

FULLERTON SCHOOL DISTRICT PERSONNEL COMMISSION

2017-2018



FULLERTON
SCHOOL
DISTRICT

Great Schools
Successful Kids

NOTE FROM THE CLASSIFIED PERSONNEL DIRECTOR

CHANJIRA LUU

At our CSEA banquet in May 2018, we recognized 95 current Classified employees and 13 retirees for their dedicated service to our District.

Our annual report provides an overview of work activities in the Classified Personnel office during the 2017-2018 fiscal year. A total of 146 recruitments were conducted during this year where a total of 121 regular employees and 138 substitutes were employed in various job classifications.

Seven new job classifications were established and six were revised.

We are proud to have accomplished these activities in support of learning successes for almost 14,000 students.



Numbers at a Glance

2016-2017

2017-2018

714	Total Permanent/Probationary Classified Personnel	727
<i>(Does not include AVID Tutors, Mental Health Therapist Interns, Playground Supervisors, or any substitutes)</i>		
1128	Total Classified Employees	1252
1756	Employment Actions	1547
3915	Job Applications Received	3968
104	Recruitments	146

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ANNUAL REPORT

Visit the Classified Personnel
website at

www.fullertonsd.org

Personnel Commission public
meetings take place once a
month on the third Monday
of the month. Meeting
agendas are posted on the
website.

Our Mission Statement

The Personnel Commission is committed to provide an effective, efficient and equitable personnel system to support high-quality educational programs for all students through recruitment, retention and promotion of highly qualified individuals based on demonstrated job-related knowledge, skills and abilities.

PERSONNEL COMMISSION

Ms. Patricia Haley – Chairperson

Personnel Commission's Joint Appointee

Ms. Haley was appointed to the Personnel Commission on March 18, 2013 to fill Mr. Clarence Hill's remaining term. She was then reappointed for a three-year term, effective December 1, 2017.

Ms. Haley brings to the Commission extensive experience in city government. Ms. Haley has worked for city government serving as the Community Development Director for the City of Yorba Linda from 1992 to 2005 with a myriad of responsibilities including supervision, evaluation and hiring of departmental personnel. As a city employee, she is also familiar with the Merit System.

Ms. Haley received her Bachelor of Arts in History from University of California, Riverside and her Master's in Public Administration from California State University, Fullerton.

Mr. Rodney Lusch - Co-Chairperson

Classified Employees' Appointee

Classified employees first nominated Mr. Lusch to the Personnel Commission on December 1, 2013. Mr. Lusch is a Vietnam Era veteran enlisting in the army in 1972. He was honorably separated in 1974 with a rank of Specialist Fourth Class and discharged in 1978.

He graduated from Cypress College in 1978 with an AA degree and received an Adult Education Life Time Teaching Credential in 1978 for teaching Welding.

Mr. Lusch has been employed with the North Orange County Community College District providing welding and metal fabrication services in its Physical Plant/Facilities Departments beginning November 1, 1980, and retired August 17, 2018. He was a Welding instructor in Adult Education at Cypress College from 1980 through 1983, teaching beginning and intermediate welding and metal fabrication.

Mr. Lusch has extensive experience serving in union officer positions in the California School Employees Association (CSEA), North Orange County CCD/Chapter 167 since 1995. From 2005 he has held the elected office of Chapter President, with this, his final term ending December 31, 2018. He also participated in CSEA's Member intern program as an intern Labor Relations Representative in 2009 and served as CSEA Regional Representative in Region 22 for nine years.

Ms. Janet McNeill – Member

Board of Trustees' Appointee

Ms. McNeill was first appointed to the Personnel Commission by the Board of Trustees on April 28, 2009 and reappointed to a second three-year term, effective December 1, 2015.

