

PERSONNEL COMMISSION
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
15959 East Gale Avenue
City of Industry, California 91746

AGENDA
REGULAR MEETING
July 20, 2010
4:30 P.M.
Board Room

Meeting called to order by _____ at _____ p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Sharon Aguilar, Chair
Anita Ford, Vice Chair
Cecilia Yu, Member

Scott Pilch, Personnel Director
Joan Stiegelmar, Human Resources Analyst
Jessica Landin, Personnel Assistant

I. REQUEST TO SPEAK TO AGENDA (NON-AGENDA) ITEMS

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda (no action will be taken at this time).

II. GENERAL FUNCTIONS

	<u>REFERENCE</u>	<u>ACTION</u>
1. Approve the agenda as submitted or amended.		Moved by _____ Seconded _____ Vote _____
2. Approve minutes of the regular meeting of <u>June 1, 2010</u> .	1	Moved by _____ Seconded _____ Vote _____
3. Approve minutes of the special meeting of <u>June 22, 2010</u> .	2	Moved by _____ Seconded _____ Vote _____
4. Communications		

III. SELECTION PROCESS

	<u>REFERENCE</u>	<u>ACTION</u>
1. Receive <u>Test Plan</u> information.	3	No Action Required

2.	Approve ratification of the following eligibility list(s):	Sep. Doc. A	Moved by _____ Seconded _____ Vote _____
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Associate Personnel Analyst, #0920/0510
Cafeteria Worker I, #0506/0410
Cafeteria Worker II, #0508/0310

3.	Approve <u>2010 Field of Competition</u>	4	Moved by _____ Seconded _____ Vote _____
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IV. CLASSIFICATION AND SALARY

	<u>REFERENCE</u>	<u>ACTION</u>
1. Approve the lateral transfer of <u>Saul Sanchez</u> from <u>Athletic/P.E. Technician (Male)</u> , Salary Range <u>21-B</u> to <u>Pool Maintenance Worker</u> , Salary Range <u>21-B</u> .	5	Moved by _____ Seconded _____ Vote _____

V. RULES AND REGULATIONS

	<u>REFERENCE</u>	<u>ACTION</u>
1. Second reading and approval of Personnel Commission Rule <u>5.2.13</u> .	6	Moved by _____ Seconded _____ Vote _____

VI. CHARGES AND HEARINGS

None

VII. OTHER

	<u>REFERENCE</u>	<u>ACTION</u>
1. Unfinished Business		No Action Required
2. Report: Reclassification of Ms. Margaret Caldera, former Campus Security Officer to Office Assistant on April 7, 2009.	7	No Action Required
3. Adjourn to Closed Session Government Code 54957: Public Employee Performance Evaluation Title: Personnel Director		No Action Required
Adjourned to Closed Session _____ p.m.		
Reconvened to regular meeting _____ p.m.		
4. Commissioner's Comments		No Action Required

NEXT REGULAR MEETING

Date: **August 3, 2010**
Time: 4:30 p.m.
Location: Board Room

ADJOURNMENT: _____ p.m.

PERSONNEL COMMISSION
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF
June 1, 2010

PRELIMINARY SECTION

CALL TO ORDER

The meeting of the Personnel Commission of the Hacienda La Puente Unified School District was called to order by Ms. Sharon Aguilar, Chair, at 4:49 p.m., in the Board Room, 15959 East Gale Avenue, City of Industry, California.

MEMBERS PRESENT

Ms. Sharon Aguilar, Chair
Ms. Anita Ford, Vice Chair
Ms. Cecilia Yu, Member

STAFF MEMBERS PRESENT

Mr. Scott Pilch, Personnel Director
Ms. Joan Stiegelmar, Human Resources Analyst
Ms. Jessica Landin, Personnel Assistant

OTHERS PRESENT

Ms. Katherine Nazaroff, Human Resources Office Manager
Ms. Vicki Cobos, SEIU Union President

I. REQUEST TO SPEAK TO AGENDA/NON-AGENDA ITEMS

214. None

II. GENERAL FUNCTIONS

AGENDA APPROVED AS AMENDED

215. MSC-U Ms. Ford Ms. Yu
Vote 3-0

Agenda amended to remove closed session and revise the announcement for the June 9, 2010 Special Meeting to include the notation of Mr. Pilch's performance appraisal.

