
2. Approval of minutes of the meetings of December 5, 2019.

3. Receipt of minutes of the meeting of December 19, 2019.

**CONSENT ITEMS**

4. Ratification of Reclassification by Director’s Approval: APPROVED
   
   a. Various positions in the Division of Special Education, from Special Education Trainee ($17.83519-22.21376/hr.) to Special Education Assistant ($19.87546-24.75835/hr.) effective November 21, 2019. (RDA 1663, Instructional Assistance Series)
   
   b. Position at Marquez High School, Local District East, from Office Technician ($14.77250-20.51552/hr.) to Senior Office Technician ($17.41162-21.69396/hr.), effective December 19, 2019. (RDA 3025, Clerical Series)
   

5. Approval of revised Class Description recommended, effective January 23, 2020: APPROVED
   
   Principal Human Resources Specialist

6. Authorization of Field of Competition in forthcoming examinations: APPROVED
   
   **Class Title**
   
   Buyer
   
   ($29.86867-37.23830/hr.)
   
   **Recommendation**
   
   Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.
7. Receipt of Correspondence and recommended disposition. (See Addendum)

8. Public Comment
   a. Public employee discipline
   b. Examination Appeals

   **NOTE:** Public comment is for the purpose of hearing issues that are not addressed in staff or Hearing Officer reports. This time should *not* be used to attempt to re-hear the case. Speakers are requested to limit their comments to 1 - 1 ½ minutes with a maximum of 3 minutes for multiple speakers on the same side of an issue. It is preferable that individuals wishing to address these cases do so by submitting a written statement to staff by the close of business on the Thursday preceding the Commission hearing.

9. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to Consider:
   a. Examination Appeals
      ➢ Area Operations Supervisor
      ➢ Building and Grounds Worker
      ➢ Energy and Sustainability Program Manager
      ➢ School Administrative Assistant

10. Reconvene Regular Session and report of actions taken in Closed Session.

11. Consideration of the recommendation of staff on the Examination Appeals for:

    Area Operations Supervisor (Case 0044)
    Building and Grounds Worker (Cases 0045, 0046, and 0047)
    Energy and Sustainability Program Manager (Case 0048
    School Administrative Assistant (Case 0049)


Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to the Administrative Secretary in person or by calling (213) 241-7840.
PRINCIPAL HUMAN RESOURCES SPECIALIST

DEFINITION

Plans, organizes, supervises and participates in the development, administration, and analysis of any combination of position classification and compensation, human resources assessment or recruitment procedures, or staff development, or new employee onboarding.

TYPICAL DUTIES

Supervises, trains and evaluates a staff of professionals and support personnel assigned to conduct classification and compensation studies and/or develop and administer staff development, selection and recruitment projects and coordinates work team assignments.

Develops and implements procedures designed to effectively conduct classification and compensation studies, District-wide training needs assessments and evaluation processes for staff development, and/or expedite and ensure the delivery of qualified eligible candidates for employment, and/or new employee onboarding.

Represents the Personnel Commission, Human Resources Division, or the District before professional and public audiences.

Approves final copies of human resources-related documents.

Participates in cooperative classification or staff development efforts with other employers and associations.

Apply and explain State and Federal employment-related laws, labor agreements, guidelines, and regulations, Personnel Commission Rules, and operating procedures.

Consults with recognized subject matter experts to develop and refine human resources strategies.

Supervises the conduct of classification and compensation studies and/or of research designed to increase the reliability, validity, fairness and effectiveness of assessment, staff development, or recruitment procedures or new employee onboarding.

Supervises and monitors activities related to the computerization of human resources functions, such as salary surveys, performance management, web page management, talent acquisition, applicant tracking, test question banking, test administration, scoring, electronic eligible lists and statistical analysis; and other related programs.

Provides technical supervision and training to the work performed in other offices.

Participates in the recruitment, selection, training and work assignment of Human Resources Specialists, Interns, and Proctors.

Uses technology to effect efficiencies and standardization.

Delivers presentations to administrators, employees, Board Committees and other groups on issues related to specific areas of human resources.

May serve on District committees and coordinate resources within the Personnel Commission or Human Resources Division.

May act for higher level personnel in case of absence.

May perform special studies and investigations regarding employment selection and/or position classification procedures.

May bar applicants for cause from employment and/or employment selection processes after consultation with higher selection personnel.

May set passing scores on tests.

Performs related duties as assigned.
DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Principal Human Resources Specialist plans, supervises and directs the activities of a professional staff and support personnel engaged in classification and compensation, assessment and recruitment activities, or staff development, or new employee onboarding.

