



FULLERTON
SCHOOL
DISTRICT



Great Schools
Successful Kids



Fullerton School District Personnel Commission



ANNUAL REPORT 2018-2020

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INTRODUCTION

What is the Annual Report?

The 2018-2020 annual report from the Personnel Commission of the Fullerton School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities, and accomplishments of the Personnel Commission during the 2018-2019 and 2019-2020 fiscal years.

What is the Merit System?

The Merit System is a system of rules and procedures, similar to civil service, which governs classified school personnel. The first Merit System law in the nation was passed by the California legislature in 1936. The Fullerton School District became a Merit System in 1966. Today, as in 1936, the Merit System's fundamental purpose is to ensure that employees are selected, promoted and retained without favoritism or prejudice on the basis of merit and fitness. Emphasis is placed on the need to make the system equitable and fair to all segments of the community serviced by the Commission including the general public, the students, the classified employees, and the school district administration.

Merit System Principles

Merit System principles include:

- Hiring and promoting employees on the basis of ability through competitive examination
- Ensuring equal pay for like work
- Protection of employees from arbitrary action, personal favoritism or political corruption
- All employees and applicants receive fair and equitable treatment

CA Ed. Code 45266(a) The personnel director... shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board.

PERSONNEL COMMISSION

What is the Personnel Commission?

The Personnel Commission is the mainstay of the Merit System and operates as an independent body. The Personnel Commission is composed of three individuals who must be registered voters, reside in Fullerton, and be “known adherents to the principle of the merit system”. One Commissioner is appointed by the Board of Education, another is nominated for appointment by the classified employees of the District, and the third commissioner is appointed by the other two commissioners. Each serve alternate three-year terms. Our three Commissioners oversee the activities of the commission staff and give their time and talents to serve the District, classified employees and the entire Fullerton community. They work together cooperatively and with sensitivity to the needs and concerns of the classified employees and the school district.

Primary Functions

The Fullerton School District Personnel Commission fosters the advancement of career services for classified employees through the authority provided in Sections 45220 through 45320 of the California Education Code. To execute its responsibilities as a Personnel Commission, the Personnel Commission must:

- Prescribe rules on a variety of personnel matters to ensure the efficiency of the service and the selection and retention of employees on the basis of merit and fitness
- Classify positions in the classified service by grouping positions in job categories on the basis of assigned duties established by the Board of Education
- Recommend to the Board of Education the salary for new positions established by the Board

CA Ed. Code 45244(c) (c) As used in this section, “known adherent to the principle of the merit system,” with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

MEET THE PERSONNEL COMMISSION

Terms of office are for three years. Appointment dates and Commission positions as of June 2020 are:

| Commissioner | Title | Current Term Expires | Appointed By |
|---------------------------|------------------|----------------------|--------------------|
| Patricia "Pat" Haley | Chairperson | December 1, 2020 | Joint-Appointee |
| Anita Varela | Vice-Chairperson | December 1, 2022 | CSEA |
| Thomas "Tommy" Reminiskey | Member | December 1, 2021 | Board of Education |

Patricia Haley was first appointed to the Personnel Commission on March 18, 2013. Ms. Haley brings to the Commission extensive experience in city government. She served 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.



Anita Varela was first appointed to the Personnel Commission by CSEA in October 2019. An Orange County native, Ms. Varela has been a Fullerton resident since 1985. She spent over 45 years working in public education, as an instructional aide, teacher, administrator, school board member and as a community college instructor and librarian. Now retired she serves as a volunteer for a number of local non-profit organizations. Ms. Varela earned degrees from University of California, Irvine, University of San Francisco and San Jose State University



Thomas Reminiskey was appointed to the Personnel Commission representing the Board of Trustees in April 2020. He attended Valencia Park Elementary School and Nicholas Jr. High School in the Fullerton Elementary School District. Mr. Reminiskey is a graduate of Buena Park High School, Fullerton College and Golden West College. Professionally, he worked in the television broadcasting industry and retired as a Telecommunications Supervisor for the Newport Mesa Unified School District (Merit System) for over 40 years. Mr. Reminiskey is active in the LGBTQ+ community and a volunteer member at the Fullerton Train Museum. In his free time, he is a mountain bike rider on the many trails in Fullerton.