APPROVED MINUTES AS SUBMITTED

216. MSC-U Ms. Ford Ms. Yu
Vote 3-0

Approved Minutes of the Regular meeting of April 13, 2010.

217. MSC-U Ms. Ford Ms. Yu
Vote 3-0

Approved Minutes of the Special joint meeting of April 27, 2010.

218. MSC-U Ms. Ford Ms. Yu
Vote 3-0

Approved Minutes of the Regular meeting of May 4, 2010.

219. MSC-U Ms. Ford Ms. Yu
Vote 3-0

Approved Minutes of the Special meeting of May 19, 2010.

COMMUNICATIONS

220. Mr. Pilch informed the Commissioners that June 1, 2010 was former Associate Personnel Analyst, Jonathan Koch's first day of work at Rowland Unified.
221. Mr. Pilch informed the Commissioners that members of the Personnel Commission Office presented a "brown bag" training session on May 25, 2010. Three sessions were made available to employees to accommodate differences in schedules. A total of 35 people attended.
222. Mr. Pilch informed the Commissioners that the 2010 Classified Employee Service Awards was featured in the San Gabriel Valley Tribune. He also informed the Commissioners that Jessica Landin, Personnel Assistant, put together a website on Shutterfly.com to share the Service Awards pictures with the District.

APPROVE THE MEMBERSHIPS FOR 2010/2011

223. MSC-U Ms. Ford Ms. Yu
Vote 3-0

Ms. Ford asked about the progress of reducing the reliance on test items provided by CODESP.

Mr. Pilch informed Ms. Ford that the Personnel Commission office has made progress on writing several types of test items, however, it is still a work in progress.

III. SELECTION PROCESS

RECEIVED TEST PLAN

224. Received Test Plan. No Action Required.

APPROVE 2010 FIELD OF COMPETITION

225. The 2010 Field of Competition discussion was tabled until the next regular meeting on July 6, 2010.

RATIFIED ELIGIBILITY LISTS

226. MSC-U Ms. Ford Ms. Yu
Vote 3-0

Approved ratification of the following Eligibility Lists:

Accounting Technician, #0116/0210

Ms. Yu inquired about the gender and race codes listed on the passpoint calculation worksheets. She stated that using these codes was not a best practice and should be reconsidered.

Mr. Pilch replied that he agreed with Ms. Yu's opinion and that he would work on revising the reporting documents. He also mentioned that he did not use that form when he set the passpoints and that his decision was made independent of that information.

RATIFIED REMOVAL OF ELIGIBLES

227. MSC-U Ms. Ford Ms. Yu
Vote 3-0

Approved ratification of the following
Eligible(s) for removals in accordance with Personnel
Commission Rule 6.1.11A, 6.1.11B, and 6.1.11C:

Mechanic III, List #1314/0110
Eligible(s) #4.

IV. CLASSIFICATION AND SALARY

228. None

V. RULES AND REGULATIONS

FIRST READING OF RULE REVISION

229. First reading of Personnel Commission Rule 5.2.13.

Ms. Ford requested that additional wording "during
recognized times of conflict" be added to the final memo.

Ms. Yu suggested that the final submission date of the
DD214 be changed from the "final test part" to "prior to
publication of the eligibility list" to allow an applicant more
time to submit it.

VI. CHARGES AND HEARINGS

230. None

VII. OTHER

UNFINISHED BUSINESS

231. None

CLOSED SESSION

232. None

COMMISSIONERS COMMENTS

233. Ms. Aguilar thanked the staff for organizing the 2010
Employee Service Awards and congratulated them on the
success of the evening.

Ms. Ford also congratulated the staff and recommended that
the union leadership be recognized in the program and at
the actual awards ceremony.

Mr. Pilch agreed with the Commissioner's recommendations
and commented that at next years' awards ceremony he
planned on introducing each of the union presidents.

NEXT REGULAR MEETING

234. The next regular meeting is scheduled for

TUESDAY, July 6, 2010 at 4:30 p.m.

Meeting adjourned at: 5:14 p.m.

