



Personnel Commission Agenda

Tuesday, March 15, 2022 04:00 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

3:30 p.m. - Closed Session

4:00 p.m. – Call to Order/Regular Meeting

(Meetings are recorded for use in official minutes)

The Personnel Commission Meeting will be held in person. Attendees at the Personnel Commission Meeting will adhere to all local & state public health care agency guidelines.

1. Formal Call to Order

Start time: 03:30 PM

2. Closed Session Items

- Public Employee Discipline/Dismissal/Release/Personnel Matters
Government Code Section 54957

3. Second Call to Order

Start time: 04:00 PM

- Welcome
- Roll Call
- Pledge of Allegiance

4. Report from Closed Session

5. Action Item: Approval of Minutes of the Regular Meeting of February 15, 2022.

(Action)

Moved_____

Second_____

Action Taken_____

6. Oath of Office

Oath of Office will be administered to Joint Appointee Kerry Woods.

7. Public Comment

This is an opportunity for community members to address the Personnel Commission on non-agenda items for matters under the subject matter jurisdiction of the Commission. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic. Persons wishing to address the Commission should complete and submit a presentation card available on the table near the hallway door. The presentation card must be completed and given to the Secretary prior to the meeting. Matters not on the agenda may neither be acted upon nor discussed by the Commission, but will be researched and responded to in any one of the following ways: 1) by telephone after research; 2) by mail after research; or 3) at a subsequent Commission meeting as an agenda item.

8. Director's Report

9. CSEA Update

10. Information Item - Update on Classification/Compensation Study (Information)

Consultants from Educational Management Solutions (EMS) will provide an update on the classification/compensation study.

11. Information Item: Board Approved Personnel Report(s) (Information)

Personnel Reports approved by the Board of Education on March 10, 2022.

[New Hires 3-10-22 \(p. 4\)](#)

[Change of Status 3-10-22 \(p. 5\)](#)

[Separations 3-10-22 \(p. 6\)](#)

12. Action Item: Approval of Classified Postings (Action)

It is recommended that Commissioners ratify/approve postings for the following positions:

- Accounting Technician II - open/promotional
- Clerk Typist (10) - open/promotional
- Program Budget Analyst - open/promotional

Moved _____ Second _____ Action Taken _____

[Accounting Technician II Announcement \(p. 7\)](#)

[Clerk Typist \(10\) Announcement \(p. 10\)](#)

[Program Budget Analyst Announcement \(p. 13\)](#)

13. Personnel Commissioners Comments/Reports

This is the time during which the Personnel Commission may make a brief announcement or report on his/her own activities relative to Commission business.

14. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

15. Adjournment

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Approval of Meeting Adjournment at:_____

Moved_____

Second_____

Action Taken_____

La Habra City School District is a tobacco-free district. Tobacco use is prohibited on District property at all times. If you will require an accommodation to participate in the Commission meeting, please notify the Classified Personnel Office at least 48 hours prior to the meeting.

La Habra City School District

To: Board of Trustees
From: Danelle Bautista, Director of Classified Personnel/Insurance Supervisor
Date: March 10, 2022
CC: Superintendent
Re: Ratification of New Employees

NAME/ JOB TITLE SCHOOL	STATUS	COLUMN/STEP	RATE OF PAY	HIRE DATE
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CLASSIFIED

*Cox, Kyle Info Svcs Tech I Las Lomas	Probationary	25-1	\$21.10/hour	2/9/2022
**Morris, Kelly Educational Asst Ladera Palma	Probationary	17-1	\$17.32/hour	2/4/2022
Moser, Brendan Extended Care Worker KidZone	Probationary	4-1	\$15.00/hour	2/4/2022

*Previously substitute status

**Promoted from another position

Board Approved: March 10, 2022

La Habra City School District

To: Board of Trustees
From: Danelle Bautista, Director of Classified Personnel/Insurance Supervisor
Date: March 10, 2022
CC: Superintendent
Re: Change of Status

NAME/JOB TITLE/ LOCATION	CHANGE	FROM	TO
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CLASSIFIED

Campos, Tammie I A I-Sp Ed Washington	Location	Washington	Las Positas
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Board Approved: March 10, 2022

