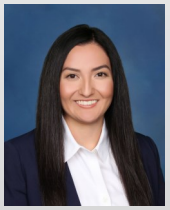
Future Goals and Objectives

- Implement paperless onboarding to assist with department efficiency in processing new hires.
- Continue with use of software to automate our testing processes and increase the number of job applicants to improve our candidate pools.
- Continue implementing the "WSD Inspires & Hires" initiative by advertising at school sites through a variety of advertising means.
- Continue to develop new and/or update classifications to meet the District's changing needs.
- Implement and sustain Job Classification Study for all classified classification groups on a rotational basis for the next 5 years.
- Continue to create appropriate and meaningful staff development training for all classified employees, including supervisors of classified employees.
- Continue to update the District's classified Rules and Regulations to ensure compliance with State and Federal laws.

Statistics

Recruitments & Selection:	**21/22**	**22/23**	**23/24**
Applicants Tested	445	477	663
Eligible for Referral	280	301	379
Applicants Hired (New)	75	126	156
Re-hired from layoff	0	0	0
Additional positions/hours	14	35	27
Promotions/demotions	29	51	57
Transfers	24	26	35
Recruitments & Selection:	**21/22**	**22/23**	**23/24**
Open & Promotional	57	134	84
Open & Continuous	21	30	16
Promotional Only	1	0	0
Classification Activity:	**21/22**	**22/23**	**23/24**
Revised Job Descriptions	2	8	7
New Classifications created	1	1	4
Abolished Classifications	0	12	0

Personnel Commission Office Staff



Mrs. Sylvia Niknami
Executive Director

Personnel Analyst, Mrs. Stephanie Myers
Personnel Technician, Mrs. Cynthia Torres
Personnel Services Specialist,
Mrs. Monica Wilkinson

For additional information on the Personnel Commission including bios visit our website at http://www.wsdk8.us/

Personnel Commission

2023-2024
Annual Report

14121 Cedarwood Ave.
Westminster, CA 92683
714-894-7311
www.wsdk8.us

In compliance with the Rules and Regulations, employment opportunity bulletins for recruitments are posted at every District site for a period of ten days. Job opportunity bulletins are also posted on the WSD website at www.wsdk8.us. The District also posts recruitments on the EdJoin.org website, California's online job search site for jobs available in education. WSD is one of over 1800 school districts, county offices of education and other education agencies posting employment opportunities on the network.

Introduction

The 2023-2024 Annual Report from the Personnel Commission of Westminster School District is prepared in compliance with California Education Code Section 45266 and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities and accomplishments of the Personnel Commission during the 2023-2024 fiscal year. Additionally, this report describes the goals and vision for future years in the aim of continually progressing forward whereby aiding Westminster School District in the effort to supply the most highly qualified classified staff in support of this District's schools and educational programs.

Westminster School District adopted the Merit System on June 15, 1965. The Personnel Commission provides assistance to the Board of Trustees, Superintendent of Schools, District, site Administration and District staff to ensure that the practices and principles of the Merit System are upheld while simultaneously providing quality services to ensure proper support is available to the District's schools. The merit system is based upon these general principles: employment and promotion on the basis of merit, as shown by competitive examination; career service; like pay for like service; impartial hearing of appeals from disciplinary actions; prohibition against discrimination. Legal guidelines for the merit system in California school districts are outlined in Education Codes 45250, 45320 and 88000 to 88180.

The Westminster School District employs more than 690 highly-qualified classified personnel. In administering the Merit Rules and Regulations through consistent and lawful testing and hiring practices, the Personnel Commission ensures efficiency, fairness, and impartiality in the selection, retention and promotion of Westminster School District's excellent classified staff.

Personnel Commission Meetings

Regular meetings of the Personnel Commission are scheduled for the third Tuesday of each month, but they may be moved to an alternate date if circumstances warrant. Special meetings are held upon the needs determined by the Commissioners. Meetings are held in the District Office Board Room at 4:00 p.m. Meeting agendas are posted for public view 48 hours prior to the meeting. All employees and members of the general public are welcome to attend.

Personnel Commission Budget

The budget for the Personnel Commission is submitted each year for approval at a public hearing. For the 2023-2024 school year, the public hearing was held on May 23, 2023, and the Commission adopted the budget following the hearing. The Governing Board of Trustees concurred with the budget and the County Superintendent of Schools approved it on June 15, 2023. The Personnel Commission budget for the 2023-2024 school year was approved in the amount of $533,000.00.

Accomplishments and Employee Recognitions

Classified School Employees of the Year 2023-2024: Kristina Scott from Child Nutrition, Brian Selters from Maintenance & Operations, Donald Pogue from the Office & Technical Support, Abel Cardona from Para-Educator & Instructional Assistance, and Suzanne Cobo from Support Services & Security.

Commissioner Robin Jones

Chairperson

Commissioner Louis Fermelia

Vice Chairperson

Commissioner Thomas Connolly

Member

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