Submitted by _____
Scott Pilch
Personnel Director

Approved _____
Date

by _____
Chair

PERSONNEL COMMISSION
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF
June 22, 2010

PRELIMINARY SECTION

CALL TO ORDER

The meeting of the Personnel Commission of the Hacienda La Puente Unified School District was called to order by Ms. Sharon Aguilar, Chair, at 4:30 p.m., in the Personnel Commission Conference Room, 15959 East Gale Avenue, City of Industry, California.

MEMBERS PRESENT

Ms. Sharon Aguilar, Chair
Ms. Anita Ford, Vice Chair
Ms. Cecilia Yu, Member

STAFF MEMBERS PRESENT

Scott Pilch, Personnel Director

OTHERS PRESENT

Ms. Margaret Caldera, Office Assistant

I. REQUEST TO SPEAK TO AGENDA/NON-AGENDA ITEMS

235. Ms. Margaret Caldera, Office Assistant, addressed the Commissioners about her reclassification from Campus Security Officer to Office Assistant on April 7, 2009. Ms. Caldera informed the Commissioners that she believed she was mistakenly reclassified. She believed that she should have been reclassified into a Law Enforcement specific position.

The Commissioners asked clarifying questions regarding her statements and her current duties.

Ms. Ford thanked Ms. Caldera for presenting her information and informed her that since her issue was not a current agenda item, no action could be taken.

Ms. Ford and Ms. Aguilar informed Ms. Caldera that Mr. Pilch would further investigate her issue and requested that he have it resolved by the next scheduled Personnel Commission meeting.

II. GENERAL FUNCTIONS

236. None

III. OTHER

CLOSED SESSION

237. Adjourned to Closed Session
Government Code 54957:
Public Employee Evaluation
Title: Personnel Director

Adjourned to Closed Session at 4:55 p.m.

Reconvened to regular meeting at 6:44 p.m.

NEXT REGULAR MEETING

238. The next regular meeting is scheduled for

TUESDAY, July 20, 2010 at 4:30 p.m.

Meeting adjourned at: 6:45 p.m.

Submitted by _____
Scott Pilch
Personnel Director

Approved _____
Date

by _____
Chair

PERSONNEL COMMISSION
July 2010 TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Comp	Written Test	S.I./Perf Test	List Established	Bus. Days From Closing	Recruiter
Associate Personnel Analyst	05/13	05/14	06/04	15	O&P	n/a	06/22	07/01	17	AM
Bus Driver	10/03	n/a	Continuous	O&P	n/a					JL
Cafeteria Worker I*	04/02	04/06	04/26	15	O&P	05/11	06/02	07/22	56	AM
Cafeteria Worker II	03/24	03/30	04/20	15	P	n/a	05/26	06/07	33	JR
Lead Custodian	07/01	07/01	07/28	15	P					JR
Mechanic II	06/23	07/01	07/28	15	O&P					JR
Senior Office Assistant	04/30	05/05	05/25	15	O&P	06/17	07/22			JR

*List established the day after the previous list expired.



Hacienda La Puente Unified School District Personnel Commission

Memo

To: Personnel Commissioners

From: Scott Pilch, Personnel Director *SP*

Date: June 30, 2010

Re: Field of Competition

Classifications were reviewed for updates to the field of competition. After discussions with District and Union representatives, I am recommending that the field of competition be changed for the following classification:

Senior Campus Security Officer – This classification was previously titled Campus Peace Officer prior to the District establishing the Police and Safety Department in 2003. There are currently three positions in the classification and no recruitments have been conducted since 2000. There are nine Campus Security Officers, all of which meet the minimum requirements of the classification to fill any vacancy that may occur in the future. Both the District and SEIU support changing the field of competition from “Open and Promotional” to “Promotional Only”.