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and selection, compensation, employee relations, appeals, training, and the formulation, development, and interpretation of human resources rules, policies and procedures; and supervises a small staff of technical employees or a small staff of technical and clerical employees.

SUPERVISION

General supervision is received from a Personnel Manager; Assistant Director, Personnel; or Deputy Personnel Director. Supervision is exercised over a professional staff, Human Resources Interns and/or clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:
- Merit principles of public human resources selection
- Effective supervisory and training principles and techniques
- Human resources assessment practices and principles including classification and compensation, employment assessment planning and test development, and the investigation of appeals of selection processes
- Human resources research methods, test validation strategies and job analysis methodology
- Statistical analysis methods
- A broad range of selection methods including assessment centers and performance testing
- Professional and legal guidelines and regulations on employee selection procedures
- Related computerized systems and procedures
- Recruitment practices and methods
- Principles of staff development; adult learning theory; and needs assessment methodology
- Laws, processes, and procedures pertaining to new employee onboarding

Ability to:
- Use computers with Microsoft operating systems and word processing, data base, and spreadsheet software and applicant management systems
- Research and disseminate information using the internet
- Effectively utilize contemporary methods for talent acquisition and management purposes
- Supervise, train, evaluate and motivate individual employees and work teams
- Ensure the delivery of work products of subordinate staff in an expeditious manner
- Apply proven contemporary theory and techniques to recruitment, selection, classification/compensation and staff development activities
- Exercise tact, judgment, and sensitivity in meeting and explaining procedures to others at all levels
- Work effectively with District administrators, employees, the public, and representatives from professional and community groups
- Implement and evaluate customer services practices
- Communicate clearly, concisely, and persuasively in writing and orally
ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor’s degree preferably with a major in the behavioral sciences.

Experience:

Five years of professional level technical human resources experience that includes the development and analysis of a wide range of public human resources activities such as classification, compensation, selection, recruitment, or staff development procedures. A master’s degree in one of the behavioral sciences may be substituted for up to two years of the required experience. Two years of supervisory experience that included overseeing professional staff is preferable.

Special:

A valid California Driver License.
Use of an automobile.
A valid California driver license and the availability of private transportation or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
1-23-20
RGK
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR  
TO: THE PERSONNEL COMMISSION  

SUBJECT: PERSONNEL COMMISSION ACTIVITY REPORT FOR THE SECOND QUARTER OF 2019-2020 SCHOOL YEAR

<table>
<thead>
<tr>
<th>CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)</th>
<th>NUMBER OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire Actions</td>
<td>673</td>
</tr>
<tr>
<td>Rehire Actions (from Reemployment Lists)</td>
<td>3</td>
</tr>
<tr>
<td>Promotion Actions</td>
<td>241</td>
</tr>
<tr>
<td>Leave Actions</td>
<td>666</td>
</tr>
<tr>
<td>Substitute Calls - Filled</td>
<td>77% (66,737)</td>
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<tr>
<td>Substitute Calls - Unfilled</td>
<td>23% (19,985)</td>
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<thead>
<tr>
<th>CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)</th>
<th>NUMBER OF</th>
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<tbody>
<tr>
<td>New/Reestablished Classifications</td>
<td>6</td>
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<tr>
<td>Reclassification Studies</td>
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<tr>
<td>No Changes</td>
<td>3</td>
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<tr>
<td>Reclassifications</td>
<td>18</td>
</tr>
<tr>
<td>CD Revisions/Title Changes</td>
<td>22</td>
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<tr>
<td>Duty Statement Reviews</td>
<td>317</td>
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<tr>
<th>TALENT ACQUISITION AND SELECTION BRANCH (TASB)</th>
<th>NUMBER OF</th>
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<tbody>
<tr>
<td>Number of Lists Produced</td>
<td>98</td>
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<tr>
<td>Number of Eligibles on Eligibility Lists</td>
<td>1,262</td>
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<tr>
<td>Number of Applications Received</td>
<td>9,746</td>
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<tr>
<td>Number of Candidates Tested</td>
<td>4,854</td>
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<table>
<thead>
<tr>
<th>ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)</th>
<th>NUMBER OF</th>
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<tbody>
<tr>
<td>Number of Training Sessions Conducted</td>
<td>374</td>
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<tr>
<td>Number of Training Participants</td>
<td>3,126</td>
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<tr>
<td>Number of Tuition Reimbursement Requests</td>
<td>125</td>
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