La Habra City School District

To: Board of Trustees

From: Danelle Bautista, Director of Classified Personnel/Insurance Supervisor
Mario A. Carlos, Ed.D., Associate Superintendent of Human Resources

Date: March 10, 2022

CC: Superintendent

Re: Separations

NAME/JOB TITLE/ SCHOOL	HIRE DATE	REASON	EFFECTIVE DATE
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CLASSIFIED

Canales, Krista I A I-Sp Ed Imperial	1/11/2022	Resigned	2/11/2022
Lopez, Christopher Bus Driver Transportation	9/7/2021	Did not pass probation	2/11/2022
Martinez-Gonzalez, Nancy Accounting Tech I District Office	9/16/2021	Did not pass probation	3/2/2022

CERTIFICATED

Gonzalez, Candice Education Specialist El Cerrito	8/11/2020	Resigned	6/2/2022
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ADMINISTRATION

Culverhouse, Joanne Superintendent District Office	2/1/2017	Early Retirement	6/30/2022
Seighman, Cathy Principal Imperial Middle School	9/26/1988	Early Retirement	6/17/2022

Board Approved: March 10, 2022



OPEN AND PROMOTIONAL

March 9, 2022

The La Habra City School District Personnel Commission announces the establishment of an eligibility list for the following position.

ACCOUNTING TECHNICIAN II
\$4,094/month - \$5,245/month (6 steps)
(8 hours/day – 12 months/year)

Definition

Under general supervision of Director of Fiscal Services or an assigned supervisor, perform a variety of basic accounting and clerical work. Duties involve the preparation and maintenance of District financial and statistical records and other related work as required.

Typical Tasks

- Perform basic level financial/statistical recordkeeping in the area of food service, payroll, accounts payables and receivables.
- Maintain various financial statistical records requiring the use of good judgment and preparation of the balance sheet and profit and loss statements.
- Prepare and submit various financial/payroll reports as required.
- Process all financial transactions adhering to legal and procedural requirements.
- Oversee student body and other accounts as required.
- Maintain accounts: both computerized and manually; balance records; check and correct irregularities.
- Perform a variety of clerical accounting duties involving fringe benefit administration.
- Contact schools, district employees, government agencies to discuss financial records and transactions; give authoritative information of records maintained.
- Prepare and check warrants, invoices, receipts, payroll and time card records, requisitions and similar fiscal documents.
- Process transportation/meal applications, perform application verification and maintain records and files.
- Perform other related duties as assigned.

Minimum Qualifications

Education: Completion of high school or General Education Diploma (GED), and equivalent to completion of two years of business school or community college accounting courses.

Experience: Any combination of training and experience, which consists of three years of financial, accounting or statistical recordkeeping duties, preferably with a school district or governmental agency.

Knowledge of: Basic financial record keeping and basic to complex accounting functions; general office procedures, typing, filing, phone etiquette, including operation of basic office machines; personal computer applications; formal business writing applications; and proper English and communication skills.

Ability to: Make mathematical calculations and operate a calculator; understand and follow oral and written instructions; deal effectively with the public; prioritize, work independently, take initiative and organize job responsibilities.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment

This position may involve the following: constant interruption and direct contact with the public and employees; a high volume of responsibilities that may require working without direct and/or constant supervision. Working in an office environment where the noise level is usually quiet.

Physical Demands

The physical demands of this position include: ability to sit for extended periods of time; some walking and standing on various surfaces as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding 20 pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

LA HABRA CITY SCHOOL DISTRICT

March 9, 2022

To: All Accounting Technician II Applicants
From: Danelle Bautista/Classified Personnel
Re: Testing Information - Application Deadline

APPLICATION DEADLINE:

Tuesday, March 22, 2022 by 4:00 p.m.

Applications will not be accepted after this time – no exceptions.

There will be a test for all candidates given on:

Tuesday, March 29, 2022 at 2:00 p.m.

Applicants will not be allowed to enter the testing room after 2:00 p.m. You may use a handheld calculator for the test. **No cell phones, iPads, or electronic tablets will be allowed in the testing room.**

All candidates who pass the written test will then be called for a panel interview. This is also part of the testing procedure to establish an eligibility list for this position. The date for this is:

Monday, April 4, 2022 (By Appointment)

Current, permanent employees of the La Habra City School District will earn 1/4 point for every year of permanent service to the District, not to exceed 5 points. (Personnel Commission Rules.)