She earned a B.A. from Oberlin College and took graduate studies at Columbia and Stanford. Her career has focused on public affairs and publications programs for colleges, universities and other nonprofits with educational missions. As a director or asst./assoc. VP, she has held posts at Stanford, Rice, the University of Redlands, Smith College, Eastman School of Music, and California State University, Fullerton. As PR director for the St. Paul Chamber Orchestra, she supported performance and educational residencies in the U.S. and Eastern Europe. From 1992-1996, she served Peace Corps and USIA on democratization projects in Russia and Kyrgyzstan.

A Fullerton resident since 2001, Ms. McNeill has also enjoyed volunteer posts with several other city nonprofits.



PERSONNEL COMMISSION STAFF

The Personnel Commission staff consists of a Personnel Director and support staff who are charged to carry out the day-to-day personnel activities of the Personnel Commission.

Chanjira Luu

Director, Classified Personnel

Eddie Bui

*Classified
Personnel Analyst*

Yasmin Duque

Administrative Secretary

Martha Roberts

Personnel Technician II

Tracy Heim

Personnel Technician I

The Personnel Commission is composed of three individuals who must be registered voters, reside in the Fullerton School District, and be "known adherents to the principle of the merit system."

EMPLOYMENT ACTIONS

Employment Activity	2016-2017	2017-2018
Employed	176	121
Increase Assignments	34	34
Longevity Increases	178	338
Step Raises	295	241
Promotions	10	12
Reclassifications	0	0
Reinstatements	4	4
Related Class Transfers	14	11
Site Transfers	55	53
ESY/Summer Employment	328	139
Temporary Additional Hours	92	158
Working Out of Classification	27	15
Leaves of Absence	26	36
Resignations/Separations	222	126
Service Retirements	14	13
Terminations	11	10
Voluntary Reduction in Hours	7	9

Total Permanent (Regular)/Probationary Classified Personnel: 727

Substitutes/Playground Supervisors/Limited Term:

Employed	138
Add/Change to Regular/Substitute classifications	31
Separations/Terminations	31

Job Classifications Actions

New Job Classifications

Assistant Director of Transportation Services
 Director of Facilities, Maintenance and Operations
 Director of Purchasing, Warehouse and Transportation
 Director of Risk Management, Workers' Compensation, and Safety
 Food Service Assistant/Transporter
 Mental Health Counseling Specialist
 School Safety Monitor

Job Classification Revisions

Financial Analyst
 Payroll Coordinator
 Personnel Technician II
 Registered Associate: Marriage and Family Therapist or Professional-
 Clinical Counselor or Clinical Social Worker
 Stock Clerk/Transporter
 Supervisor of Maintenance and Operations

2017-2018 Classified Recruitments:

- Account Clerk I
- Administrative Secretary
- After School Program Site Lead (2)
- AVID Tutor (5)
- Bus Driver Trainer
- Bus Driver Training Classes
- Bus Driver/substitute (2)
- Clerical Assistant I
- Clerical Assistant II
- Clerical Assistant II/Bilingual Biliterate (5)
- Computer Technician I (2)
- Custodian I (2)
- Custodian II
- Custodian/substitute (4)
- Employee Benefits Technician
- Food Service Assistant I (4)
- Food Service Assistant I/substitute (2)
- Food Service Assistant/Transporter
- Gardner (2)
- Grounds Equipment Operator
- Health Assistant (5)
- Health Assistant/Bilingual Biliterate (8)
- Health Assistant/substitute (3)
- Instructional Assistant/Bilingual Biliterate/Korean/substitute
- Instructional Assistant/ Bilingual Biliterate /substitute
- Instructional Assistant/ Bilingual Biliterate (2)
- Instructional Assistant/Recreation (10)
- Instructional Assistant/Recreation/substitute (2)
- Instructional Assistant/Regular (9)
- Instructional Assistant/Regular/substitute
- Instructional Assistant/Special Education I (13)
- Instructional Assistant/Special Education I/substitute (6)
- Instructional Assistant/Special Education II B Autism (5)
- Instructional Assistant/Technology (2)
- Maintenance Worker I (4)
- Maintenance Worker II (3)
- Mechanic II/substitute
- Mental Health Counseling Specialist
- Mental Health Therapist Intern (2)
- Occupational Therapist (2)
- Payroll Coordinator
- Personnel Technician I (3)
- Personnel Technician II
- Playground Supervisor (2)
- Playground Supervisor/substitute (5)
- Registered Associate: Marriage and Family Therapist or Clinical Social Worker (2)
- School Office Manager
- School Safety Monitor
- Secretary
- Social Service Assistant (2)
- Social Service Assistant/ Bilingual Biliterate /Spanish
- Speech and Language Pathology Assistant (2)
- State Preschool Service Assistant
- Stock Clerk/Transporter
- Transporter

