

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION**
Regular Meeting of September 30, 2025, at 3:00 p.m.
District Office Professional Development Center

1. CALL TO ORDER 3:00 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 August 26, 2025 (Enclosure) Louis Fermelia

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

	Vacant Positions	Active Eligibility List	Official Eligibility List
A. Paraeducator Instructional Support – Hiring Fair, expiration 11/5/2025	16	17	20
B. Paraeducator (TK-8), expiration 8/14/2026	1	3	21
C. Technology Services Specialist, expiration 8/27/2026	1	12	12
D. Extended School Program Site Supervisor, expiration 9/3/2026	1	6	6

3. NEW BUSINESS
 - 3.1 Discussion/Action Approve advanced step placement on the salary schedule for the Early Education Infant Instructor. (Enclosure) Michael Kim

 - 3.2 Discussion/Action Approve advanced step placement on the salary schedule for the Extended School Program Facilitator. (Enclosure) Michael Kim

 - 3.3 Discussion/Action Approve advanced step placement on the salary schedule for the Lead Food Service Worker. (Enclosure) Michael Kim

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

 - 3.5 Discussion/Action Second Reading and Approval of Rules and Regulations Article II The Personnel Commission. (Enclosure) Michael Kim

 - 3.6 Discussion/Action Approve the revised title change and salary range for Personnel Analyst to Personnel Analyst Confidential (Enclosure) Michael Kim

 - 3.7 Discussion/Action Approve the new classification statement and salary range for the Executive Assistant to the Superintendent and Board of Education (Enclosure) Michael Kim

 - 3.8 Discussion Action Approve the title change for the Administrative Secretary – Confidential to Executive Secretary – Confidential (Enclosure) Michael Kim

4. REPORTS/COMMENTS
 - 4.1 Information Recruitment/Vacancy Update (Enclosure) Monica Wilkinson

 - 4.2 Information Personnel Commission Calendar Louis Fermelia

Personnel Commission Agenda

September 30, 2025

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|-----|--|--|-----------------------|
| 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 | Stephanie Myers |
| | | Personnel Technician | |
| | | Personnel Specialist | Monica Wilkinson |
| 4.9 | Information | Personnel Commission Comments | |
| | | Commissioner Jones | Robin Jones |
| | | Commissioner Connolly | Thomas Connolly |
| | | Commissioner Fermelia | Louis Fermelia |
| 5. | <u>CLOSED SESSION: (if needed) – Southwing Conference Room</u> | | Louis Fermelia |
| 5.1 | | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Executive Director, Human Resources | |
| 5.2 | | Public employee discipline/dismissal/release
- Government Codes §54954.5(e) and 54957 | |
| 6. | ADJOURNMENT: | | Louis Fermelia |

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission office at (714) 894-7311, extension 1170, seventy-two hours prior to the meeting to enable the district to make reasonable arrangements to assure accessibility to this meeting

PERSONNEL COMMISSION MEETING CALENDAR:

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 August 26, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Louis Fermelia at 3:03 p.m. Mrs. Stephanie Myers led the flag salute.

COMMISSIONERS PRESENT:

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

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. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist
Mr. Matt Acocello, CSEA President
Mrs. Stacey Barajas, CSEA Vice President
Mrs. Karen Urbano, CSEA Chief Union Steward
Mrs. Kristina Scott, CSEA Communications Officer
Mrs. Jackie Jenkins, CSEA Past President

*MINUTES OF THE REGULAR MEETING
OF June 3, 2025:*

Commissioner Jones moved, seconded by
Commissioner Fermelia, to approve the minutes of
the regular meeting of May 20, 2025.
Motion carried 2/0

ELIGIBILITY LIST APPROVED:

Commissioner Jones moved, seconded by
Commissioner Fermelia, to approve the eligibility list;
Extended School Program Site Supervisor,
expiration 5/28/2026, Extended School Program
Lead Facilitator, expiration, 6/2/2026, Paraeducator
Behavior and Instructional Support, expiration
6/3/2025, Technology and Data Information Systems
Supervisor, expiration 6/3/2026, Extended School
Program Lead Facilitator, expiration 6/6/2026, Lead
Grounds Maintenance Worker, expiration 6/12/2026,
Translator/Interpreter Vietnamese, expiration
6/17/2026, Paraeducator Instructional Support,
expiration 6/18/2026, Extended School Program
Facilitator, expiration 6/20/2026, Technology
Services Technician, expiration 6/20/2026, Nutrition
Services Chef, expiration 6/23/2026, Extended
School Program Facilitator, expiration 7/7/2026,
Food Service Worker, expiration 7/17/2026, Network
and IT Solutions Manager, expiration 7/22/2026,

Lead Payroll Technician, expiration 7/23/2026, Paraeducator Instructional Support, expiration 7/29/2026, Visual and Performing Arts Assistant, expiration 7/31/2026, District Parent and Family Engagement Specialist, expiration 7/31/2026, Extended School Program Facilitator, expiration 8/12/2026, Lead Food Service Worker, expiration 8/14/2026. **Motion carried 2/0**

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE EARLY EDUCATION ASSISTANT:

Commissioner Jones moved, seconded by Commissioner Fermelia to approve the advanced step placement on the salary schedule for the Early Education Assistant. **Motion carried 2/0**

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE NETWORK AND IT SOLUTIONS MANAGER:

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Network and IT Solutions Manger. **Motion carried 2/0**

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE NUTRITION SERVICES CHEF:

Commissioner Jones moved, seconded by Commissioner Fermelia to approve the advanced step placement on the salary schedule for the Nutrition Services Chef. **Motion carried 2/0**

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE NUTRITION SERVICES CHEF:

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Nutrition Services Chef. **Motion carried 2/0**

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE PARAEDUCATOR INSTRUCTIONAL SUPPORT:

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Paraeducator Instructional Support. **Motion carried 2/0**

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE PARAEDUCATOR INSTRUCTIONAL SUPPORT:

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Paraeducator Instructional Support. **Motion carried 2/0**

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE PARAEDUCATOR INSTRUCTIONAL SUPPORT:

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Paraeducator Instructional Support. **Motion carried 2/0**

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE PARAEDUCATOR INSTRUCTIONAL SUPPORT:

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Paraeducator Instructional Support. **Motion carried 2/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR THE PARAEDUCATOR
INSTRUCTIONAL SUPPORT:*

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Paraeducator Instructional Support. **Motion carried 2/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR THE VISUAL AND
PERFORMING ARTS ASSISTANT:*

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Visual and Performing Arts Assistant. **Motion carried 2/0**

*APPROVE PROPOSED CHANGES TO
THE CLASSIFICATION STATEMENT FOR
LEAD SPECIAL EDUCATION
CASEWORKER TO LEAD
PARAEDUCATOR BEHAVIOR AND
INSTRUCTIONAL SUPPORT:*

Commissioner Fermelia moved, seconded by Commissioner Jones to approve proposed changes to the classification statement for Lead Special Education Caseworker to Lead Paraeducator Behavior and Instructional Support. **Motion carried 2/0**

*FIRST READING OF RULES AND
REGULATIONS ARTICLE II THE
PERSONNEL COMMISSION:*

Mr. Kim reviewed the changes to the Rules and Regulations Article II The Personnel Commission.

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR THE PARAEDUCATOR
INSTRUCTIONAL SUPPORT:*

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Paraeducator Instructional Support. **Motion carried 2/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR THE PARAEDUCATOR
INSTRUCTIONAL SUPPORT:*

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Paraeducator Instructional Support. **Motion carried 2/0**

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

No Changes.

EXECUTIVE DIRECTOR REPORT:

Mr. Kim reported that the district's Job Fair held on August 5th was a significant success. He expressed his appreciation for the collaborative efforts that contributed to its smooth execution and positive outcomes.

Mr. Kim also reported that the district-wide Professional Development Day on August 21st was well-received by staff. Mr. Kim commended the thorough planning and expressed gratitude to all who contributed to making the day productive and meaningful.

Mr. Kim shared that the first day of school took place on August 26th and described it as a strong and positive start to the new academic year.