At the time of this announcement, we are establishing a list for one vacancy in our District. **Please complete and submit the application documents online through EdJoin.** Incomplete application packets will be excluded from the screening process. **Applications will only be accepted through EdJoin.**

This list will be utilized to fill any vacancies that may occur during the one-year life of the eligibility list, which may include limited term positions. The list generated from this recruitment will be used to fill both substitute and permanent vacancies in the District.

If you have any questions, please call me at 562/690-2321.

DB: bl



OPEN & PROMOTIONAL

February 25, 2022

The La Habra City School District Personnel Commission announces the establishment of an eligibility list for the following position.

CLERK TYPIST (10)

Salary: \$19.114-\$24.466/hour (6-steps)
(5 hours/day, 10 months/year)

Definition

Under supervision of Site Administrator or Program Supervisor, performs routine, general clerical work including computer operations.

Typical Tasks

- Receives the public and provides routine, factual information.
- Maintains operational records transferring data, calculating totals, subtotals or compiling summaries.
- Prepares files, inserts and extracts materials, or updates material in established files.
- Types record cards, lists, memos and letters as instructed.
- Receives, opens and routes incoming mail.
- Receives payments, issues receipts, and processes appropriately.
- Manages student information on computer.
- Maintains confidentiality.
- Performs related duties as assigned.

Minimum Qualifications

Education: Equivalent to completion of high school or General Education Diploma (GED).

Experience: Previous office experience is required.

Knowledge of: Office procedures, typing, filing, record keeping, phone etiquette, including operation of basic office machines, personal computer applications; proper English and communication skills; and first aid techniques.

Ability to: Type at the rate of 40 words per minute; deal effectively with the public; understand and follow oral and written instructions; administer first aid; and maintain confidentiality.

La Habra City School District
Clerk Typist (10) Job Announcement
Page 2

Language: Ability to communicate (both in writing and speaking) in a language other than English may be required in some assignments, with preference in Spanish to English and English to Spanish.

Certificate
Required: Must secure First Aid Certificate and CPR Certificate within six months of Employment.

LA HABRA CITY SCHOOL DISTRICT

February 25, 2022

To: All Clerk Typist (10) Applicants
From: Danelle Bautista/Classified Personnel
Re: Testing Information - Application Deadline

APPLICATION DEADLINE:

Friday, March 11, 2022 by 4:00 p.m.

Applications will not be accepted after this time – no exceptions.

There will be a written test for all candidates given at the District Office,
500 N. Walnut Street, La Habra on:

Monday, March 14, 2022 at 9:00 a.m.

Applicants will not be allowed to enter the testing room after 9:00 a.m. You may use a handheld calculator for the test. **No cell phones, iPads, or electronic tablets will be allowed in the testing room.**

All candidates who pass the written test will then be called for a panel interview. This is also part of the testing procedure to establish an eligibility list for this position. The date for this is:

Tuesday, March 22, 2022 (By appointment)

Current, permanent employees of the La Habra City School District will earn 1/4 point for every year of permanent service to the District, not to exceed 5 points. (Personnel Commission Rules.)

At the time of this announcement we are establishing a list for one vacancy in our District that **may require bilingual/biliterate Spanish communication skills. Please complete and submit the application online through EdJoin.** Incomplete applications will be excluded from the screening process. **Applications will only be accepted through EdJoin.**

This list will be utilized to fill any vacancies that may occur during the one year life of the eligibility list. The list generated from this recruitment will be used to fill both substitute and permanent vacancies in the District.

If you have any questions, please call me at 562/690-2321.

DB: bl



OPEN & PROMOTIONAL

February 25, 2022

The La Habra City School District Personnel Commission announces the establishment of an eligibility list for the following position.

PROGRAM BUDGET ANALYST (CONFIDENTIAL)

Salary: \$5,214/month-\$6,593/month (6 steps)
(8 hours/day, 12 months/year)

Definition

Under general supervision of the Director of Fiscal Services, perform complex technical and financial work in establishing, analyzing, maintaining, and auditing budgetary records for the categorical and non-categorical programs of the District.

