



La Habra City School District

Personnel Commission Agenda

Tuesday, October 19, 2021 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. Face coverings are to be worn at all times while maintaining physical distancing.

1. Formal Call to Order

Start time: 03:30 PM

2. Closed Session Items

- Public Employee Personnel Matters
Government Code Section 54945.5(d), 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 September 14, 2021.

(Action)

Moved _____

Second _____

Action Taken _____

6. 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. Comments on items that are on the agenda will be heard when the item is considered. Speakers will follow procedures specified on the Speaker Request Form. These forms are submitted to the secretary prior to the meeting.

All comments submitted will be read aloud during the meeting. Please note, all correspondence relating to this meeting will become part of the minutes. Matters not on the agenda may neither be acted upon nor discussed, 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 meeting as an agenda item. Public Comments will be subject to time limit maximums of 3 minutes per comment/15 minutes per topic.

7. Director's Report

8. CSEA Update

9. Information Item: Classified Personnel Report(s) (Information)

Classified Personnel Reports approved by the Board of Education on October 14, 2021.

[New Hires \(p. 4\)](#)

[Separations \(p. 7\)](#)

[Change of Status \(p. 9\)](#)

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

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

- School Office Manager - Open/Promotional
- Special Education Bilingual Technician - Substitute

Moved _____ Second _____ Action Taken _____

[School Office Manager Announcement \(p. 10\)](#)

[Special Education Bilingual Technician Substitute Announcement \(p. 13\)](#)

11. Action Item: Approval/Ratification of Eligibility List(s) (Action)

Commissioners are requested to approve/ratify the eligibility list(s) for:

- Community Liaison
- Special Education Bilingual Technician

Moved _____ Second _____ Action Taken _____

[Community Liaison Eligibility List \(p. 16\)](#)

[Special Ed Bilingual Technician Eligibility List \(p. 17\)](#)

12. 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.

13. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

14. 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
Mario A. Carlos, Ed.D., Associate Superintendent of Human Resources

Date: October 14, 2021

CC: Superintendent

Re: Ratification of New Employees Hired Subsequent to September 30, 2021

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

*Ahuero Vivo, Nicole Health Tech Ladera Palma	Probationary	23-1	\$19.29/hour	8/12/2021
***Aparicio, Eric SLPA District Office	Probationary	28-1	\$21.84/hour	8/16/2021
Borkowski, Ann Student Supervisor Washington Middle School	Probationary	Student Supervisor	\$14.00/hour	9/8/2021
**Carreon, Stephanie I A I-Sp Ed Las Lomas	Permanent	17-2	\$17.47/hour	9/20/2021
****Flores, Alejandra Inclusion Assistant Walnut	Probationary	21-5	\$22.37/hour	8/12/2021
****Hernandez, Cassandra Clerk Typist (10) District Office	Probationary	21-1	\$18.38/hour	9/7/2021
**Hill, Dawn I A I-Sp Ed Walnut	Permanent	17-6 + 10 yr longevity	\$22.17/hour	8/12/2021
Ledezma, Julieta Extended Care Worker KidZone	Probationary	4-1	\$14.00/hour	9/7/2021
Lopez, Alejandro Groundskeeper District Office	Probationary	26-1	\$3,657/month	9/7/2021

La Habra City School District

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

***Lopez, Christopher Bus Driver Transportation	Probationary	27-2	\$22.36/hour	9/7/2021
***Luna Jr., Samuel Evening Custodian Sierra Vista/Ladera Palma	Probationary	25-1	\$3,570/month	9/14/2021
Martinez-Gonzalez, Nancy Accounting Tech II District Office	Probationary	29-2	\$4,140/month	9/16/2021
***Olivas Hernandez, Lucero Educational Asst Arbolita	Probationary	17-2	\$17.47/hour	8/12/2021
Patella, Aaron Info Svcs Tech I Walnut	Permanent	25-3	\$22.37/hour	8/16/2021
Pelayo, Anthony Physical Ed Asst District Office	Probationary	17-1	\$16.66/hour	8/30/2021
***Samson, Kathy Student Supervisor Sierra Vista	Probationary	Student Supervisor	\$14.00/hour	8/16/2021
Sanchez Lugo, Iveth I A I-Sp Ed Las Lomas	Probationary	17-1	\$16.66/hour	8/31/2021
Zepeda, Rudy Groundskeeper District Office	Probationary	26-1	\$3,657/month	9/07/2021

- *Previously limited-term status
- **Rehire
- ***Previously substitute status
- ****Promoted from another position