Mr. Kim concluded by extended his heartfelt thanks to Mrs. Torres for her dedicated years of service to the district and offered his congratulations on her retirement.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery reported that the August 5th event marked the district's first-ever hiring fair and required substantial coordination and effort. As a result of the event, 33 paraeducators were successfully hired—a testament to the outstanding work and dedication of the team.

Mr. Montgomery announced that the district has entered into a new contract with Talent Collaborative valued at \$1.5 million. The agreement includes a provision allowing the district to directly approach and hire one of their employees within a three-month period.

Mr. Montgomery reflected on a successful first day of school and highlighted the exceptional efforts of classified staff across various departments. He specifically acknowledged the contributions of Maintenance and Operations, Nutrition Services, and Paraeducators, among others. Mr. Montgomery expressed his sincere appreciation to all classified employees for their hard work and dedication in ensuring a smooth and positive start to the school year.

Mr. Montgomery concluded his remarks by extending his heartfelt thanks to Mrs. Torres, congratulating her on her retirement, and recognizing the lasting legacy she leaves within the district.

ASSISTANT SUPERINTENDENT REPORTS:

Dr. Noblett extended well wishes for a successful new school year and expressed gratitude to all classified staff for their exceptional efforts over the summer. He acknowledged their vital role in supporting and servicing over 3,000 students during that time, noting that the work could not have been accomplished without their dedication and commitment.

Dr. Noblett expressed his appreciation to Mrs. Torres for her dedicated service to the district and offered his congratulations on her retirement.

Mr. Cardoso reported that the Business Department had an active and productive summer, overseeing major projects across six sites. These included air conditioning modernization, kitchen renovations, and the successful closing of the fiscal year's books.

Mr. Cardoso announced that all classified employees received a 1% on-schedule and 2% off-schedule salary increase. He expressed appreciation for the collaborative efforts and strong leadership of both CSEA and the District in reaching this agreement.

Mr. Cardoso announced the hiring of a new School Resource Officer, bringing the district's total to two officers: Officer Munoz and Officer Vo.

Mr. Cardoso concluded by expressing his gratitude to the Commissioners and extending congratulations to Mrs. Torres on her retirement.

SUPERINTENDENT REPORT

Dr. Hansen opened by expressing sincere gratitude to the Commissioners for their ongoing collaboration and support. She also extended thanks to Mr. Montgomery, Mr. Kim, and the Human Resources team for their efforts in organizing a successful job fair.

Dr. Hansen reflected on a busy summer and expressed enthusiasm for the upcoming school year. She introduced this year's theme, *Elevate*, emphasizing the district's commitment to accelerating student progress in the wake of the pandemic. Dr. Hansen also highlighted the keynote speaker at the recent Professional Development Day, noting the valuable insights shared on how educators can collectively work to elevate student achievement.

Dr. Hansen noted that the district is now entering the third year of its Strategic Plan. She also announced a study session scheduled for September 11th to review the Facilities Master Plan, including discussions on the future vision for our schools.

Dr. Hansen concluded by expressing her gratitude and offering congratulations to Mrs. Torres on her retirement.

PUBLIC COMMENTS: CSEA:

Mr. Acocello thanked the Human Resources team for their excellent work in organizing and executing a successful job fair.

Mr. Acocello shared that it was wonderful to see students return to campus. He noted the positive and welcoming atmosphere, highlighting the uplifting sight of balloons at school sites to greet students on their first day.

Mr. Acocello concluded by thanking the Commissioners for their continued support and extended his congratulations to Mrs. Torres on her retirement.

STAFF COMMENTS:

Mrs. Myers congratulated Mrs. Torres on her retirement and expressed that she is already missed.

Mrs. Torres thanked everyone for their kind words and warm wishes. She shared that this would not be the last time she is seen around, as she plans to return and volunteer at school sites.

Mrs. Wilkinson shared that the Job Fair was a fantastic event and expressed her gratitude to all departments for their collaboration and support in making it a success. She also congratulated Mrs. Torres on her retirement and shared that it had been a pleasure working with her.

COMMISSIONER'S COMMENTS:

Commissioner Jones shared that it was great to be back and expressed her appreciation that everything operated smoothly over the summer months.

Commissioner Fermelia congratulated everyone on the success of the job fair and the smooth start to the school year. He shared his appreciation for the positive spirit of collaboration across the district and noted how encouraging it is to hear such positive feedback about everyone working together.

ADJOURNMENT TO CLOSED SESSION:

The meeting adjourned to a closed session at 3:52 p.m.

Closed session convened at 3:58 p.m. Information only. No action was taken.

ADJOURNMENT:

The meeting adjourned at 4:27 p.m.

Respectfully submitted,
Michael Kim
Executive Director, Human Resources



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

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Felicia Toliver	Merged:			Veteran Pts. Seniority Pts.
1	Jared Yackley	Merged:			Veteran Pts. Seniority Pts.
2	Ola Girgus	Merged:			Veteran Pts. Seniority Pts.
3	Milsa Grossett	Merged:			Veteran Pts. Seniority Pts.
4	Donald Hammonds	Merged:			Veteran Pts. Seniority Pts.
5	Laruen Glover	Merged:			Veteran Pts. Seniority Pts.
5	Cristal Tixtha Monje	Merged:			Veteran Pts. Seniority Pts.
6	Thuy Tong	Merged:			Veteran Pts. Seniority Pts.
6	Michelle Polland	Merged:			Veteran Pts. Seniority Pts.
6	Brent Tennison	Merged:			Veteran Pts. Seniority Pts.
7	Joy Yang	Merged:			Veteran Pts. Seniority Pts.
7	Patricia Cano	Merged:			Veteran Pts. Seniority Pts.
7	Siobhaen Flores	Merged:			Veteran Pts. Seniority Pts.
7	Jeannette Trorres	Merged:			Veteran Pts. Seniority Pts.
8	Jefferson Huynh	Merged:			Veteran Pts. Seniority Pts.
8	Maria Mojica Garcia	Merged:			Veteran Pts. Seniority Pts.
8	Andrea Velazquez	Merged:			Veteran Pts. Seniority Pts.
9	Johah Cardenas	Merged:			Veteran Pts. Seniority Pts.
9	Maria Flores	Merged:			Veteran Pts. Seniority Pts.
9	Fatima Flores	Merged:			Veteran Pts. Seniority Pts.

Sixteen Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 26-115
Effective: 8/14/2025
Expires: 8/14/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:			
1	Clarissa Okeefe	Merged:			Veteran Pts.
					Seniority Pts.
2	Katrina Catamisan	Merged:			Veteran Pts.
					Seniority Pts.
2	Cierra King	Merged:			Veteran Pts.
					Seniority Pts.
2	Iris Gonzalez	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Fatima Tafolla Madrigal	Merged:			Veteran Pts.
					Seniority Pts.
3	Catherine Van Hooser	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Jessica Miyashiro	Merged:			Veteran Pts.
					Seniority Pts.
4	Shannon Arenas	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Jennifer Megill	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Alva Echegoyen	Merged:			Veteran Pts.
					Seniority Pts.
7	Tammy Sirena	Merged:			Veteran Pts.
					Seniority Pts.
8	Madeline Martin	Merged:			Veteran Pts.
					Seniority Pts.
8	Patricia Medina	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Kristen Shelby	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Irene Reyes	Merged:			Veteran Pts.
					Seniority Pts.
10	Nicholas Seet	Merged:			Veteran Pts.
					Seniority Pts.
11	Vanessa Householder	Merged:	x		Veteran Pts.
					Seniority Pts.
12	Heather Alvarez	Merged:			Veteran Pts.
					Seniority Pts.