PERSONNEL COMMISSION MEETINGS

- ◇ Regular monthly meetings of the Personnel Commission are generally held on the 4th Monday of every month in the Fullerton School District board room, located at 1401 W. Valencia Drive, Fullerton, CA.
- ◇ The meetings are open to the public and District employees in accordance with the Ralph M. Brown Act.
 - Meeting agendas are posted at least 72 hours prior to the regularly scheduled meeting on the Classified Personnel webpage (www.fullertonsd.org - Departments - Personnel Services - Classified Personnel)
 - All documents and reports related to the agenda items as provided to the Commissioners can be obtained on request from the Director of Classified Personnel prior to or following the meeting.
 - Meeting minutes are archived on the Classified Human Resources Department webpage

2018-2019 Meetings

| <u>Meeting Date</u> | <u>Meeting Type</u> |
|---------------------|---------------------|
| July 16, 2018 | Regular |
| August 20, 2018 | Regular |
| September 17, 2018 | Regular |
| October 15, 2018 | Regular |
| November 5, 2018 | Regular |
| December 10, 2018 | Regular |
| January 28, 2019 | Regular |
| February 15, 2019 | Special |
| February 22, 2019 | Special |
| February 25, 2019 | Regular |
| March 4, 2019 | Special |
| March 13, 2019 | Special |
| March 18, 2019 | Regular |
| April 29, 2019 | Regular |
| May 20, 2019 | Regular |
| June 17, 2019 | Regular |

2019-2020 Meetings

| <u>Meeting Date</u> | <u>Meeting Type</u> |
|---------------------|---------------------|
| July 15, 2019 | Regular |
| August 19, 2019 | Regular |
| August 28, 2019 | Special |
| September 16, 2019 | Regular |
| October 16, 2019 | Special |
| October 21, 2019 | Regular |
| November 18, 2019 | Regular |
| December 16, 2019 | Regular |
| January 27, 2020 | Regular |
| March 11, 2020 | Regular |
| April 20, 2020 | Regular |
| May 18, 2020 | Regular |
| May 28, 2020 | Special |
| June 29, 2020 | Regular |

PERSONNEL COMMISSION STAFF FUNCTIONS

The Classified Personnel Department staff are charged with the administration of all classified employment related transactions, including functions that fall under the purview of the Personnel Commission and the Board of Education, and ensure that the District administers employment transactions in adherence to the principles of merit and in accordance with state and federal employment laws and regulations. The following functions fall under the purview of the Classified Personnel Department:

- ◇ Recruitment Administration*
- ◇ Examination/Selection Process Administration*
- ◇ Certification of Eligibility Lists*
- ◇ Classification of New and Reclassification of Existing Classified Service Positions*
- ◇ Professional Development Planning and Administration
- ◇ Performance Management and Evaluation Administration
- ◇ Layoff Administration*
- ◇ Examination and Disciplinary Hearing Appeals*
- ◇ Employment Transaction Processing
- ◇ Administration of Personnel Commission Rules*
- ◇ Administration of the CSEA Contract Agreement



Classified Personnel/ Personnel Commission Staff

| Title | Name |
|--|----------------|
| Interim Director, Classified Personnel | John Caldecott |
| Classified Personnel Analyst | Eddie Bui |
| Administrative Secretary | Edna Figueroa |
| Personnel Technician II | Martha Roberts |
| Personnel Technician I | Debbie Shandy |

**functions under the purview of the Personnel Commission*

EMPLOYMENT ACTIONS

| <u>Type of Action</u> | <u>2017-2018</u> | <u>2018-2019</u> | <u>2019-2020</u> |
|--------------------------|------------------|------------------|------------------|
| Promotions | 12 | 18 | 10 |
| Reclassifications | 0 | 0 | 20 |
| Transfers | 11 | 88 | 30 |
| Increase in Hours | 34 | 69 | 31 |
| Resignations/Separations | 126 | 117 | 87 |
| Service Retirements | 13 | 11 | 18 |

TOTAL PERMANENT (REGULAR)/PROBATIONARY CLASSIFIED EMPLOYEES:

| | |
|-----------|-----|
| 2017-2018 | 727 |
| 2018-2019 | 799 |
| 2019-2020 | 786 |

TOTAL SUBSTITUTE CLASSIFIED EMPLOYEES:

| | |
|-----------|-----|
| 2017-2018 | 138 |
| 2018-2019 | 155 |
| 2019-2020 | 149 |

TOTAL NUMBER OF APPLICATIONS RECEIVED:

| | |
|-----------|-------|
| 2017-2018 | 3,535 |
| 2018-2019 | 2,373 |
| 2019-2020 | 2,569 |

JOB CLASSIFICATION REVISIONS:

| | |
|-----------|--|
| 2018-2019 | <ul style="list-style-type: none"> • Supervisor, Maintenance & Operations • Sprinkler Repairer • Gardener • Lead Gardener • Grounds Equipment Operator • Technology, Library and Media Assistant |
| 2019-2020 | <ul style="list-style-type: none"> • Instructional Assistant/Special Education II • Instructional Assistant/ Expanded Learning • Bus Driver Instructor • Director, Classified Human Resources • Warehouse Coordinator • Assistant Director, Innovation and Instructional Support • Technical Support Specialist |