Attachment

**PERSONNEL COMMISSION
2010 FIELD OF COMPETITION**

<u>Classification</u>	<u>Field of Comp.</u>	<u>Reason</u>	<u>Classification</u>	<u>Field of Comp.</u>	<u>Reason</u>
Accounting Supervisor	P	3	GED Examiner	P	3
Accounting Technician	O/P	1	Glazier	O/P	1,6
Administrative Assistant	P	3	Grounds Supervisor	P	3
Adult School Chef	O/P	1,6	Grounds Worker I	O/P	1,5,10
Adult School Office Manager	P	3	Grounds Worker II	P	3
ASB Secretary	P	3	Health Services Assistant	O/P	1,5
Assessment Technician	P	3	Heating & A/C Repairer	O/P	1,6
Assistant Software Engineer	O/P	1,6	Human Resources Assistant	O/P	7
Associate Personnel Analyst	O/P	1	Human Resources Office Manager	P	3
Athletic/ P.E. Technician (Female)	P	3	Instr Aide Auto Mechanics	O/P	1,6
Athletic/ P.E. Technician (Male)	P	3	Instr Aide Classroom	O/P	1,10
Attendance Clerk	P	3	Instr Aide Classroom/Bilingual	O/P	1,6,10
Benefits Technician	O/P	1	Instr Aide Computer Lab	O/P	1,6
Billing Clerk	O/P	7	Instr Aide Health Programs	O/P	1,6
Budget Supervisor	O/P	1	Instr Aide Hearing Impaired	O/P	1,5,6
Budget Technician	O/P	1	Instr Aide I Special Education	O/P	1,6,10
Bus Driver	O/P	1,5,6,10	Instr Aide I Special Education/Bilingual	O/P	1,6,10
Buyer	P	3	Instr Aide II Special Education	O/P	1,6,10
Cafeteria Manager I	O/P	7	Instr Aide II Special Education (Female)	O/P	1,6,10
Cafeteria Manager II	P	3	Instr Aide II Special Education (Male)	O/P	1,6,10
Cafeteria Manager III	P	3	Instr Aide II Special Education/Bilingual	O/P	1,6,10
Cafeteria Worker I	O/P	5,10	Instr Aide Pet Groomer	O/P	1,6
Cafeteria Worker II	P	3	Instr Aide Refrig/AC/Elect Appliance Rep	O/P	1,6
Campus Security Officer	O/P	1,2,5,10	Instructional Materials Attendant	O/P	1,6,8
Carpenter	O/P	1,6	Language Assessment Technician	O/P	1
Child Development Technician	O/P	1,5,10	Lead Custodian	P	3
Commission Secretary	O/P	1,4	Lead Grounds Worker	P	3
Computer Field Service Supervisor	O/P	1,6	Lead Language Assessment Technician	P	3
Computer Operations Manager	O/P	3,6	Locksmith	O/P	1,6
Computer Operator	O/P	1,5	Maintenance Materials Specialist	P	3
Computer Trainer/Help Desk Operator	O/P	1,6	Maintenance Supervisor	O/P	1,7
Correctional Clerk	O/P	1,6,8,10	Maintenance Worker II	P	3
Correctional Clerk Typist III	P	3	Mechanic I	O/P	1,5,6
Correctional Delivery Clerk	O/P	1,8	Mechanic II	O/P	1,6
Correctional Education Office Manager	O/P	1,8	Mechanic III	O/P	1,6
Correctional Program Assistant	O/P	1,6,8	Mechanic Supervisor	P	3
Correctional Secretary II	P	3	Media Center Aide	O/P	1,5
Credentials Technician	P	3	Media Center Clerk	P	3
Custodial Supervisor	P	3	Metal Worker	O/P	1,6
Custodian I	O/P	1,5,10	Office Assistant	O/P	1,5,10
Custodian II	O/P	1,10	Office Receptionist	O/P	1,7
Digital Systems Printer Operator	O/P	1,6	Operations Supervisor	P	3
Discrete Trial Program Assistant	O/P	1,6	Painter	O/P	1,6
Dispatcher	P	3	Parent Involvement Liaison	O/P	
Drop-Out Prevention Liaison	O/P	1,5	Payroll Supervisor	P	3
Electrician	O/P	1,6	Payroll Technician	O/P	1
Employment Developer	O/P	1,4,6	Personnel Assistant	O/P	1,6
Executive Assistant	P	3	Personnel Technician	O/P	1,6
Family Services Specialist	O/P	1,6	Piano Accompanist	O/P	1,5,6,8
Financial Aid Technician	O/P	1,6	Plumber	O/P	1,6
Financial Analyst	O/P	1,4,6	Police & Safety Communications Specialist	O/P	1,6
Food Service Supervisor	O/P	1,6	Police Officer	O/P	1,6