13	Linda Kim	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Jenna Carter	Merged:			Veteran Pts.	
					Seniority Pts.	
15	Raquel Zalameda	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 26-101
Effective: 8/27/2025
Expires: 8/27/2026

**Eligibility List For: Technology Services Specialist
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Vanessa Acosta	Merged:			Veteran Pts.
					Seniority Pts.
2	Dylan Huynh	Merged:			Veteran Pts.
					Seniority Pts. x
2	Nick Brinkmeier	Merged:			Veteran Pts.
					Seniority Pts.
3	John Zappulla	Merged:			Veteran Pts.
					Seniority Pts.
3	Hung Truong	Merged:			Veteran Pts.
					Seniority Pts.
4	Troy Egly	Merged:			Veteran Pts.
					Seniority Pts.
5	Dylan Kramer	Merged:			Veteran Pts.
					Seniority Pts. x
5	Joseph Campos	Merged:			Veteran Pts.
					Seniority Pts.
5	Jair Smith	Merged:			Veteran Pts.
					Seniority Pts.
6	Medhat Bakheet	Merged:			Veteran Pts.
					Seniority Pts. x
7	John Salinas	Merged:			Veteran Pts.
					Seniority Pts.
8	Rudolfo Villalobos	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 26-201
Effective: 9/3/2025
Expires: 9/3/2026

**Eligibility List For: Extended School Program Site Supervisor
List Type: Open/Promotional - 11 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Jerrin Hilliado	Merged:			Veteran Pts.
					Seniority Pts.
2	Angelina Avila	Merged:			Veteran Pts.
					Seniority Pts.
3	Rene Ying	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Autumn Arnett	Merged:			Veteran Pts.
					Seniority Pts.
5	Maria Moreno	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Nathalie Hernandez	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



Westminster School District Memorandum

DATE: September 30, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.1—Approve Advanced Step Placement on the salary schedule for an Early Education Infant Instructor.

The advanced step placement recommendation for an Early Education Infant Instructor 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. Lupita Campos has 4 years of experience as an Assistant Preschool Teacher, Preschool Teacher, and Lead Infant Teacher. It is recommended that Ms. Campos start at Step II of the Early Education Infant Instructor salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Early Education Infant Instructor (Range 93)	\$4,884 \$28.19	\$5,080 \$29.32	\$5,284 \$30.48	\$5,493 \$31.70	\$5,716 \$32.97	\$5,942 \$34.25

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Education Infant Instructor.



Westminster School District Memorandum

DATE: September 30, 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 an Extended School Program Facilitator.

The advanced step placement recommendation for an Extended School Program Facilitator comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B2 as follows:

2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Quach Thong Nguyen has a Bachelor's degree from California State University, Fullerton. It is recommended that Ms. Nguyen start at Step III of the Extended School Program Facilitator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Extended School Program Facilitator (Range 9)	\$19.73	\$20.51	\$21.34	\$22.20	\$23.07	\$23.99

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Extended School Program Facilitator.



Westminster School District Memorandum

DATE: September 30, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.3—Approve Advanced Step Placement on the salary schedule for a Lead Food Service Worker.

The advanced step placement recommendation for a Lead Food Service Worker 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 B2 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.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Mr. Robert Fulton has a Bachelor's from California State University, Chico. Mr. Fulton has 6 years of Food Service Management experience. It is recommended that Mr. Fulton start at Step III of the Food Service Worker salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Lead Food Service Worker (Range 23)	\$21.73	\$22.60	\$23.49	\$24.41	\$25.40	\$26.40

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Lead Food Service Worker



Westminster School District Memorandum

DATE: September 30, 2025

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.4—Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator 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 B2 as follows:

2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Joy Yang has a Bachelor's degree from the University of California, Irvine. It is recommended that Ms. Yang start at Step II of the Paraeducator 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 Instructional Support (Range 25)	\$21.91	\$22.79	\$23.67	\$24.62	\$25.61	\$26.61

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

Westminster School District
Personnel Commission Rules and Regulations

**ARTICLE II
THE PERSONNEL COMMISSION**

Section 1 Organization of the Commission

2.1.1 Term(s) of Office and Selection Procedures

The Personnel Commission is composed of three individuals who must be registered voters and reside within the Westminster School District boundaries.

The members of the Commission are appointed by the State Superintendent of Public Instruction; upon the recommendation of the Westminster School District Board of Trustees.

To be a member of the Commission, a person cannot be an employee of the Westminster School District or a member of the governing board of any school district or county board of education, but must be a known adherent of the "merit system."

By law, the term of office for each of the commissioners is for a period of three (3) years and expires at noon on December 1 of the third year. The terms of office have been scheduled so that the term of office of only one of the commissioners expires each December 1.

On or about August 1 of each year, the Director, Human Resources shall notify the Board of Trustees and recognized classified employee organization(s) of the name and address of the Commissioner whose term will be expiring, and whether or not they will accept reappointment to another three-year term. The notification will also designate the procedures to be followed in filling the upcoming vacancy.

The Board of Trustees shall make its nomination in accordance with the provisions of Education Code Section #45246 which provide that: (a) the governing board shall announce the name of the person it intends to nominate for appointment or reappointment no later than September 30; (b) at a board meeting to be held after 30 days and within 45 days (of the date on which the Board of Trustees announced the name of its nominee), the governing board in open hearing shall provide the public, the employees of the school district and representatives of the employee organization(s) to express their views on the qualifications of the nominee; (c) following the public hearing, the governing board may then take action to approve the name of its nominee for submission to the Superintendent of Public Instruction for approval, or to name some other qualified person; without further notification or other public hearing.

In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1 because of the failure of the appointing authority to take action on a new appointment, the prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as a qualified successor has been appointed and that person is prepared to assume the duties and responsibilities of the position.

References: E.C. #45244, #45245, #45246, #45247, #45248, and G.C. #1302.
 Adopted: June 15, 1965
 Amended: March 31, 1981; June 27, 1989; February 15, 1994; August 19, 2014
 Revised: November 25, 2008

2.1.2 Officers

- A. The officers of the Personnel Commission are the Chairperson and Vice-chairperson, which serve one-year terms commencing December 1 and continuing through November 30.
- B. The offices of Chairperson and Vice-chairperson are filled in the following manner:
 - (1) The Commissioner who is completing the third year of their three-year term on the Commission serves as Chairperson during that year.

(2) The Commissioner who is completing the second year of their three-year term on the Commission serves as Vice-chairperson during that year.

C. In the event that a vacancy occurs during the term of either of the officers noted in "A" above, the vacancy shall be filled by a vote of the Commissioners at any regular meeting or special meeting called for such purpose. Such election shall be for the duration of the unexpired term.

References: E. C. #45260, #45261, and G.C. #1302
Adopted: June 15, 1965
Amended: June 27, 1989; March 25, 1992
Reviewed: November 25, 2008

2.1.3 Quorum and Majority:

Two members of the Commission shall constitute a quorum for any regular or special meeting of the Personnel Commission. The affirmative vote of at least two (2) members of the Commission is required to carry any motion or action.

References: E. C. #45260, #45261, and G.C. #45952.6
Adopted: June 15, 1965
Amended: June 27, 1989
Reviewed: November 25, 2008

2.1.4 Vacancies

In the event that a vacancy occurs during the term of office of any of the Commissioners, a new appointee shall be selected by the original appointing authority (to complete the unexpired term) in accordance with the following procedures:

- A. The Director shall immediately notify the other Commissioners, the Board of Trustees, and the recognized classified employee organization(s) of the name of the Commissioner, the effective date of the vacancy, the duration of the unexpired term, the name of the appointing authority, and the procedures to be followed in filling the vacancy.
- B. Appointment Procedures: The Board of Trustees shall make its nomination in accordance with the provisions of Education Code Section No. 45246 as noted in Section 2.1.1 of these Rules and Regulations.

References: E. C. #45244, #45245, #45246, #45247, #45248, and #45260
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.1.5 Compensation of Commission Members

The members of the Personnel Commission shall receive compensation at the rate of fifty dollars (\$50) per meeting; not to exceed two-hundred-fifty dollars (\$250) per month. The members of the Commission have also been approved (by the Board of Trustees) to participate in the district-paid health, life, dental, and eye-care programs.

References: E.C. #45250 and #45260
Adopted: June 27, 1989
Reviewed: November 25, 2008

Section 2. Meetings

2.2.1 Regular Meetings

Subject to cancellation or proper change, the Personnel Commission shall meet on the fourth Tuesday of each month at 4:00 p.m., in the Westminster School District Board Room, 14121 Cedarwood Avenue Street, Westminster, California. Whenever the regularly scheduled meeting date happens to fall on a holiday, the Commission shall meet on the next succeeding business day unless the Commission (at a prior regular meeting) takes action to designate some other day for its meeting.