Essential Duties

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Review warrant transmittals submitted for payment for accuracy, supporting documentation, and proper approvals; submit monthly, quarterly, and yearly fiscal claims, invoices and reports; maintain files containing purchase orders, payments, supporting documentation, and correspondence by project.
- Perform budget adjustments and transfers; analyze and adjust personnel costs given budget changes.
- Assist departments with estimating year-end expenditures for preliminary budget.
- Monitor and maintain revenue, budgets, and expenditures for all State and federal grants and entitlements, and various programs; collect, compile, and calculate data for financial reports; request payments and report financial data as dictated by the terms of the grants and entitlements.
- Establish, analyze, and maintain accurate and auditable fiscal records for the District's different programs and budgets.
- Assist District personnel with budget development, implementation and control requirements, as well as requests for budget numbers, funding sources, and following the proper procedures for expenditure of funds; assist with the budget process during the year; participate in budget meetings.
- Prepare and process confidential materials associated with collective bargaining and position control.
- Perform research and special projects as requested by administrators; prepare reports, gather information and documentation necessary; develop and effectively use spreadsheets for budget preparation and reporting purposes.
- Troubleshoot and resolve discrepancies and assist District personnel in correcting errors; investigate incomplete or inaccurate data on documents; compose correspondence and inquiries regarding the status of information.
- Perform research and analytical tasks for negotiations and management.

Minimum Qualifications

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college with a major in Finance or Accounting or its equivalent; or high school diploma and five years of increasingly responsible budgeting and technical accounting experience; or an equivalent combination of training and experience.

Knowledge of:

Basic financial analysis and research procedures; principles and practices of general accounting; methods of budget control and auditing procedures; State and federal laws pertaining to special funding; correct English usage, grammar, spelling and punctuation; advanced record-keeping methods.

Ability to:

Perform complex technical and financial work following generally accepted principles and practices for accounting and auditing; interpret and follow accounting systems and procedures; prepare clear and concise financial analysis reports; perform statistical and financial analysis; read, understand, interpret and apply various procedures, policies, rules and regulations that apply to categorical programs; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, managers, staff, vendors, the public, and others encountered in the course of work.

License:

Must have and maintain a California Driver's License and be insured.

PHYSICAL STANDARDS

Work Environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

Primary functions of the position require physical ability and mobility to work in an office setting as follows: to sit for extended periods of time; to occasionally stand, walk, stoop, kneel and twist; to reach and bend at, below and above shoulder level; to lift, move, push, and/or pull objects up to twenty (20) pounds without assistance; to operate office equipment requiring the use of hands,

fingers, repetitive hand movements, and fine coordination to operate a keyboard and other office equipment; to see within normal visual range and hear within normal audio range with or without correction; to effectively communicate, both orally and in writing, in order to receive, provide and exchange information with others; daily physical attendance at work is an essential requirement of this job class.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

LA HABRA CITY SCHOOL DISTRICT

February 25, 2022

To: Program Budget Analyst Applicants

From: Danelle Bautista/Classified Personnel

Re: Testing Information - Application Deadline

APPLICATION DEADLINE:

Friday, March 11, 2022 by 4:00 p.m.

Applications will not be accepted after this time – no exceptions.

There will be a written test for all candidates given at the District Office,
500 N. Walnut Street, La Habra on:

Tuesday, March 22, 2022 at 2:00 p.m.

Applicants will not be allowed to enter the testing room after 2:00 p.m. You may use a handheld calculator for the test. **No cell phones, iPads, or electronic tablets will be allowed in the testing room.**

All candidates who pass the written test will then be called for a panel interview. This is also part of the testing procedure to establish an eligibility list for this position. The date for this is:

Monday, March 28, 2022 (By Appointment)

Current, permanent employees of the La Habra City School District will earn 1/4 point for every year of permanent service to the District, not to exceed 5 points. (Personnel Commission Rules.)

At the time of this announcement, we are establishing a list for one vacancy in our District. **Please complete and submit the application documents online through EdJoin.** Incomplete application packets will be excluded from the screening process. **Applications will only be accepted through EdJoin.**

This list will be utilized to fill any vacancies that may occur during the one-year life of the eligibility list, which may include limited term positions. The list generated from this recruitment will be used to fill both substitute and permanent vacancies in the District.

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