<u>Classification</u>	<u>Field of Comp.</u>	<u>Reason</u>	<u>Classification</u>	<u>Field of Comp.</u>	<u>Reason</u>
Pool Maintenance Worker	P	3	Senior Human Resources Assistant	O/P	1,6
Primary Intervention Child Aide	O/P	1	Senior Office Assistant	O/P	7
Purchasing Supervisor	P	3	Senior Payroll Technician	O/P	7
Purchasing Technician	O/P	1	Senior Purchasing Technician	P	3
Records Technician	P	3	Sign Language Interpreter - Adult School	O/P	1,6
Registrar	P	3	Software Engineer	O/P	1,6
Rehabilitation Program Assistant	O/P	1,10	Special Education Liaison	O/P	1,5
Reprographics Supervisor	O/P	1,6	Speech-Language Pathology Assistant	O/P	1,6
School Community Liaison	O/P	1,5	Sprinkler Repairer	P	3
School Office Manager	P	3	Stock/Delivery Worker	O/P	1
Secretary I	P	3	Technology Service Technician	O/P	1,6
Secretary II	P	3	Warehouse Delivery Worker	O/P	1,10
Senior Accounting Technician	P	3	Warehouse Supervisor	O/P	1
Senior Budget Technician	P	3	Web Developer	O/P	1,6
Senior Campus Security Officer	P	3	Web Software Engineer	O/P	1,6
Senior Custodian	P	3	Word Processing Operator	O/P	1

Management Classifications

Assistant Director of Facilities, Maint. & Oper.	O/P	1,6	Director of Facilities	O/P	1,6
Assistant Director of Food Services	O/P	1,6	Director of Fiscal Services	O/P	1,6
Asst. Director of Network Systems Mgr.	O/P	1,6	Director of Food Services	O/P	1,6
Associate Superintendent, Business Services	O/P	1,6	Director of Purchasing and Warehouse	O/P	1,6
Chief of Police and Safety	O/P	1,6	Director of Transportation	O/P	1,6
Chief Technology Officer	O/P	1,6	Finance Manager	O/P	1,6
Coordinator of Facility Technologies	O/P	1,6	Human Resources Analyst	O/P	1,6
Coordinator of Risk Management	O/P	1,6	HR Coordinator-Personnel Comm	O/P	1,6
Database Administrator	O/P	1,6	Personnel Director	O/P	1,6

Restricted Classifications

Instr. Aide Sewing	O	6,9
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Field of Competition – Reasons for Determination

- 1 Inadequate supply of internal applicants
- 2 Ed Code Requirements
- 3 Sufficient supply of internal applicants are expected or have been provided in previous administrations
- 4 New class; no recruitment data; no exam history due to long-term incumbent
- 5 Entry level class in hierarchy
- 6 MQ's reduce possibility of internal candidates being successful
- 7 Should be promotional, sufficient applicant pool but insufficient interest in previous recruitments
- 8 Work location restricts applicant pool or unusual working conditions
- 9 Classes established per Ed Code 45259 to hire disabled people within the Vocational Rehabilitation program.
(Field of competition for these restricted classes is open only to those people who are physically, mentally or developmentally disabled.)
- 10 Class utilizes substitutes

New classification in 2009/10



Hacienda La Puente Unified School District Personnel Commission

Memo

To: Personnel Commissioners

From: Scott Pilch, Personnel Director *SP*

Date: July 5, 2010

Re: Lateral Classification Change

The Personnel Commission has received and reviewed the request for a lateral classification change for Saul Sanchez from Athletic/P.E. Technician Male to Pool Maintenance Worker.

Following analysis of the similarity of duties, minimum qualifications, examination content, and other related factors, this request has been approved and will be submitted to be ratified by the Personnel Commission at the next regular meeting.