In cases of emergency, the Commission may meet at some other time and/or place; provided that at least forty-eight (48) hours notice is given to representatives of the employee organization(s) and the District's administration, as well as being posted on the Commission's official bulletin board and/or in the lobby of the District Office of the Westminster School District and/or the Westminster School District Website.

References: E. C. #45260 as well as G.C. #54952, #54952.3, and #54956.5
Adopted: June 15, 1965
Amended: March 31, 1981; June 27, 1989; Sept. 21, 1993; May 24, 1994; Sept. 2005; October 2006
Revised: November 25, 2008; February 25, 2014, [September 23, 2025](#)

2.2.2 Adjourned Regular Meetings

The Commission may adjourn any regular meeting or previously adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the reconvened meeting is a regular meeting for all intents and purposes. When an order of adjournment of a regular meeting or of a previously adjourned meeting fails to state the hour at which the reconvened meeting is to be held, it shall be held at the hour normally designated for regular Commission meetings.

References: E. C. #45260, as well as G. C. #54952, #54952.3, #54956.5, #54955, and #54955.1
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.2.3 Special Meetings

Special meetings may be called at any time by the Commission Chairperson or by written request of any two members of the Personnel Commission. Written notice for any such meeting shall be delivered personally or by mail to each member of the Commission. A written notice of such meeting shall also be provided to any of the following persons or organizations if they have filed written requests to be notified of the dates and times of the Commission meetings: each local newspaper of general distribution, radio or television stations, as well as representatives of any recognized employee organization or group. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. A copy of the notice shall also be posted on the Commission's official bulletin board and/or posted in the lobby of the District office of the Westminster School District and/or the Westminster School District Website. The meeting notice shall specify the time and place of the special meeting as well as the business to be transacted and no other business shall be considered at that meeting.

References: E. C. #45260 and G.C. #45959
Adopted: June 27, 1989
Revised: November 25, 2008

2.2.4 Public Meetings

All regular and special meetings of the Commission shall be open to the public, and all persons shall be permitted to attend any of the Commission's meetings except as provided for in Personnel Commission Rule #2.2.5. This rule shall not be construed as authorizing employees to be absent from duty for attendance at Personnel Commission meetings.

All votes or abstentions of the Commissioners relative to any actions during a meeting of the Commission, whether in open or authorized closed session, shall be recorded in the minutes of the meeting. No secret ballots are permitted.

References: E.C. #45260, as well as G.C. #54952, #54952.3, #54952.5, and #54953
Adopted: June 27, 1989
Amended: February 15, 1994
Reviewed: November 25, 2008

2.2.5 Closed Session

A closed session may be conducted only during a regular or special meeting of the Personnel Commission that has been called with proper notification.

Prior to the holding of a closed session, the Commission shall state the general reason(s) for the closed session and must cite the statutory or legal authority under which the session is being held. In the closed session, the Commission may consider only those matters covered in its statement of reasons. In the case of a special, an adjourned, or a continued meeting, the statement of reasons shall be made as part of the written meeting notice for such special, adjourned, or continued meeting.

In giving the general reason or reasons for holding a closed session, the Commission is not required or authorized to give the names or other information which might constitute an invasion of privacy or otherwise unnecessarily divulge protected facts and information for which the closed session is being held.

The Commission shall publicly report, in the public portion of the meeting in which the closed session is being held or at its next public meeting, any action taken by the Commission in the closed session and any roll call vote taken on such items as appointment, employment or dismissal of any classified employee arising during the closed session.

The following are legally authorized exceptions to the open meeting requirement:

- A. Consideration of appointment, employment, dismissal or evaluation of an employee. However, any action taken to appoint, employ, dismiss, accept the resignation of or otherwise affect the employment status of an employee must be reported at a public meeting following the closed session. Such report must include the title of the position and any changes in compensation. The reporting of actions on disciplinary matters may be deferred until the first public meeting following the exhaustion of any administrative remedies.

- B. Consideration of complaints brought against an employee. The Commission will consider such matters in open session during any regular or special meeting to consider the appointment, employment, performance evaluation, dismissal, or the hearing of complaints or charges brought against employees by another person or employee unless such employee (against whom charges or complaints are brought) requests that the matter be considered in a closed session. As a condition of holding a closed session on the complaint, formal charges, or a disciplinary matter, the affected employee shall be given a written notice regarding the matter and his/her right to have the matter heard in closed session rather than an open session; which notice shall be delivered to the employee personally or by mail at least twenty-four (24) hours before the time scheduled to hold the regular or special Commission meeting. If notice is not given as prescribed, any punitive action taken relative to the employee shall be null and void. During the examination of the complainant or a witness, the Commission may exclude other witnesses even though the hearing is held as part of a public meeting. If a hearing is held in closed session, the Commission may exclude other witnesses as well as the general public while the matter is being investigated. Following the public hearing or closed session, the Commission may deliberate on the matter and reach its decision in a closed session.
- C. Consideration of matters affecting national security.
- D. Consideration of legal matters coming within the purview of the attorney/client relationship. The Commission has the right to consider any legal matter(s) within the scope of the attorney/client privilege. This exception, though not expressed in the Brown Act, was found by the California Appellate Court to be implied by the Act (the Sacramento Newspaper Case). According to the Court, "there is a public entitlement to the effective use of legal counsel in civil litigation. Effective aid is impossible if opportunity for confidential legal advice is banned."
- E. Discussion relative to negotiations, conciliation, mediation, or other matters affecting classified employee labor relations as provided for in Government Code Sections #3500 et seq. However, the District's budget, funding priorities and/or available funds are not proper subjects and shall not be a matter of a closed session discussion.

NOTE: Government Code Section #3549.1 specifically exempts certain activities (a part of the collective bargaining process) from the application of the Brown Act as follows:

Any meeting and negotiating discussion between a public school employer and a recognized or certified employee organization.

Any meeting of a mediator with either party or both parties to the meeting and negotiating process.

Any hearing, meeting, or investigation conducted by a fact-finder or arbitrator.

Any meeting in which the agency and its representative are discussing matters within the scope of representation.

NOTE: A meeting on this item may only be held if the Commission has a representative involved in the negotiating process. If the Commission has no representative and is not conducting negotiations itself, it cannot hold a closed session relative to discussing matters within the scope of negotiations.

A violation of the confidentiality of a closed session by a member of the Personnel Commission constitutes a misdemeanor under the provisions of Government Code #1222 and #1770(h). Repeated violation of the confidentiality of a closed session by a Commissioner may be considered grounds for removal from office.

References: E.C. #35146, #49073, #54957, #54957.1, #54957.2, #54957.6, #54957.7, as well as G.C. #1222, #1770, #3543, #3543.2, and #3549.1
Adopted: June 27, 1989
Amended: February 15, 1994
Revised: November 25, 2008

2.2.6 Agenda and Supporting Data

At least seventy-two (72) hours prior to every regular Commission meeting, or twenty-four (24) hours prior to every special meeting, the agenda shall be provided to the designated representatives of all employee organizations representing classified employees, the Commission members, and the District's Superintendent. The agenda(s) will be posted on the Commission's official bulletin board and/or Westminster School District Website, and distributed to the news media having requested it/them. Each item on the agenda shall contain a brief general description of the item.

When practical, supporting data for agenda items will be furnished prior to the meeting date.

Individual employees, employee organizations, and other interested parties may submit their written views on any item on the agenda; except for those matters listed in Personnel Commission Rule #2.2.5 (Closed Sessions), and/or given a reasonable opportunity to present their views orally during the Commission meeting. Presentations before the Commission will normally be limited to ten (10) minutes per person for any one item on the agenda. However, the Commission Chairperson may allow additional time at his/her discretion (in the event that it appears important or necessary to do so). In reaching its decisions, the Commission has hereby made it a policy to consider all comments and recommendations made to it in this manner.

District personnel, representatives of recognized employee organizations, representatives of the Board of Education or of the District's administrative staff, or other interested parties may submit items to be placed on a Commission agenda by submitting the items to the Director not less than seven (7) days prior to the scheduled Commission meeting (at which the item is to be considered).

