentation of media and technology to support and align with the program;
3. Helps in tutoring and homework assignments to support childrens academic achievement;
4. Communicates on a daily basis with the Child Development Supervisor regarding program needs, staff issues, and, if needed, child behavior issues;
5. Provides instructional assistance to all children based on their individual needs;
6. Supervises children enrolled in the program in collaboration with other after-school childcare staff;
7. Aides in the setup and clean-up of indoor and outdoor activity areas;
8. Assists and supports other resource personnel who provide special programs under the direction of the Child Development Supervisor;
9. Follow guidelines and protocols for medical emergencies and disaster situations;
10. Supports the Child Development Supervisor and site administrator in identifying student and staff needs for the program;
11. Assists in the development of monthly newsletters that inform parents about activities and important announcements from the after-school program;
12. As needed, assists in the training of new staff;
13. Conduct parent conferences as needed to support childrens success;
14. Maintain children records and files;
15. Collect fee payments and maintain accurate records of payments as needed;
16. Utilize technology to communicate with District staff, and parents to develop lessons, and activities;
17. Ensures State requirements, District and Board procedures, and policies are followed;
18. Acts as liaison between after-school and regular day staff;
19. Records attendance oversees paperwork such as sign-in and sign-out, and reviews student status;
20. May be required to work a split shift in a divided workday;
21. Carries out other duties and responsibilities as assigned.

Required Qualifications:

1. Three (3) years of experience in a child care facility of academically-oriented after-school programs within the last five (5) years designed to facilitate academic and instructional growth of students by developing and providing enrichment activities to support and foster academic progress;
2. One year of experience as a leader in a child care program including supervision of staff, mentoring peers, and conducting staff development training is required;
3. Associate Degree that includes 24 college units in Child Development or Early Childhood Education or a Bachelor's Degree in Early Childhood Education or a related field, 3 or more units in Child Development plus earning a total of 24 units within one year of hire or 1 year experience in a lead/supervisor childcare position;
4. Current CPR and First Aide certification prior to starting the assignment and maintain current at all times.

Preferred:

1. Bilingual – Spanish and/or Mandarin

Knowledge of:

1. Child and adolescent development;
2. Expected outcomes for youth in after-school programs such as leadership development, academic achievement, behavioral and attendance expectations, sense of safety, and community involvement;
3. K-12 District operations;
4. Requires working knowledge of arithmetic, grammar, spelling, language, and reading sufficient to direct students with learning exercises or projects;
5. Student behavior management strategies and techniques;
6. Operation of an extended day child care program including; Children's games, basic library skills, basic computer terminology and skills, and craft activities;
7. Principles, methods, and practices of first aid, routine emergency treatment, and CPR;
8. Simple recordkeeping and office procedures; and basic technology skills and usage;
9. Developmentally appropriate instructional plans and recreational activities.

Ability to:

1. Promotes team building and a positive work environment;
2. Prioritize and identify needs and solve problems independently as appropriate;
3. Suggest procedural improvements to superior as appropriate;
4. Skillfully handle difficult situations using good judgment;
5. Supervise the activities of children enrolled in an extended childcare program;
6. Establish and maintain a safe and healthful environment; maintain basic files and

- records;
7. Follow oral and written directions; exercise good judgment in dealing with sensitive interpersonal matters;
 8. Establish and maintain cooperative and effective working relationships with staff, students, administrators, and the public;
 9. Exercise independent judgment;
 10. Interpersonal skills using tact, patience, and courtesy;
 11. Maintain consistent, punctual, and regular attendance;
 12. Demonstrate an accepting and understanding attitude toward a diverse population of students, including students with Special Needs;
 13. Delegate tasks, give direction, and effectively oversee Child Care Aide - EDC employees.

The recommendation is to increase this position from 3.75 hours to 6 hours per day, with a suggested salary of Range 133, \$3,144.94 - \$3,824.72 (pro-rated), 10 months.

New Job Description
Personnel Services Specialist

Under the direction of the Assistant Superintendent of Personnel, the Personnel Services Specialist will assist in planning, organizing, developing, and directing a comprehensive personnel program; maintain records, compile data, and prepare complex reports; provide technical assistance and complex assistance and supervise assigned staff.

Recommendation is made that the job description, Personnel Services Specialist, be approved and that the position be placed on Range 189X of the classified management salary schedule, \$6,326.42 - \$7,691.39 per month, 12 months per year (\$75,917.04 - \$92,296.68 annual)

New Job Description

Personnel Commission Approval: November 8, 2022

Board Approval: November 14, 2022

Personnel Services Specialist

Definition:

Under the direction of the Assistant Superintendent of Personnel, the Personnel Services Specialist will assist in planning, organizing, developing and directing a comprehensive personnel program; maintain records, compile data, and prepare complex reports; provide technical assistance and complex assistance and supervise assigned staff.

Essential Duties and Responsibilities:

1. Maintain, monitor, develop and tracks personnel data systems i.e., L.L.L., HRS, Aeries, Substitute Management System, etc.;
2. Maintain, monitor, develop, track and analyze all employment, assignments, promotions, leave of absence, transfers, retirements, and resignations of employees;
3. Provide accurate and timely reports for CALPADS related to CBEDS;
4. Monitor and track onboarding and off-boarding process;
5. Conduct data surveys and studies of personnel-related matters and requirements;
6. Develop recruitment and retention programs to ensure adequate staffing;
7. Study and recommend to the Assistant Superintendent of Personnel, personnel policies, and programs, and establish standard personnel procedures;
8. Interpret and provide information on personnel services policies, rules, and regulations to administrators and employees;
9. Work in coordination with the business department with salary schedules and all employee benefits;
10. Supervise and evaluate employees;
11. Develop and maintain essential personnel records for all district employees;
12. Perform other duties as assigned.

Required Qualifications:

1. High School Diploma and some college credit;
2. A minimum of 5 years' experience in a public school setting.

Preferred Qualifications:

1. Bachelor's degree from an accredited university
2. 3-5 years' experience in a personnel department
3. Bilingual Preferred

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

November 2022

Knowledge of:

1. Principles, practices, and procedures related to personnel services matters and requirements;
2. County and State programs related to personnel services;
3. Verbal and written language skills to prepare complex reports (J90, CBEDS, Assignment Monitoring, etc.);
4. Software programs including but not limited to Office, Google, etc;
5. Human relations skills to communicate technical concepts to others often in formal presentation settings, conduct training, and build effective teams.

Ability to:

1. Carry out the objectives and duties of the position;
2. Analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the District;
3. Gather and analyze data and develop conclusions and recommendations;
4. Plan, organize, and prioritize complex and technical work processes in a high-volume environment to meet schedules and timelines;
5. Train and support personnel staff with complex personnel services programs;
6. Communicate technical information and interact with administrators, District staff, and outside agency representatives.

The recommendation is to place this position on Range 189X of the Classified Management Schedule, \$6,326.42 - \$7,691.39 per month, 12 months per year (\$75,917.04 - \$92,296.68 annual)

Joint Personnel Commissioner Intended Appointee

Recommendation is made that Mr. David Bonilla, be the jointly appointed Personnel Commissioner for a three-year term commencing on December 1, 2022, and concluding on December 1, 2025.