TOTAL: 146 recruitments

2018 Classified Employee of the Year

Tizoc Castillo

Instructional Assistant/Bilingual Biliterate

Mr. Castillo has been a dedicated Classified employee since 2009.



2018 Orange County Classified Employee of the Year Nominees

Ernest Fregoso

Stock Clerk/Transporter

Laura Lopez-Gonzalez

California English Language Development Test (CELDT) Assessment Assistant

The “CSEY” Awards Program was established by the California Department of Education, “To recognize the professional efforts of exemplary classified school district employees.”

2017 CSEA Chapter #130 Employee of the Year

The following Classified employee was recognized by California School Employees’ Association, (CSEA) Chapter #130 as their CSEA Employee of the Year at the May 2018 Annual Awards Banquet.

Katherine Robinson

Technology Library & Media Assistant

Ms. Robinson has been a dedicated Classified employee since 1996.

FULLERTON SCHOOL DISTRICT

Personnel Commission
1401 W. Valencia Drive
Fullerton, CA 92833
714-447-7455

www.fullertonsd.org

Departments / Classified Personnel

EMPLOYEE SERVICE AWARDS

A total of 104 classified employees received service pins in recognition of their dedicated service to the students and the District.

Years of Service	Number of Recipients
40 years	1
30 years	4
25 years	11
20 years	11
15 years	13
10 years	25
5 years	30

Congratulations to the following dedicated classified retirees:

- Jeanne Maisenbach**, School Office Manager, 38 years of service
- Karen Kingston**, Bus Driver, 31 years of service
- Doris Ruzzi**, Instructional Assistant/Special Education I, 31 years of service
- Michele Sokol**, Payroll Technician I, 28 years of service
- Jaime Alba**, Custodian I, 18 years of service
- Wendy Cochran**, Speech and Language Pathology Assistant, 17 years of service
- Nancy Todd**, After School Site Lead, 15 years of service
- Patricia Morad**, Instructional Assistant/Recreation, 13 years of service
- Madeline DiAddezio**, School Office Manager, 11 years of service
- Martha Ramos**, Food Service Assistant I, 10 years of service
- Anselmo Gonzalez**, Custodian I, 6 years of service
- Linda Oaks**, Instructional Assistant/Technology, 4 years of service
- Howard Prescott**, Assistant Director, Facility Services, 1 year of service

MERIT SYSTEM

The goal of a Merit System is to provide a personnel management system which reflects the practice of “efficiency, fairness and impartiality in the selection, retention and promotion” of classified employees.

The Merit System is legislated through the California Education Code and governed by the Personnel Commission. The Commission consists of three appointed Fullerton residents who must be registered voters, and be “known adherents to the principle of the merit system.”

The Fullerton School District (FSD) has been a Merit System School District since 1966. FSD is committed to the goal of fair and equitable employment practices and is one of approximately 100 school districts in California to utilize the Merit System in the administration of the classified personnel program.

The Personnel Commission consists of a Classified Personnel Director and support staff that reports directly to the Commission.

Merit principles include:

- Recruitment of applicants based on job-related knowledge, skills and abilities
- Retention and promotion of employees based on merit
- All employees and applicants receive fair and equitable treatment
- Equal pay for work of equal value
- Protection of employees from arbitrary action, personal favoritism or political coercion