References: E.C. #45260
Adopted: June 27, 1989
Amended: February 15, 1994
Revised: November 25, 2008

2.2.7 Amendment(s), Deletion(s), or Addition(s) to Rules

All proposals, from any source, to amend, delete, or add to these rules and regulations will be considered for a "first reading" at the meeting in which they are first presented to the Personnel Commission. They will not, unless an emergency exists, be acted upon when presented for a "first reading."

On a "first reading," the Personnel Commission will set a date for Commission action on the proposal; which date shall normally be the next regularly scheduled Commission meeting. The Director will refer the proposed rule changes to the designated representatives of recognized employee organizations representing the District's classified employees, the Superintendent of Schools, the Board of Education, and others (who have indicated their interest in such matters) in order to provide them with an opportunity to submit their comments or recommendations.

Insofar as possible, the interested parties shall submit their reactions and/or recommendations to proposed rule changes in writing on or before the stipulated agenda deadline date (see P.C. #2.2.6); particularly, if the reactions and recommendations are lengthy or involved. However, those who also want to speak to the item(s) at the Commission meeting will be given an opportunity as provided in P.C. Rule #2.2.6 (Agenda and Supporting Data).

References: E.C. #45260
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.2.8 Minutes

The Personnel Director, in his/her capacity as Secretary to the Personnel Commission, shall record (in the minutes) the time and place of each Personnel Commission meeting, the names of the Commissioners present, all official acts of the Commission, and the votes or abstentions of the Commissioners. When requested by a Commissioner, the Director shall record that Commissioner's approval or dissent and any expressed reasons therefore. The minutes of each meeting shall be reduced to written form and presented to the Commission for correction and/or approval at the next regularly scheduled meeting of the Commission.

The minutes of each Commission meeting or a true copy thereof, shall be open and available for public inspection.

Copies of the Commission's minutes shall be distributed to the designated representatives of all employee organizations representing the District's classified employees, the Commission, the District's Superintendent, and others (who have indicated their interest in such matters).

References: E.C. #45260
Adopted: June 27, 1989
Amended: February 15, 1994
Revised: November 25, 2008

Section 3 Commission Employees

2.3.1 Status of Commission Employees

The Director and other persons required to carry out the day-to-day responsibilities of the Personnel Commission shall be selected by the Commission or its designated representative, and shall be employees of the Personnel Commission. However, the persons so employed shall be part of the District's Classified Service and subject to all of the rules, procedures, benefits, and burdens pertinent to the classified service; except as the Commission may specifically direct.

References: E.C. #45260 and #45264
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.3.2 General Duties of the Director, Human Resources Classified

The Director shall perform all of the duties assigned and carry out all of the functions imposed upon him/her by law and these rules and regulations. The Director shall act as Secretary to the Personnel Commission, and shall issue and receive all notifications on its behalf. The Director shall direct and supervise the employees of the Commission, and conduct administrative transactions consistent with the law as well as the proper functioning of the office and staff of the Personnel Commission.

The Director shall conduct classification, salary, and rules studies, and shall make such other investigations as directed by the Commission or as deemed necessary in carrying out the responsibilities. The Director may be designated to act as a hearing officer in disciplinary matters effectuated under the provisions of these rules and regulations if so directed by the Commission.

In cases where two or more rules or regulations appear to be in conflict, or when no rule provides a clear-cut answer to a problem, the matter shall be decided by the Director; subject to appeal to the Personnel Commission.

References: E.C. #45260, #45261, #45266, and #45312
Adopted: June 27, 1989
Revised: November 25, 2008

Section 4 Miscellaneous Provisions

2.4.1 Communications

Communications and requests shall, when practical (in the opinion of the Commission), be in writing. Communications and requests shall be acknowledged and replied to; noting official Commission action whenever it is appropriate to do so.

Individuals or groups who wish to present proposals for action by the Commission shall present their requests to the Director for placement on the Commission agenda. Although the Personnel Commission may (on occasion) designate one of its members to investigate a specific subject or matter, it is against the policy of the Commission to take up or consider any proposals except at open (public) meetings.

Since it is against the policy of the Personnel Commission to take up or consider matters except at open meetings, individuals or groups who seek interviews with particular Commissioners regarding matters which may later be placed before the Personnel Commission for consideration shall be referenced to the Commission Office. Such individuals or groups will be asked to put the matter(s) in writing so that they may properly be placed on a Commission agenda.

References: E.C. #45260
Adopted: June 27, 1989
Revised: November 25, 2008

2.4.2 Budget

The Director shall, prior to the regular Commission meeting in April (of each year), prepare and submit to the members of the Commission a proposed operating budget for the next ensuing fiscal year.

After presentation and study, the Commission shall provide for a public hearing on its proposed budget; such hearing to be held not later than May 30 (of each year).

Prior to the public hearing on its budget, the Personnel Commission shall forward a copy of its proposed budget to the Board of Trustees indicating the time, date, and place of the public hearing, and shall invite the Board and District Administration representatives to attend the meeting and to present their views regarding the proposed budget. The Commission shall fully consider the views and opinions expressed by the Board and Administration representatives in adopting its budget for the ensuing fiscal year.

Following its adoption of a budget for the ensuing fiscal year, the Commission shall forward its adopted budget to the Orange County Superintendent of Schools for action.

If the Board of Trustees of the Westminster School District does not feel that its views (as expressed during the Commission's public hearing on the budget) have been fully considered by the Personnel Commission in the adoption of the budget, the Board may then forward its concerns to the Orange County Superintendent of Schools. The Orange County Superintendent, upon receipt of the Board's objections or concerns, will schedule a public hearing on the budget concerns; such public hearing to be held within the boundaries of the Westminster School District.

The County Superintendent of Schools may reject the Personnel Commission's adopted budget, but may not amend the budget without the approval of the Commission. In the absence of agreement between the Personnel Commission and the County Superintendent of Schools regarding the amount of money to be budgeted for the Commission's operations, the amount of the prior year's budget shall determine the amount of the new Personnel Commission budget. However, the items of expenditure (within that new budget) shall be determined by the Commission.

References: E.C. #45253 and #45260
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.4.3 Legal Counsel for the Personnel Commission

The legal counsel for the Board of Trustees shall also aid and represent the Personnel Commission in all legal matters. If such counsel refuses, or it is determined that a conflict of interest may exist, the Commission may employ its own legal counsel and the reasonable cost therefore shall constitute a legal charge against the District's general funds.

References: E.C. #45313
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.4.4 Organizational Memberships and Membership Dues

- A. The Personnel Commission shall become and shall remain members of each of the following organizations:
 - 1. The California School Personnel Commissioner's Association (CSPCA).
 - 2. The Personnel Commissioner's Association of Southern California (PCASC).
 - 3. The Cooperative Organization for the Development of Employee Selection Procedures (CODESP).
- B. In preparing the Annual Personnel Commission Budget (for adoption by the Personnel Commission each year), the Director shall include sufficient monies to cover the annual costs of membership (dues and fees) for participation in each and all of the above-noted organizations.

References: E.C. #45253 and #45260
Adopted: June 27, 1989
Revised: November 25, 2008



Westminster School District Memorandum

DATE: September 30, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.6—Approve the title change and salary range for Personnel Analyst to Personnel Analyst - Confidential

With the upcoming vacancy in the Personnel Analyst position, Deputy Superintendent Mr. Rich Montgomery and Executive Director of Human Resources Mr. Michael Kim conducted a comprehensive review of the department's organizational structure.

Historically, prior to February 2018, the Personnel Analyst role was designated as a confidential position. Based on a thorough analysis of the current scope of duties and responsibilities—particularly the need for enhanced direct support to the Executive Director of Human Resources—it is recommended that the position be reclassified as a confidential role. This recommendation aligns with common practice in comparable districts, where the Personnel Analyst typically holds confidential status due to the nature of the work, including the administration of leaves of absence and the preparation of sensitive data utilized in collective bargaining processes.

To support this reclassification, the Confidential Salary Schedule will be revised to include a new Range 3, which corresponds with Range 138 on the Classified Unit Salary Schedule, contingent upon Board approval on October 16, 2025.

Therefore, it is recommended that the Personnel Analyst position be reclassified to **Personnel Analyst – Confidential**, and placed at **Range 3** on the Confidential Salary Schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Personnel Analyst (Range 3 Confidential)	\$5,916	\$6,152	\$6,398	\$6,650	\$6,914	\$7,191

RECOMMENDATION: Approve the new title change and salary range for Personnel Analyst.