La Habra City School District

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

Guzman, Carla Kindergarten Teacher Walnut	Temporary	I-1	\$49,470.58 (pro-rated)	9/7/2021
Harrison, Hope Music Teacher Imperial Middle School/ Washington Middle School	Temporary	III-7	\$71,705.29 (pro-rated)	9/7/2021
Tobalina, Amie District Nurse District Office	Probationary	I-7	\$59,083 (pro-rated)	9/13/2021

Board Approved: October 14, 2021

La Habra City School District

To: Board of Trustees
From: Danelle Bautista, Director of Classified Personnel/Insurance Supervisor
Date: October 14, 2021
CC: Superintendent
Re: Separations

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

Barajas, Celina Community Liaison El Cerrito	11/18/2019	Resigned	6/3/2021
Favela, Gabriela I A III-Sp Ed/Behavior Las Positas	10/8/2019	Resigned	9/22/2021
Flores, Whitney Ext Care Asst Site Lead KidZone	3/27/2006	Resigned	8/12/2021
Gutierrez, Michelle I A I-Sp Ed El Cerrito	8/13/2014	Resigned	8/27/2021
Labellarte, Alexis Ext Care Worker KidZone	10/9/2019	Resigned	6/3/2021
*Luna, Samuel P E Assistant District Office	5/31/2017	Resigned	6/3/2021
Marson, Ana Student Supervisor Las Lomas	11/30/2020	Resigned	6/3/2021
Medina, Jessica Ext Care Site Lead KidZone	2/5/2018	Resigned	9/3/2021
Rothacher, Michele I A III-Sp Ed/Behavior Las Positas	8/22/2014	Resigned	6/3/2021

La Habra City School District

NAME/JOB TITLE/ SCHOOL	HIRE DATE	REASON	EFFECTIVE DATE
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CLASSIFIED (continued)

Sales, Amy Ext Care Worker KidZone	3/8/2021	Resigned	9/8/2021
Torres, Daisy Acct Tech II District Office	3/2/2021	Resigned	8/27/2021
Walburn, Cara I A I-Sp Ed Walnut	1/18/2013	Resigned	6/3/2021

*Will continue to work in substitute status

Board Approved: October 14, 2021

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: October 14, 2021
CC: Superintendent
Re: Change of Status

NAME/JOB TITLE/ LOCATION	CHANGE	FROM	TO
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CLASSIFIED

Alvino, Mike Evening Custodian Las Positas/IMS	Hours	4.0/day	8.0/day
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CERTIFICATED

Aguirre, Victoria Education Specialist El Cerrito	Contract	Intern	Probationary
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Board Approved: October 14, 2021



OPEN & PROMOTIONAL

October 13, 2021

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

SCHOOL OFFICE MANAGER

Salary: \$3,843/month - \$4,918/month (6 steps)
(8 hours/day – 11 months/year)

Definition

Under supervision of Site Administrator, perform a wide variety of responsible general clerical and secretarial work, and relieving the principal of detail; provide direction and assistance to office staff, parents, teachers, students and visitors.

Typical Tasks

- Act as secretary and assistant to the Principal.
- Answer telephone calls taking and relaying messages, working with the public to explain policies, procedures and regulations.
- Make arrangements for meetings and conferences.
- Maintain staff attendance records for payroll.
- Responsible for confidential reports pertaining to school matters, including free and reduced meal applications.
- Complete forms, compose and type correspondence, memos and reports as required.
- Responsible for enrolling students and obtaining school records.
- Operate computer related to student data, word processing and spreadsheet programs.
- Responsible for general accounting duties related to purchase requisitions, warehouse ordering, and budget management.
- Administer First Aid and physician's prescribed medications in the absence of school LVN, Health Technician or District Nurse.
- Responsible for student attendance accounting and staff time cards.
- Perform other related duties as assigned.

Minimum Qualifications

Education: Completion of high school or General Education Diploma (GED).

Experience:

- Three or more years of secretarial experience required in an office setting.
- Previous school site experience required.
- Computer experience including use of word processors, spreadsheets, and student information systems programs.

Knowledge of:

- Office procedures and practices, including filing systems, typing, telephone techniques and etiquette, record keeping and methods of collecting and organizing data and information.
- Operation of basic office machines and various computer applications.
- Formal business writing applications.
- Correct English grammar, spelling, punctuation, vocabulary and proofreading skills for composing business letters and memos.
- First aid techniques.

