



FULLERTON
SCHOOL
DISTRICT



Great Schools
Successful Kids

Fullerton School District Personnel Commission



ANNUAL REPORT 2020-2021

ANITA VARELA • THOMAS REMINISKEY • JOSE TRINIDAD CASTANEDA

PAUL DEINES MARTHA ROBERTS EDNA GASTELO DEBBIE SHANDY EDDIE BUI

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INTRODUCTION

What is the Annual Report?

The 2020-2021 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 2020-2021 fiscal year.

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
Thomas "Tommy" Reminiskey	Chairperson	December 1, 2021	Board of Education
Anita Varela	Vice-Chairperson	December 1, 2022	CSEA
Jose Trinidad Castaneda* <i>*resigned as of June 2021</i>	Member	December 1, 2023	Joint-Appointee

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.



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



Jose Trinidad Castaneda was appointed to the Personnel Commission in October 2020. His current term is for the period of December 1, 2020 through December 1, 2023. Mr. Castaneda is a Fullerton native, serves on the City of Fullerton Planning Commission, and has served on the Parks and Recreation Commission and South Coast AQMD Youth Council. Mr. Castaneda attended Woodcrest Elementary School, Fern Drive Elementary School, Parks Jr. High School in the Fullerton Elementary School District. Mr. Castaneda is a graduate of Troy High School, Fullerton College and California State University, Los Angeles. Professionally, he works in the environmental non-profit sector.



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

2019-2020 Meetings		2020-2021 Meetings		2020-2021 Meetings (con'td)	
<u>Meeting Date</u>	<u>Meeting Type</u>	<u>Meeting Date</u>	<u>Meeting Type</u>	<u>Meeting Date</u>	<u>Meeting Type</u>
July 15, 2019	Regular	July 27, 2020	Regular	December 14, 2020	Regular
August 19, 2019	Regular	August 11, 2020	Special	January 25, 2021	Regular
August 28, 2019	Special	August 13, 2020	Special	February 22, 2021	Regular
September 16, 2019	Regular	August 17, 2020	Special	March 22, 2021	Regular
October 16, 2019	Special	August 19, 2020	Special	April 26, 2021	Regular
October 21, 2019	Regular	August 20, 2020	Special	May 3, 2021	Special
November 18, 2019	Regular	August 24, 2020	Regular	May 24, 2021	Regular
December 16, 2019	Regular	September 3, 2020	Special	June 28, 2021	Regular
January 27, 2020	Regular	September 21, 2020	Special		
March 11, 2020	Regular	September 22, 2020	Special		
April 20, 2020	Regular	September 23, 2020	Special		
May 18, 2020	Regular	September 28, 2020	Regular		
May 28, 2020	Special	October 26, 2020	Regular		
June 29, 2020	Regular	November 23, 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
Director, Classified Human Resources	Paul Deines
Personnel Analyst	Eddie Bui
Administrative Secretary	Edna Gastelo
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>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
New Hires (Permanent)	139	182	191
New Hires (Substitute)	105	124	205
Promotions	18	10	14
Reclassifications	0	20	2
Transfers	88	30	23
Increase in Hours	69	31	16
Resignations/Separations	117	87	353
Service Retirements	11	18	33

TOTAL PERMANENT (REGULAR)/PROBATIONARY CLASSIFIED EMPLOYEES:

2018-2019	799
2019-2020	786
2020-2021	798

TOTAL SUBSTITUTE CLASSIFIED EMPLOYEES:

2018-2019	155
2019-2020	149
2020-2021	379

TOTAL NUMBER OF APPLICATIONS RECEIVED:

2018-2019	2,373
2019-2020	2,569
2020-2021	3,547

JOB CLASSIFICATION REVISIONS:

2019-2020

- 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

2020-2021

- Electronic Repair Technician II
- Instructional Materials Specialist
- Assistant Director of Business

NEW JOB CLASSIFICATIONS:

2019-2020

- | | | |
|--|---|--|
| • Visual and Performing Arts Coordinator | • Instructional Assistant/Special Education III-Cover | • Network Specialist |
| • Risk Management Technician | • Community Liaison | • Learning Systems Specialist |
| • Bus Driver Trainer | • Interpreter/Translator | • Information Systems Specialist I and II |
| | • System Administrator | • Technology, Library and Media Assistant II |
| | • Data Integration Specialist | |

2020-2021

- Credentials Technician
- Director of Business and Fiscal Services
 - Personnel Specialist

ESTABLISHED ELIGIBILITY LISTS

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

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

2020-2021

School Office Manager
 Health Assistant
 Technology, Library Media Assistant
 Instructional Assistant/Special Education III-Cover
 Instructional Assistant/Special Education I
 Instructional Assistant/Regular
 Instructional Assistant/Recreation
 Food Service Assistant I
 Instructional Assistant/Expanded Learning
 Technology, Library, Media Assistant II
 Personnel Technician II
 Instructional Assistant/Special Education II
 Director of Classified Human Resources
 Payroll Technician II
 Transporter
 Custodian II
 Clerical Assistant II (Regular)
 Credentials Technician
 Computer Technician I
 Playground Supervisor
 School Bus Driver
 Senior Secretary
 Secretary
 Painter
 Social Services Assistant
 Health Assistant/Bilingual Biliterate
 Speech and Language Pathology Assistant
 Maintenance Worker II
 Instructional Assistant II/Bilingual Biliterate (Spanish)
 Information Systems Specialist I
 Custodian I
 Plumber
 Instructional Materials Specialist
 Account Clerk III
 Supervisor, Child Development Services
 Behavior Intervention Supervisor
 Delegated Behind the Wheel Driver
 Community Liaison
 After School Program Site Lead

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:

2019-2020

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

2020-2021

Years of Service	Number of Recipients
30	2
25	1
20	9
15	10
10	9
5	24

PROFESSIONAL ORGANIZATIONS

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



California School Personnel Commissioners Association
Supporting Education Through Merit



PCASC
Personnel Commissions Association
of Southern California