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: PERSONNEL ANALYST - CONFIDENTIAL

BASIC FUNCTION:

Under the direction of the Director, Human Resources, performs job analyses and develops job related examinations; performs classification studies, job description reviews and compensation surveys; oversees all classified employee transactions; independently performs difficult technical tasks and duties to assist in the administration of a comprehensive and diversified Merit System personnel program for classified employees. Performs professional, analytical, specialized, and technical personnel work and assists the Director of Human Resources with administrative detail by preparing the data used in negotiations and for recommending salaries for new and existing classifications. This position works independently and oversees the proper employment processing of classified employees in accord with District procedures and Personnel Commission Rules and Regulations. This position is pivotal in facilitating the District's classified employment program and the efficient daily operations of the Human Resources Department.

ESSENTIAL DUTIES:

Conducts job analyses through the use of questionnaires and interviews with administrators, department heads, supervisors and incumbents to identify levels of skill, knowledge and abilities necessary for successful job performance and to develop job related examinations for existing and proposed job classifications.

Conducts and assists in classification studies and job description reviews, developing and revising class descriptions/specifications and preparing written recommendations for new classes or classes being revised.

Performs comparative salary and fringe benefit surveys, salary audits and studies and establish study design; Collects, compiles, analyzes related data and prepares the final presentation of the survey data related to negotiations.

Assists in the administration and implementation of labor agreement, administrative directives and other employment provisions.

Prepares required correspondence and documentation for purposes of effecting layoffs of classified employees, advises employees of their rights and ensure the Layoff Reemployment list takes priority in filling vacancies in affected classifications.

Answers questions from administrators, employees and the public to explain and interpret, the Collective Bargaining Agreement, Personnel Commission Rules and Regulations and personnel procedures associated with hiring, employment, promotion, transfer, layoff, evaluation and professional growth.

Coordinates distribution and timely completion of classified employee evaluations.

Assists the Director, Human Resources in keeping Merit Rules and procedures current by identifying areas of concern and suggesting possible solutions.

Provides classified employment verifications.

Assists in receiving and screening applications for employment to ensure meeting of minimum requirements.

Performs a wide variety of clerical tasks associated with record keeping of personnel transactions, including: receives and processes personnel requisitions; maintains personnel records and files to document assignment changes, substitute or temporary assignments, terminations and effecting general and special salary increases; prepares a wide variety of documents and reports.

Inputs, accesses, develops and oversees the classified employee database and retrieves information for routine and special reports as required.

In collaboration with the Personnel Technician, studies and coordinates recruitment needs, plans, and develops classified employee selection processes including: development of the selection plan, determining, developing and preparing the selection instruments, establishing exam weighting, and validating the competitive examinations to fill District classified staffing needs.

Review examinations and exam materials with subject matter experts to verify appropriateness and document findings.

In collaboration with the Personnel Technician, develops rating forms and other exam materials.

Supports the scheduling and administration of examinations if needs arise.

In collaboration with the Personnel Technician, analyzes and determines the qualifications required for raters and interviewers; selecting and instructing raters concerning their duties and responsibilities.

Reviews and analyzes federal and state laws, as well as testing regulations; and performs test validation studies.

May assist in administering classified examinations.

May assist in processing employment documentation and answering questions of newly hired classified employees.

Assists in maintaining eligibility, promotion, transfer, reinstatement, and other personnel lists.

OTHER REPRESENTATIVE DUTIES:

Reviews examination appeals and/or protests with the Director Human Resources, and responds as directed.

Attends Personnel Commission meetings, workshops and conferences as directed; keeping informed of trends and practices in the field of personnel management.

Participates in special projects, as assigned.

Performs other related duties as required to accomplish the objectives of the position.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and receives direction from, and is evaluated by the Director, Human Resources.

Internal Contacts: Frequent contact with school and other District personnel at all levels. Provides leadership and/or guidance to subordinate positions assigned to the Human Resources Department.

External Contacts: Continuing contact with personnel of school districts and other governmental agencies, representatives of community-based agencies, personnel of the Orange County Department of Education, job applicants, and the general public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The basic principles, purposes, functions, policies and practices of public personnel administration.

Methods of statistical analysis, mathematical calculations and prediction used in validating employment examinations and salary studies.

Principles and methods utilized in conducting classification and compensation studies.

Federal and State laws, rules, regulations, procedures related to recruitment, selection and retention of classified employees in a Merit System school district.

Principles and methods utilized in performing test development, test item validation, selection and job analysis procedures.

Operation of a computer work station including word processing, spreadsheet, database, internet and E-mail computer applications.

Modern office methods, procedures, practices, terms and equipment used in a personnel office.

Standard record keeping and filing system procedures.

Business office telephone techniques and etiquette including, interpersonal skills; using tact, patience, and courtesy.

Oral and written communication skills; including interview principles and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform analytical and specialized duties related to personnel activities.

Identify knowledge, skills and abilities required to succeed in a wide variety of occupational classifications, integrating same into appropriate testing vehicles.

Analyze positions identifying key components in order to make classification, salary allocation and reallocation recommendations.

Effectively and efficiently develop and maintain records and files ensuring the security of information.

Maintain security of sensitive, confidential and privileged information.

Perform mathematical calculation to determine test scores accurately.

Understand be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.

Read, understand, interpret, explain and apply laws, rules, regulations, policies and procedures involved in Merit System school employment of classified staff.

Collect, analyze and interpret data used to prepare and present clear and concise compensation surveys and/or classification and compensation recommendations and reports.

Perform complex personnel work accurately and independently, making sound, reasoned decisions and recommendations with minimum direction.

Carry out oral and written instructions, and plan, organize and prioritize work.

Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, HR database, internet and E-mail software.

Establish and maintain effective interpersonal relationships using tact, patience and courtesy by working cooperatively, effectively, efficiently with and providing quality customer service to coworkers, administrators, employee representatives, the public and others contacted in the course of business.

EDUCATION AND EXPERIENCE:

(1) Graduation from an accredited college with a bachelor's degree in labor relations, human resources administration, personnel administration, psychology, business management or a closely-related field; including courses in statistics, test and measurements, industrial or educational psychology, and/or public personnel administration; and (2) three years of professional personnel experience, preferably including experience in test development and validation, and classification and job analysis within a California Merit System School District; or (3) a combination of education and experience which has provided a sufficient level of competency in order to successfully perform the overall duties and responsibilities of this class.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's license and a reliable insured motor vehicle for personal transportation.

PHYSICAL DEMANDS:

While performing duties of this job, the employee is regularly required to sit; repetitively use fingers on both hands simultaneously, reach with hands and arms; talk or communicate clearly and is able to understand normal voice conversation. The employee is frequently required to stand, walk, stoop, kneel, and crouch. The employee must frequently and safely lift, carry and/or move up to 25 pounds and occasionally safely lift, carry and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to see small details in an office environment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee generally works in an office environment, but is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee frequently has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor.

PREPARED BY: Classified Personnel Department
APPROVED BY: Board of Trustees
APPROVED BY: Personnel Commission
REVISED: Personnel Commission

DATE: January 2007
DATE: March 15, 2007
DATE: February 2007
DATE: January 26, 2016



Westminster School District Memorandum

DATE: September 30, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.7–Approve the new classification statement and salary range for Executive Assistant to the Superintendent and Board of Education

In alignment with the Westminster School District Strategic Plan, the District requires to provide increased levels of customer service and assistive support to the Superintendent and Board of Education. Current leadership assessed the needs of the Superintendent's Office and overall processes in place to determine improved outcomes for the department.

As a result, a new classification statement is needed to fulfill the expectations and responsibilities for supporting both the Superintendent and Board of Education. The Executive Assistant to the Superintendent and Board of Education will provide the high-level service and support that is necessary to align with the Westminster School District Strategic Plan in order to become a premier district.

The Superintendent's Office recommends the Executive Assistant to the Superintendent and Board of Education be placed at Range 10 on the Confidential Salary Schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Executive Assistant to the Superintendent and Board of Education (Range 10 Confidential)	\$8,057	\$8,377	\$8,715	\$9,062	\$9,425	\$9,802

RECOMMENDATION: Approve the new classification statement and salary range for Executive Assistant to the Superintendent and Board of Education.