NEW JOB CLASSIFICATIONS:

| | |
|-----------|---|
| 2018-2019 | <ul style="list-style-type: none"> • Chef • Food Production Manager |
| 2019-2020 | <ul style="list-style-type: none"> • Visual and Performing Arts Coordinator • Risk Management Technician • Bus Driver Trainer • Instructional Assistant/Special Education III-Cover • Community Liaison • Interpreter/Translator • System Administrator • Data Integration Specialist • Network Specialist • Learning Systems Specialist • Information Systems Specialist I and II • Technology, Library and Media Assistant II |

ESTABLISHED ELIGIBILITY LISTS

Based on a competitive assessment of merit and fitness for classifications in the District, the Personnel Commission approved the following lists:

2018-2019

After School Program Site Lead
 Bus Driver
 Health Assistant
 Health Assistant/Bilingual Biliterate
 Instructional Assistant/Bilingual Biliterate
 Instructional Assistant/Recreation
 Instructional Assistant/Special Education I
 Occupational Therapist
 Payroll Coordinator
 Personnel Technician I
 Speech and Language Pathology Assistant
 Bus Driver Trainer
 Clerical Assistant II
 Instructional Assistant/Regular
 Instructional Assistant/Technology
 School Safety Monitor
 Instructional Assistant/Special Education II B
 Social Services Assistant
 Supervisor of Maintenance & Operations
 Account Clerk III
 School Office Manager
 Technology, Library and Media Assistant
 Account Clerk II
 Maintenance Worker II
 Chef
 Gardener
 Payroll Technician II
 Food Production Manager
 Food Service Assistant/Transporter
 Food Service Assistant I
 Maintenance Worker
 Custodian I
 Site Lead Supervisor
 Transportation Dispatcher

2019-2020

Buyer
 Instructional Assistant/Recreation
 Instructional Assistant/Regular
 Instructional Assistant/Special Education I
 Clerical Assistant II/Bilingual Biliterate (Korean)
 Clerical Assistant II/Bilingual Biliterate (Spanish)
 Health Assistant/Bilingual Biliterate
 Instructional Assistant/Recreation
 Instructional Assistant/Special Education II B
 Payroll Technician II
 Social Services Assistant
 Personnel Technician I
 Administrative Secretary
 Speech and Language Pathology Assistant
 Account Clerk I
 Instructional Assistant/ Expanded Learning
 Irrigation and Sprinkler Repairer
 State Preschool Services Assistant/Bilingual Biliterate
 Bus Driver
 Food Service Assistant I
 Transportation Dispatcher
 Food Service Specialist
 Bus Driver Trainer
 Behavior Intervention Specialist
 Food Service Assistant/Transporter
 Supervisor, Child Development Services
 Reprographics Technician
 Maintenance Worker I
 Maintenance Worker II
 Health Assistant
 Mental Health Counseling Specialist
 Playground Supervisor
 Food Service Assistant III
 Warehouse Coordinator

YEARS OF SERVICE AWARDS

The Fullerton School District has many dedicated Classified employees and recognizes them for their dedicated service to the students and the District. The number of recipients and their years of service are as follows:

2018-2019

| Years of Service | Number of Recipients |
|------------------|----------------------|
| 30 | 1 |
| 25 | 6 |
| 20 | 13 |
| 15 | 10 |
| 10 | 8 |
| 5 | 23 |

2019-2020

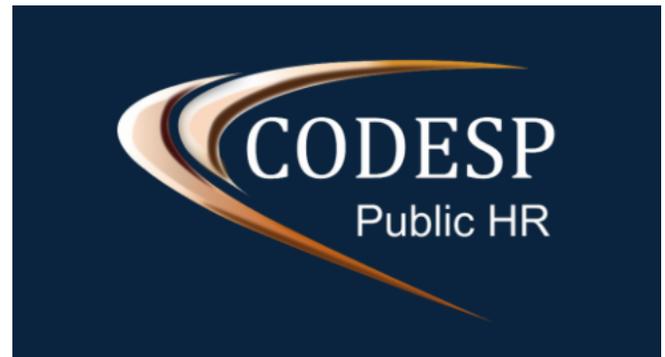
| Years of Service | Number of Recipients |
|------------------|----------------------|
| 35 | 3 |
| 30 | 3 |
| 25 | 4 |
| 20 | 16 |
| 15 | 24 |
| 10 | 17 |
| 5 | 39 |

PROFESSIONAL ORGANIZATIONS

Commissioners and staff are proud members of the following professional organizations:



California School Personnel Commissioners Association
Supporting Education Through Merit



SCIENCE FOR A SMARTER WORKPLACE