Ability to:

- Manage school office in an efficient manner.
- Prioritize workload. Complete work with many interruptions; keep accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Answer telephones, greet the public and represent the District in a calm and professional manner.
- Read, interpret, and apply District policies, practices and regulations.
- Establish and maintain cooperative and effective working relationships with District personnel and others; provide a pleasant welcome to both employees and members of the public.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, firmness and a calm disposition in a hectic environment.
- Type a minimum of 50 words per minute.
- Operate a variety of office equipment and computer utilizing various software packages for database management and preparation of correspondence and reports.

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.

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. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

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; bending and stooping, reaching at, below and above shoulder level; grasping, lifting and moving files and documents typically weighing less than 20 pounds. 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

October 13, 2021

To: All School Office Manager Applicants
From: Danelle Bautista/Classified Personnel
Re: Testing Information - Application Deadline

APPLICATION DEADLINE:

Wednesday, October 20, 2021, 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, October 25, 2021, at 2:00 p.m.

Applicants will not be allowed to enter the testing room after 2:00 p.m.

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:

To Be Determined (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.)

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.

At the time of this announcement we are establishing a list for one open position in our District. **Please complete and submit the application online through EdJoin using the password: onevision.** Incomplete applications will be excluded from the screening process. **Applications will only be accepted through EdJoin.**

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

DB/bl



OPEN AND PROMOTIONAL

October 5, 2021

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

SPECIAL EDUCATION BILINGUAL TECHNICIAN -SUBSTITUTE

Salary: \$20.284/hour

On Call – As Needed

Definition

Under the general supervision of the Director of Special Education, this position will interpret for School Psychologists, Speech/Language Specialists and Special Education teachers, and translate documents and forms, as needed.

Typical Tasks

- Assist in the administration of tests and diagnostic evaluations to Spanish speaking students.
- Attend IEP meetings as requested.
- Accompany certificated staff on home visits to Spanish speaking parents.
- Provide oral/written translations of individualized education programs (IEPs), 504 plans, District held meetings and school/home communication to Spanish speaking parents.
- Type and perform clerical duties as necessary.
- Perform other related duties as requested.

Minimum Qualifications

Education: Completion of high school or General Education Development (GED).

Experience: Paid experience involving participation school or agency programs including experience in translating and interpreting.

Knowledge of: Cultural differences; business office practices, procedures, equipment; and record-keeping techniques.

Ability to: Translate and interpret from English to Spanish and Spanish to English concisely and accurately using proper grammar, spelling and punctuation; follow and use both oral and written communications; learn the vocabulary and technical aspects of the various specialty fields; work independently with little direction; and maintain confidentiality.

Other

Requirements: Valid California Drivers license; have transportation; and be insurable.

Special

Requirement: Must secure First Aid Certificate and CPR Certificate prior to the first day of employment.

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 Conditions

While performing the duties of this position, employees are regularly required to stand, talk, listen, watch, sit, reach, bend and walk, and offer assistance to students and adults who have limited mobility. The noise level of this job is generally moderate. Employees may be exposed to childhood diseases and anti-social behavior.

Physical Demands

Ability to lift up to 50 pounds without assistance and be physically able to assist students who may have physical disabilities. Dexterity of hands and fingers to work with students. Standing or sitting for an extended period of time. Bending at the waist, kneeling, and crouching. Reaching overhead, above the shoulders and horizontally to work with and assist students. Hearing and speaking to exchange information. Seeing to read materials and assist students.

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

October 5, 2021

To: All Special Education Bilingual Technician Applicants
From: Danelle Bautista/Classified Personnel
Re: Testing Information - Application Deadline

APPLICATION DEADLINE:

Until Filled

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

Ongoing (By Appointment)

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:

To Be Determined (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 substitute positions in our District. **Please complete and submit the application online through EdJoin.** Incomplete applications will be excluded from the screening process.

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

**La Habra City School District
Personnel Commission
Classified Service**

ELIGIBILITY TEST

CLASSIFICATION: Community Liaison

Type of List: Open/Promotional

Examination Date: 8/31/2021

Expiration Date: 8/31/2022

Certification Date: 10/19/2021

RANK	NAME	SCORE	REMARKS
	Claudia Leon-Martin		
	Susana Ramirez		

Danelle Bautista
Director of Classified Personnel

Score Verification:_____

**La Habra City School District
Personnel Commission
Classified Service**

ELIGIBILITY TEST

CLASSIFICATION: Special Education Bilingual Technician

Type of List: Open/Promotional

Examination Date: 8/31/2021

Expiration Date: 8/31/2022

Certification Date: 10/19/2021

RANK	NAME	SCORE	REMARKS
	Nataly Tejada Duran		
	Gesica Steele-Henderson		
	Vicky Won		

Danelle Bautista
Director of Classified Personnel

Score Verification: _____