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND BOARD OF EDUCATION

BASIC FUNCTION:

Under the direction of the District Superintendent, the Executive Assistant to the Superintendent and Board of Education provides high-level administrative support to the Superintendent and Board members, ensuring efficient operation of the Superintendent's office and effective communication between the school district administration, the Board of Education, staff, parents, and the public. The role requires professionalism, discretion, strong organizational and communication skills, and the ability to manage sensitive and confidential information.

ESSENTIAL DUTIES:

Support to the Superintendent:

Manages the Superintendent's calendar, schedule appointments, and coordinate meetings.

Maintains accurate and up-to-date calendars, schedules, databases, and records.

Prepares correspondence, reports, presentations, and other documents on behalf of the Superintendent.

Serves as a liaison between the Superintendent's Office and district staff, community members, and external stakeholders.

Supervises subordinate secretary and other assigned clerical personnel.

Schedules daily appointments for the Superintendent; screens phone calls and visitors to the office with prioritization at the forefront; receives inquiries and provides information; provides assistance in the area of community and public relations.

Reviews all correspondence, including e-mail to Superintendent, prioritizes, analyzes information independently, and independently composes correspondence in order to provide recommendations for the Superintendent's review.

Assists and oversees the budget planning and expenditure control procedures pertaining to the Superintendent's office.

Conducts initial interviews in person or over the telephone with teachers, parents or others; answers questions, refers to an appropriate staff member or makes an appointment with the Superintendent.

Coordinates travel arrangements and reimbursements.

Utilizes independent judgment and current management and supervision techniques in various situations regarding decision making on behalf of the Superintendent.

Performs a variety of research functions, including Internet research and telephone interviewing, and compiles information on legal, legislative, or technical subjects as required and responds to questions as necessary.

Assists with projects, initiatives, and presentations as requested.

Interprets Board policies to public and staff.

Support to the Board of Education:

Prepares and distributes Board agendas, meeting packets, and related materials in accordance with legal and district timelines.

Records, transcribes, and maintains accurate minutes of Board meetings and ensures timely posting and distribution.

Maintains records of Board actions and decisions, ensuring legal compliance (e.g., with Open Meeting laws or the Brown Act).

Assists Board members with logistics, correspondence, and information requests.

Coordinates Board reorganization, orientation, and training for new members.

Plans, organizes, coordinates, and supervises the preparation, printing, and distribution of Governing Board agenda and related materials, notices, bulletins, and other communicative documents.

Attends Board meetings and takes notes and prepares a transcription draft for Superintendent review and editing.

Prepares and maintains the official record of the Governing Board meeting minutes and resolutions.

Assists in the revision, updating, and maintenance of the Governing Board policies and regulations.

Performs follow-up functions to ensure a timely response to Governing Board and Superintendent special report and information requests.

Oversees and coordinates special events and meetings hosted by the Superintendent or Board.

Office Management and Compliance:

Plans, organizes, establishes, and maintains a complex data management, storage, and retrieval system.

Participates in Executive Cabinet meetings.

Responds to requests for information and coordinates contacts with other departments as needed.

Maintains currency on operational functions of the District and appropriately implements policies, procedures and guidelines.

Ensures compliance with district policies and procedures and applicable state/federal regulations.

Maintains accurate and up-to-date calendars, schedules, databases, and records.

Take and transcribe notes pertaining to correspondence, memoranda, reports, and a variety of other subject matter that may be sensitive, privileged, and highly confidential.

Receives and transcribes dictation of letters and memoranda including materials of a confidential nature.

Prepares correspondence, reports, surveys, forms, charts, budget sheets, and memoranda including material of a confidential nature.

Assists visitors whose concerns are privileged and confidential.

Operates various office machines and equipment including a typewriter, word processor, computer terminal, calculator, copy machines, and dictation equipment.

OTHER REPRESENTATIVE DUTIES:

Maintains proficiency with advanced computer skills and latest technologies such as e-mail systems, multimedia, presentation software, digital handheld technology and other technology.

Supervises and trains others on various software systems.

Participates in professional development activities to meet the needs of the position through the acquisition of human and technical skills and work habits; attends conferences, seminars and professional meetings as required.

Receives, opens, and routes mail; answers routine letters and inquiries; serves as the communications link between the Superintendent's office, schools, departments, and members of the Board of Education.

Is authorized to approve expenditures of departmental funds up to one-thousand dollars. Performs other job-related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to, receives direction from, and is evaluated by the District Superintendent.

(2) Supervises assigned secretarial and clerical staff;

Internal Contacts: Continuing contacts with individual school board members, district personnel at all levels, as well as those assigned to schools and other facilities.

External Contacts: Frequent contact with other district offices, personnel of the County and State Departments of Education, city offices, representatives of the state and county school board associations, local service associations, vendors and professional experts, and the general public.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Function and organization of public-school systems.

Legal mandates, policies, regulations, and procedures that govern the District operational processes.

Laws and regulations pertaining to Board governance and public meetings.

English usage, spelling, grammar, and manuscript and report formatting.

Modern office practices, procedures, equipment, office management techniques, organization and administrative practices.

Technology as related to administrative and workplace requirements, including word processing, spreadsheets, database and e-mail.

Basic research methods.

Fundamentals of time management, business practice, research methods, and general principles of human relations and the operations of an executive office.

Organization and operation of a school district.

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

Oral and written communication skills.

Effective public relations techniques.

Telephone techniques and etiquette; and appropriate use of e-mail and the internet.

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Problem solve, multi-task, demonstrate flexibility, reliability and accountability in performing administrative tasks.

Perform responsible and technical secretarial and administrative assistance duties.

Learn the District's organization, rules, regulations, policies and procedures and be able to assimilate them, and apply them appropriately.

Learn applicable sections of the State Education Code and other applicable laws.

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

Prepare comprehensive narrative and statistical reports, and special projects.

Compose correspondence independently or from rough notes or oral instructions.

Type sixty-five (65) words net per minute from clear copy.

Take and transcribe dictation using speed writing, shorthand or transcription equipment to produce a variety of printed informational material and data and to prepare minutes of meetings.

Add, subtract, multiply, and divide quickly and accurately.

Operate a variety of standard office machines such as a typewriter, computer work station, calculator, copier, and dictation equipment.

Establish, modify, and maintain various records and files for quick access and reference.

Train and supervise other clerical personnel.

Work independently with little direction.

Work confidentially with discretion.

Analyze situations accurately, and adopt an effective course of action.

Communicate effectively both orally and in writing.

Meet schedules and time lines despite changing priorities and constant interruptions.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Work courteously and tactfully with co-workers and public.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) Associate's degree or higher in business administration, public administration, or related field (Bachelor's preferred); and (2) Minimum of five years experience as a secretary or administrative assistant to an executive-level administrator or manager.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to handle or feel. The employee frequently is required to sit, reach with hands and arms, speak, and hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move objects weighing up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee generally works in an office environment, but is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. Requires prolonged sitting and use of computer and office equipment. May require occasional evening or weekend work (especially during Board meetings or special events).

LICENSES AND OTHER REQUIREMENTS:

- Valid driver's license and proof of insurance may be required.
 - Must pass background check and fingerprint clearance.
-

PREPARED BY: Classified Personnel Department DATE: 9/30/25

APPROVED BY: Personnel Commission DATE: 9/30/25

APPROVED BY: Board of Trustees DATE: 10/16/25



Westminster School District Memorandum

DATE: September 30, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.8—Approve the title change for Administrative Secretary -
Confidential to Executive Secretary - Confidential

At the request of the Executive Cabinet, the title *Administrative Secretary – Confidential* will be changed to *Executive Secretary – Confidential*.

This change follows a review of the organizational structure of our confidential secretarial positions. With the recent addition of the Executive Assistant to the Superintendent and Board of Trustees, it was determined that aligning titles to reflect roles serving the Executive Cabinet would provide greater clarity within the hierarchy. The updated title more accurately represents the level of responsibility and maintains a clear promotional pathway within the confidential classification series.

This is a title change to the job description only.

