

SCHOOL SAFETY AND SECURITY MANAGER**DEFINITION:**

Under the direction of the Program Administrator, supervises, advises, and trains campus safety personnel, and participates in the enforcement, security, and protection of students, personnel, equipment and property of the district; provides assistance to district officials, staff, students, parents, citizens, and public safety agencies as appropriate while maintaining a safe environment which encourages, recognizes, and supports traits such as trustworthiness, respect, responsibility, fairness, caring and citizenship; and performs other related work as required.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Participates in the enforcement, security, and protection of students, personnel, equipment, and property of the district; provides assistance to district officials, staff, students, parents, citizens, and public safety agencies as appropriate; coordinates crime prevention and protection activities such as a campus lock-down or truancy sweep in a designated area with local law enforcement agencies; assists school sites where emergencies are in progress or peace and order may be under threat; assess the situation and call for assistance from local law enforcement personnel as needed; respond to calls from district employees on a variety of school safety issues; explain district policies and rules in sections of the Education Code that apply to school systems.

Assists and participates in emergency preparedness, crime prevention, and safety programs; provides assistance in improving campus safety aide skills and abilities, resolving personnel conflicts or problematic situations arising out of assignments, supervises, coordinates, assigns, trains, and evaluates the work of assigned staff engaged in providing campus safety services for the district; works independently in the absence of specific instructions; works with other public safety agencies in emergency and non-emergency situations; assess district sites to identify existing or potential hazards, and advise or implement abatement procedures to avoid injury or accidents during a disaster event.

Communicate and disseminate information to district personnel on program activities and current development in emergency preparedness and disaster planning; provide training media such as a video recording on a specific emergency activity; make presentations and give briefings to district personnel on emergency preparedness; maintains liaison with local law enforcement agencies in matters concerning the school district; may conduct special or confidential investigations requiring advanced operational skills; attends staff meetings and participates in employee development activities as assigned.

Participates in district and campus activities as requested such as, providing training, as requested, on student safety issues, drug, alcohol, tobacco use and abuse, and gang violence issues; red ribbon week, assemblies, student activity days, career days, events, committees, and planning.

EMPLOYMENT STANDARDS**Training and Experience:**

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein. An example is:

Five years of law enforcement or security work, preferably with juveniles or adolescents, and two years in a lead or supervisory role. Graduation from a Peace Officers Standards and Training

(P.O.S.T.) basic academy with a valid California P.O.S.T. certificate, an Advanced P.O.S.T. certificate is desirable. An Associate of Arts Degree or Bachelor's Degree, with a major in administration, justice, business, or public administration is desirable.

Knowledge of:

Policies, rules, and regulations concerning school campus control and appropriate student behavior;
Effective practices for maintaining campus control, security, and safety of students and district personnel;
California Penal and Vehicle Codes and City and County ordinances relating to criminal matters;
Sections of the California Welfare and Institutions and Health and Safety Codes that pertain to Juvenile Court law;
Group dynamics related to adolescents;
Techniques of group and crowd control;
Appropriate use of radio broadcasting equipment;
District safety and fire alarm systems;
Law enforcement methods and procedures related to traffic control, investigations, and identification techniques;
Pertinent school district, Education Code, local and state laws, local ordinances, particularly relating to theft, burglary, arson, malicious mischief, trespass, and other criminal matters;
Principles and practices of modern law enforcement including patrol, investigations, and special operations functions;
Principles and practices of supervision, training, and performance evaluation;
Principles of good interpersonal and public relations;
Basic mathematics;
English usage, grammar, spelling, and punctuation.

