

FULLERTON SCHOOL DISTRICT PERSONNEL COMMISSION

2016 - 2017



Great Schools
Successful Kids

FULLERTON
SCHOOL
DISTRICT



NOTE FROM THE CLASSIFIED PERSONNEL DIRECTOR

CHANIIRA LUIU

At our CSEA banquet in May 2017, we recognized 107 current Classified employees and 14 retirees for their dedicated service to our District.

Our annual report provides an overview of work activities in the Classified Personnel office during the 2016-2017 fiscal year. A total of 104 recruitments were conducted during the year. During this year, a total of 176 regular employees and 162 substitutes were employed in various job classifications. One new job classification was established and eight were revised.

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



Numbers at a Glance

2015-2016

2016-2017

714	Total Permanent/Probationary Classified Personnel	714
<i>(Does not include AVID Tutors, Mental Health Therapist Interns, Playground Supervisors, or any substitutes)</i>		
1028	Total Classified Employees	1128
1647	Employment Actions	1756
3465	Applications Received	3915
70	Recruitments	104

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ANNUAL REPORT

Visit the Classified Personnel
website at

www.fullertonsd.org

Departments
Classified Personnel

Personnel Commission public meetings take place once a month on the third Monday of the month. Meeting agendas are posted on the web site and placed on the announcement board next to the front entrance to the District office.

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. Janet McNeill – Chairperson

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 ending December 1, 2018.

She earned a B.A. from Oberlin College and took graduate studies at Columbia and Stanford. Her career has focused on leading higher-education public affairs, public relations and publications programs at Stanford, Rice University, University of Redlands, Smith College and California State University Fullerton, and directed PR for Eastman School of Music and the St. Paul Chamber Orchestra.

Ms. McNeill also served four years in residence in Russia and Kyrgyzstan with U.S. Peace Corps and USAID municipal government projects. A Fullerton resident since 2001, she has served on several local boards supporting city nonprofits.

Ms. Patricia Haley – Co-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 ending 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 – Member

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 since 1980. 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 to the present he has held the elected office of Chapter President. 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.



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." (Personnel Commission Rule 20.1.1)

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

Anna Im

Personnel Technician I

EMPLOYMENT ACTIONS

Employment Activity	2015-2016	2016-2017
Employ	146	176
Increase Assignments	44	34
Longevity Increases	161	178
Step Raises	294	295
Promotions	13	10
Reclassifications	2	0
Reinstatements	7	4
Related Class Transfers	15	14
Site Transfers	58	55
Summer Employment	244	328
Temporary Additional Hours	104	92
Working Out of Classification	16	27
Leaves of Absence	11	4
Resignation/Separation	109	222
Service Retirements	16	14
Terminations	13	11
Voluntary Reduction in Hours	10	7

Total Permanent/Probationary Classified Personnel: 714

Substitutes/Playground Supervisors/Limited Term:

Employ	162
Add/Change to Regular/Substitute classifications	42
Separation/Terminations	126

Job Classifications Actions

New Job Classifications

Instructional Technology Support Supervisor

Job Classification Revisions

Administrative Secretary
 Director of Nutrition Services
 Employee Benefits Program Coordinator
 Food Production Coordinator Assistant
 Nutrition Specialist
 Plumber
 Supervisor of Nutrition Services
 Transportation Manager

2016-2017 Classified Recruitments:

- Account Clerk I
- Administrative Secretary
- Assistant Superintendent, Business Services
- AVID Tutor (2)
- Bus Driver (5)
- Bus Driver – Substitute (6)
- Clerical Assistant I – Substitute
- Clerical Assistant II (2)
- Clerical Assistant II/BB (2)
- Clerical Assistant II/BB – Substitute (2)
- Computer Technician I (2)
- Computer Technician II
- Custodian I – Substitute (3)
- Director of Nutrition Services
- Employee Benefits Program Coordinator
- Employee Benefits Technician (3)
- Food Production Coordinator Assistant
- Food Service Assistant I – Substitute (2)
- Health Assistant (2)
- Health Assistant/BB (3)
- Instructional Assistant/BB (Korean) – Substitute
- Instructional Assistant/BB (Spanish)
- Instructional Assistant/Recreation (12)
- Instructional Assistant/Recreation – Substitute (2)
- Instructional Assistant/Regular (4)
- Instructional Assistant/Special Education I (7)
- Instructional Assistant/Special Education I – Substitute (6)
- Instructional Assistant/Special Education II B Autism (4)
- Instructional Assistant/Technology (2)
- Instructional Technology Support Supervisor
- Maintenance Worker II
- Mental Health Therapist Intern (2)
- Occupational Therapist (2)
- Payroll Technician I
- Personnel Technician I (2)
- Playground Supervisor (2)
- Plumber
- Project Liaison
- School Office Manager
- Secretary
- Social Service Assistant (3)
- Supervisor of Nutrition Services
- Technical Support Specialist I
- Transportation Manager
- Transporter/Custodian – Substitute (2)

TOTAL: 104 recruitments

2017 Classified Employee of the Year Nominations

The following Classified employee was nominated by Fullerton School District for the Orange County Classified School Employee of the Year

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

Robin McCormick

School Office Manager
at Sunset Lane Elementary School

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

2016 CSEA 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 2017 Annual Awards Banquet.

Patricia Carpenter

Clerical Assistant II/Bilingual Biliterate
at the District Office

Ms. Carpenter has been a dedicated Classified employee since 1988.

EMPLOYEE SERVICE AWARDS

A total of 107 classified employees received service pins in recognition of their dedicated service to the students and the District.

Years of Service	Number of Recipients
35 years	3
30 years	2
25 years	6
20 years	12
15 years	29
10 years	16
5 years	39

Congratulations to the following dedicated classified retirees:

Mariann Martin, Instructional Assistant/Recreation, 35 years of service
Carol Kerns, Clerical Assistant II, 29 years of service
Lorenzo Botello, Custodian II, 26 years of service
Theresa Miller, Instructional Assistant/Special Education I, 25 years of service
Karin Schubert, Instructional Assistant/Special Education I, 25 years of service
Patricia Koelle, Instructional Assistant/Recreation, 23 years of service
Wendy Rodriguez, School Office Manager, 22 years of service
Louis Auringer, Plumber, 18 years of service
Pauline Hill, Administrative Secretary, 17 years of service
Mary Lopez, Instructional Assistant/Special Education I, 17 years of service
Laura Cabrera, Secretary, 16 years of service
Karen Laiola, Educational Media Assistant, 16 years of service
Martha Enriquez, Clerical Assistant II/BB, 13 years of service
Madeline DiAddezio, School Office Manager, 11 years 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

FULLERTON SCHOOL DISTRICT

Personnel Commission
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www.fullertonsd.org - Departments / Classified Personnel