Attachment



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

15959 EAST GALE AVENUE • P.O. BOX 60002 • CITY OF INDUSTRY, CA. 91716-0002 • (626) 933-3830 • Fax (626) 855-3594

William F. Roberts, IV
Assistant Superintendent, Human Resources

2010 MAY 25 P 3:10

TO: Scott Pilch
Director, Personnel

FROM: William F. Roberts, IV *WFR*
Assistant Superintendent,
Human Resources

DATE: May 25, 2010

RE: Lateral Classification Change

The district is requesting that Saul Sanchez be approved for a lateral classification change from Athletic/P.E. Technician Male to a Pool Maintenance Worker effective January 28, 2010.

These classifications are both at the same range. The site location for the Pool Maintenance Worker position is at the Maintenance and Operations Yard.

Vision Statement:

The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.



Hacienda La Puente Unified School District
Personnel Commission

Memo

To: Personnel Commissioners

From: Scott Pilch, Personnel Director *SP*

Date: July 13, 2010

Re: Amendment of Personnel Commission Rule 5.2.13 – Veterans' Preference

EXPLANATION:

It is recommended that Personnel Commission Rule 5.2.13 be amended to be current with the wars and the time of active duty that would qualify a veteran for additional veterans' preference points. Additional clarifying information is noted below in a **bold font**.

AMENDMENT:

Personnel Commission Rule 5.2.13 should be amended as follows:

5.2.13 VETERANS' PREFERENCE

A veteran, as defined in this Rule, shall mean an individual who has served at least thirty (30) days of active duty in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard within the dates listed below **and whose discharge was other than dishonorable:**

Korea	06/27/1950 - 01/31/1955
Vietnam	08/04/1964 - 05/07/1975
Persian Gulf	08/02/1990 – 1/02/1992
Overseas Contingency Operation	09/11/2001 to end of national emergency, (still in effect as of 7/4/10)

Additional eligibility may be granted based on future changes to the law and verification from the Veteran's Administration or the United States Office of Personnel Management (www.opm.gov).

- A. Veterans shall have an additional five (5) points added to their final passing score in entry-level examinations.
- B. Disabled veterans shall have an additional ten (10) points added to their final passing score in entry level examinations. A disabled veteran is a veteran as defined in this Rule and classified by the U.S. Veterans Administration to be ten (10%) percent or more disabled as a result of service in the armed forces.
- C. Entry-level positions are defined as all positions within the classified service when the eligible is first employed by the District, except for positions designated management or senior management.

D. In order to obtain credit, the applicant must furnish satisfactory proof of qualifying military service (e.g. DD214) to the Office of the Personnel Commission prior to establishment of the eligibility list. No adjustment of rank on the list shall be made when such proof is presented after an eligibility list has been established.

REFERENCE: Education Code 45294, 45295, 45296

45294. "Veteran" as used in this article means any person who has served in the United States armed forces in time of war, or national emergency declared by the President of the United States of America, and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted to the commission at the time of the examination.

"Armed forces" means the United States Air Force, Army, Navy, Marine Corps, or Coast Guard.

45295. "Disabled veteran" as used in this article means any veteran, as defined in Section 45294, who is currently declared by the United States Veterans Administration to be 10 percent or more disabled as a result of service in the armed forces. Proof of disability shall be deemed conclusive if it is of record in the United States Veterans Administration.

45296. In the case of all entrance examinations, veterans with 30 days or more of service who become eligible for appointment by attaining the passing mark established for the examination, shall be allowed an additional credit of five points and disabled veterans shall be allowed an additional credit of 10 points, which shall be added to the percentages attained in the examinations by the veterans. Veterans shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after the credit of five points, or 10 points in the case of disabled veterans, is added.



Hacienda La Puente Unified School District Personnel Commission

Memo

To: Personnel Commissioners

From: Scott Pilch, Personnel Director *SP*

Date: July 15, 2010

Re: Report: Ms. Caldera's April 7, 2009 Reclassification

At the Personnel Commission Special Meeting on June 22, 2010 Ms. Margarita Caldera addressed the Personnel Commission about her April 7, 2009 reclassification from Campus Security Officer (Range 15) to Office Assistant (Range 16). Ms. Caldera stated that she believed that she was mistakenly reclassified. The Personnel Commission directed staff to investigate her issue and requested that it be resolved by the next scheduled Personnel Commission meeting. At our next meeting, you will be provided an oral report of the Personnel Commission's options, as well as a recommendation on further steps that staff can take to resolve the issue.