Ability to:

Analyze situations and adopt effective courses of action;
Apply and interpret laws, regulations, and rules, as well as district policies and procedures;
Collect and analyze information;
Communicate effectively, both orally and in writing;
Cope with stress and emergency situations;
Deal constructively with conflict and develop effective resolutions;
Deal effectively with juveniles and maintain good relations with school personnel, sworn and non-sworn personnel, and the public;
Demonstrate powers of observation and memory;
Effectively supervise, schedule, and train school safety personnel, maintain discipline, promote harmony, and maintain morale;
Assume responsibility and exercise independent judgment in selecting an appropriate course of action from among many alternatives;
Gather, assemble, analyze, evaluate, and use facts and evidence;
Keep complete and accurate records and prepare concise reports;
Maintain work effectiveness with frequent changes in workload and priority of assignments or dealing in emergency situations;
Meet schedules and timelines;
Obtain information through interview and interrogation;
Operate standard office equipment including computers and current software applications;
Plan, coordinate, and assign activities relative to areas of assigned responsibility;
Operate two-way radio equipment and enunciate clearly when broadcasting;
Respond to emergency and problem situations in an effective manner;
Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergencies;

License and Certificate Requirements:

Shall successfully complete a P.O.S.T. approved course of training related to the role of School District Police Officer pursuant to Sections 832.3 (g) and (h) of the California Penal Code within the first six months of service;
Possession of a valid California class "C" Driver's License;
Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement, and continue to maintain insurability throughout employment.
Possession of a valid First Aid and CPR certificate.

Condition of Employment:

Must be free of any record of conviction for felony, narcotics, or moral offenses, as defined in the Education Code and Penal Code of California;
Must be physically and mentally able to perform the essential duties of the position without hazard to themselves or others;
Must be a U.S. citizen.

PHYSICAL DEMANDS

Employees in this classification drive a vehicle, have direct contact with the public, students and district staff, climb stairs and ramps, walk or stand for extended periods of time, use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, see small details, use a computer and a telephone and other safety and security specific equipment.

WORK ENVIRONMENT

Employees in this classification work inside and outside, have direct contact with other district staff, students, and administration, in the absence of direct supervision; exposure to verbal abuse and harassment, potential physical hazards involved when intervening in anti-social, illegal, and violent behavior; possible fights, verbal and/or physical confrontations; work independently; in situations requiring a high degree of tact and diplomacy; with a high volume of work and stringent deadlines, with continuously changing priorities and intermittent diversions.

Salary Range: M-13

SENIOR BUDGET TECHNICIAN

DEFINITION:

Under supervision of an Administrator, performs technical fiscal work regarding district budget development, control and analysis and review of revenues and expenses of district funds; and performs other related duties as required.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Makes complex arithmetical calculations and verifies computations; assembles, tabulates, checks, and files budgeting/accounting data in the budget area; prepares and enters data for internal computer processing; establishes and maintains journals, ledgers, and other accounting records; prepares reports required by federal, county, state, and other agencies; prepares, verifies, and maintains a wide variety of financial and statistical records and reports; performs financial record keeping operations related to one or more of the district's more complex accounting activities; compares schedules and completes fiscal records and reports; arranges, posts, and balances financial data; posts to general ledger.

Processes documents involved in fiscal transactions; prepares account analysis, when required; prepares trial balance and financial statements; balances specific accounts, and computer prepared reports for reporting purposes; verifies account strings to proper account; provides meaningful analysis of the accounts as requested by site administrators.

Performs more difficult tasks related to the preparation and management of accounting records and reports such as federal, county, and state funded programs, and general accounting; assists in the revision, formulation, and implementation of accounting record keeping systems and procedures; recommends and complies with accounting policies that support overall business goals of the district; provides and prepares documents and explanations to auditors; provides senior management, and/or supervisors with accurate and timely account reconciliation; analyzes and resolves problems with tact and diplomacy; works with construction companies for bond projects; establishes regular communication process with district personnel, site administrators, county and state offices, and other agencies to facilitate information and learning exchange.

Operates a variety of office machines such as copier, typewriter, calculator, personal computer, keyboard terminal, and multi-line telephone; works with computer-based accounting systems in preparing input to the computer and using output reports; ensures all district deadlines are met; trains others on district computer software applications; works under pressure of constant deadlines with frequent interruptions.

EMPLOYMENT STANDARDS

Training and Experience:

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein. An example is:

Four years of experience in budget and/or fiscal record keeping and reporting, involving manual, machine, and computer accounting systems. Graduation from high school supplemented by college-level coursework equal to or more than 16 units in business accounting.