RECOMMENDATION: Approve the title change for Administrative Secretary -Confidential to Executive Secretary - Confidential

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ADMINISTRATIVE SECRETARY EXECUTIVE SECRETARY- CONFIDENTIAL

BASIC FUNCTION:

Under direction, performs a variety of complex secretarial and administrative assistance duties for a senior-level administrator; plans, organizes, and coordinates office activities and communications.

ESSENTIAL DUTIES:

Organize and manage the day-to-day activities of an assigned administrator's office to ensure efficient and effective office operations; coordinate communications; relieve the administrator of administrative detail.

Performs a variety of duties independently in support of functions delegated to the assigned administrator; interprets and applies rules and regulations as appropriate.

Receives and transcribes dictation of letters and memoranda, including materials of a confidential nature; prepares correspondence independently and from oral instructions.

Provides information and assistance with sensitive and confidential collective bargaining materials.

Maintains confidentiality of privileged and sensitive information related to negotiations and District actions.

Types a wide variety of materials such as correspondence, reports, surveys, forms, charts, budget sheets, and memoranda.

Coordinates activities among the administrator and staff, and other district personnel and departments, school personnel, and the general public; obtains and provides information; resolves problems.

Initiates and answers telephone calls and e-mail; screens and directs calls and visitors to appropriate personnel; schedules and confirms appointments.

Responds to requests for information from schools, other departments and staff, and the general public, regarding District programs, policies, procedures, and regulations.

Coordinates insurance claim activities with the District's insurance carriers relative to workers' compensation and/or property and liability.

Reviews accident reports for accuracy and completeness; sends back incomplete or inaccurate forms.

Authorizes treatment in workers' compensation matters.

Establishes and maintains workers' compensation and/or property and liability claim files.

Compiles difficult and complex statistical and narrative reports from a variety of sources; prepares, duplicates, and collates materials.

Researches, compiles, organizes, and analyzes a variety of information; verifies data for accuracy, completeness, and compliance with established procedures; inputs and retrieves computerized data on an as needed basis.

Makes routine administrative decisions based upon existing administrative guidelines, District policy, Education Code or general instructions.

Schedules meetings and appointments for the assigned administrator; prepares agenda items for meetings; maintains records, and prepares minutes for distribution to appropriate personnel.

Receives, sorts, and routes incoming mail.

Prepares requisitions, receives and stores office supplies and materials.

Takes and transcribes minutes of meetings as required or assigned.

Operates a variety of office equipment, including a personal computer (pc), fax machine, personal desk assistant, typewriter, calculator, copy machines, and dictation equipment.

OTHER REPRESENTATIVE DUTIES:

May access and input information via District's computerized records and data management system.

Performs a variety of duties in support of an assigned function, such as maintaining complex departmental records, organizing various filing systems, and developing and revising forms.

May provide work direction and guidance to assigned clerical and secretarial support staff.

May participate in the selection of new clerical personnel and provides input into the performance evaluations for subordinate clerical personnel.

Maintains current budget information and monitors budget expenditures as assigned; assists in budget preparations, and maintains financial records.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- (1) Reports to and receives direction from a senior-level District administrator.
 - (2) Provides direction and work guidance to assigned subordinate clerical personnel.

Internal Contacts: Ongoing contacts with administrators and other District personnel, school principals, teachers and other school personnel.

External Contacts: Ongoing contact with other district offices, personnel of the County and State Departments of Education, as well as federal, state and local agencies, college and university officials, city offices, claim departments and insurance representatives, applicants and candidates for employment, vendors and professional experts. May have contact with parents, PTA representatives, and representatives of outside clubs and organizations.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and organization of an administrator's office.

Administrative assistance skills.

District and department organization, operation, policies and objectives.

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

Oral and written communication skills.

Operate a variety of software programs.

Telephone techniques and etiquette.

Public relations techniques.

Operation of a computer workstation and other office machines.

Statistical and financial record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Perform responsible and technical secretarial and administrative assistance duties.

Plan, organize, and coordinate office activities to relieve the supervisor or administrator of administrative/clerical details.

Prepare comprehensive narrative and statistical reports and special projects by gathering and organizing data from a variety of sources.

Learn District organization, policies, and procedures as well as those of the department to which assigned.

Learn applicable sections of the State Education Code and other applicable laws.

Make arithmetic calculations quickly and accurately.

Keyboard at sixty (60) words net per minute from clear copy.

Perform work independently with minimal supervision.

Maintain confidentiality and utilize discretion in all communications.

Analyze situations accurately and adopt an effective course of action.

Plan, organize and prioritize own work despite many interruptions.

Operate a variety of office equipment such as a typewriter, personal computer, fax machine, personal desk assistant, calculator, copier, and dictation equipment.

Make arrangements for meetings, workshops, and conferences.

Maintain a variety of files, records, and statistics.

Take and transcribe dictation using speed writing, shorthand or transcription equipment to produce a variety of printed informational material and data and to prepare minutes of meetings.

Train and provide work direction to other clerical personnel.

Meet schedules, time lines and changing priorities.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work courteously and tactfully with co-workers and public.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) graduation from high school; including or supplemented by course work in secretarial science; and (2) four years of responsible secretarial experience; including one year as secretary to a high level administrator or manager; (3) skill in use of shorthand or speed writing required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in an indoor office environment where noise levels are low.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

PREPARED BY:	Classified Personnel Department	DATE:	2/89
APPROVED BY:	Board of Trustees	DATE:	5/11/89
APPROVED BY:	Personnel Commission	DATE:	5/11/89
REVISED BY:	Personnel Commission	DATE:	6/06
REVISED BY:	Personnel Commission	DATE:	9/30/2025

Human Resources Classified Recruitment Report Last Updated on 9-23-2025

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Bus Driver	0	1	District Office	N	Posted on Edjoin
Community Liaison Worker Spanish	0	1	Warner	Y	Testing in progress
Gustodian	1	0	Sequoia	Y	hired
District Family Engagement Specialist	1	0	District Office	N	hired
Early Ed Instructor	0	1	Willmore	N	Testing in progress
Early Ed Infant Instructor	1	0	Land	N	hired
Early Ed Assistant	1	2	Various sites	Y	Names to hiring supervisor
Early Ed Infant Assistant (Spanish Preferred)	0	3	Land	N	Posted on Edjoin
Early Ed Infant Assistant (Vietnamese Preferred)	0	4	Land	N	Posted on Edjoin
ESP Facilitator* <i>Outsourced to Talent Collaborative</i>	9	28	Various Sites	Y	Continuous Recruitment
ESP Lead Facilitator* <i>Outsourced to Talent Collaborative</i>	0	7	Various Sites	N	Continuous Recruitment
ESP Site Supervisors	2	2	ESP	N	Names to hiring supervisor
Food Service Worker	10	2	Various Sites	N	Names to hiring supervisor
Lead Food Service Worker	5	4	Various Sites	N	Testing in progress
Lead Grounds Maintenance Worker	1	0	District Office	Y	Hired
Lead Payroll Technician	1	0	Business	N	Hired
Network and IT solutions Manager	1	0	Technology	Y	Hired
Nutrition Services Chef	2	0	Nutrition Center	N	Hired
Paraeducator (15 hours)	1	0	Various Sites	Y	Hired
Paraeducator Instructional Support	7	6	Various Sites	Y	Testing in progress
Paraeducator Behavior Instruction and Support	0	7	Various Sites	N	Testing in progress
Paraeducator Specialized Health	0	1	Johnson	N	Pending posting on edjoin
Physical Education Assistant	0	1	various Sites	N	Posted on Edjoin
Technology Services Specialist	1	0	District Office	N	Hired
Student Transportation Assistant	0	1	District Office	N	Pending posting on edjoin
Translator Interpreter Vietnamese	0	1	District Office	Y	Posted on Edjoin
VAPA Assistant Elementary	0	1	Various Sites	Y	Testing in progress
Web Content and Project Management Specialist	0	1	District Office	N	Posted on Edjoin

Month At A Glance	44	74			
Ending 9-23-25					
<i>ESP Vacancies*</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
37	44	37	74	9.04%	5.14%
Ending 8-20-25					
<i>ESP Vacancies*</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
42	46	34	76	9.36%	4.76%