Senior Budget Technician- Continued

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Knowledge of:

Computer-based accounting systems;
Methods, practices, and terminology of budgeting and financial record keeping;
Requirements for input to computer accounting systems;
Report preparation methods and formats;
Problem solving techniques;
Standard office and accounting equipment, including computers;
Financial software applications;
State Education Codes and applicable laws;
Auditing and fiscal control procedures;
Budgeting methods and techniques;
Organizational techniques;
Financial reporting and technical accounting skills;
Accounting standards and procedures;
Correct English usage, grammar, spelling, punctuation, and vocabulary;
Interpersonal skills using tact, patience, and courtesy;
Microsoft Excel, Word, and other current software.

Ability to:

Establish and maintain cooperative working relationships;
Operate computer and appropriate applications;
Operate standard office equipment;
Work effectively in a team oriented environment;
Understand and carry out oral and written directions;
Keyboard at a net corrected speed of 40 words per minute;
Learn in-house system and Standardized Account Code Structure procedure;
Work amidst continuous interruptions and with changing priorities;
Perform complex accounting and budgeting functions without immediate supervision;
Communicate effectively, orally and in writing;
Prepare, review, and maintain various financial and related summaries and reports;
Understand scope of authority in making independent decisions;
Review situations accurately and determine appropriate action according to established guidelines;
Work independently with minimum direction;
Learn district and county computer applications;
Work with computer-based accounting systems;
Make complex arithmetical calculations with speed and accuracy;
Understand accounting system interfaces that include analysis and reconciliation.

PHYSICAL DEMANDS

Employees in this classification use a computer, use fingers repetitively, use a telephone, hear normal voice conversation, speak clearly, sit, walk, use both hands simultaneously, see small details, repetitive twisting or pressure involving wrists or hands, rapid mental/muscular coordination, lift 5 - 25 lbs., exposure to minor contagious illnesses (colds, flu, etc.), stand.

WORK ENVIRONMENT

Employees in this classification work inside exclusively, with a high volume of work and tight deadlines, in direct contact with district personnel and the public, without guidance from supervisor, with continuous interruptions, continuously changing priorities, and exposure to minor contagious illnesses (colds, flu, etc.).

Salary Range: 59-CSEA

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1. Retirement/Resignation, effective as noted:

Nava, Carlos, Stage Operations Technician, Anaheim, 08/08/08

Six, Thelma J., Instructional Assistant, Katella, Retirement, 06/17/08

Tejeda, Adelita, Senior Administrative Assistant, Adult Education, Retirement, 08/22/08

2. Leave of Absence:

Noriega, Geisy, for educational improvement, without pay and without health benefits, from 09/04/08, through the end of the working day on 06/16/09.

White, Allen, for military leave, with pay and with health benefits, from 07/21/08, through the end of the working day on 08/01/08.

3. Employment, effective as noted:

	<u>Range/Step</u>	<u>Effective</u>
Maciel, Juan Rodolfo ASB Extra Service Worker, Oxford	-- --	07/01/08
Maciel-Duarte, Juan ASB Extra Service Worker, Oxford	-- --	07/01/08
Pham, Ho Hai ASB Extra Service Worker, Cypress	-- --	07/01/08

4. Employment for Summer School/Summer Assignment:**A. Campus Safety Aide**

Rodriguez, Priscilla Anaheim

B. Food Service Assistant I

Armas de Guevara, Sonia	District
Eldon, Sheryl Rae	District
Etcheverry, Jose I.	District
Gonzalez, Luisa	District
Guerrero, Maria de Jesus	District
Lay, Lily	District
Lewis, Audrey M.	District
Loya, Leonor	District
Sanchez, Rosa	District
Soto, Alicia	District
Tavarez, Virginia	District
Taylor, Marthan	District

C. Food Service Assistant III

Castro, Nora	District
Rodriguez, Rebeca R.	District
Sobhana, Zakeya	District

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- D. Food Service Site Manager I
Owen, Vena V. District

- E. Instructional Assistant, Special Education
Garcia, Alma Pena Loara
Ocampo, Elide Savanna
Romero, Jennifer Magnolia

- F. Instructional Assistant Severely Handicapped
Fernandez, Carissa Mae Loara
Hartman, William Russell Loara
Harvey, Teri Savanna
Lindsay, Amber N. Savanna
Matveyenko, Viktor Savanna
Nakayama, Ryan Western
Skiles, Diana K. Savanna
Stearns, Kaylin Faye Loara

- G. Office Assistant
Flores, Angelica District

- H. Speech/Language Pathology Assistant
Hollis, Pamela District

- I. Warehouse/Nutritional Services
Carranza, Jaime District

5. Reclassify/Transfer as noted:	<u>Range/Step</u>	<u>Effective</u>
Hobson, Karl From Custodian, Polaris Educational Center, to Custodian, Gilbert South	48/10	07/01

INVOICE

Please submit to your Business Office for payment to CODESP.

CODESP

20422 Beach Blvd. Suite 310
Huntington Beach, CA 92648
Phone: (714) 374-8644
E-Mail: tests@codesp.com

Fax (714) 374-8225

ITEM DESCRIPTION	COST
Membership fee for participation in the Cooperative Organization for the Development of Employee Selection Procedures-CODESP beginning July 1, 2008 and ending June 30, 2009. Taxpayer ID No. 54-2166843	\$1,750.00

Make check payable to: CODESP

Payment by check is expected within 45 days of our receipt of a purchase order.

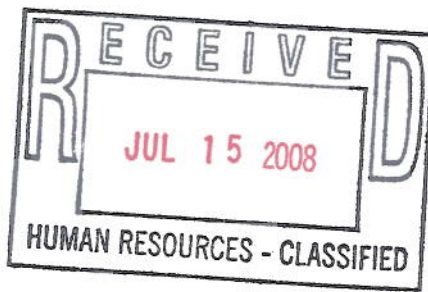


EXHIBIT G*

ANNUAL MEMBERSHIP INVOICE

Invoice Number
2008/09- 015

June 18, 2008

Director Classified Personnel
Anaheim Union High School District
P O Box 3520
Anaheim, CA 92803

Description	Unit Price	Total
Annual Membership Dues		
Personnel Commissioners Association of Southern California (PCASC)		
2008- 2009 (No Change)	\$40.00	\$40.00

Send check* (No purchase orders, please) with copy of invoice to:

PCASC/Treasurer
307 So. Hallrich Street
La Puente, CA 91744-6138

*Please make checks payable to:

Personnel Commissioners Association of Southern California (PCASC)

[Tax ID: 33-0008812]

Personnel Commission
February 2008

TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing Recruiter	MT
Webmaster	5/2/2008	6/9/2008	7/21/08 extended	15	Dual	None	n/a	8/1/2008	n/a			MT
Credentials Technician	6/27/2008	6/30/2008	7/22/2008	15	Dual	None	8/6/2008	8/22/2008	n/a			MR
Maintenance Carpenter		7/14/2008	8/1/2008	15	Dual	None	8/15/2008	8/26/2008	n/a			ME
Translator - Spanish		7/17/2008	8/7/2008	15	Dual	None	Performance	Oral	Bil			MT
Senior Budget Technician	8/1/2008	8/4/2008	8/22/2008	15	Dual	None	Written	Oral				MT



Human Resources • Personnel Commission

Memorandum

DATE: July 29, 2008

TO: Speed Castillo, Personnel Commissioner
Audrey Cherep, Personnel Commissioner
Ron Costello, Personnel Commissioner

FROM: Victoria Wintering, Executive Director, HR
Marie Ragazzo, HR Analyst

SUBJECT: Reclassification Study on Bobby Wragg

INTRODUCTION

A request for reclassification from Bobbie Wragg was received on January 4, 2008 to review her assigned duties under the position of Payroll Technician and compare them to that of the Senior Payroll Technician position. The classification questionnaire was reviewed by Erin Baker, Payroll Supervisor on January 4, 2008.

The Personnel Commission staff reviewed the classification questionnaire and it was noted that the incumbent has been performing complex payroll duties since 2003. The significant difference between the classification specification of the Senior Payroll Technician and the Payroll Technician are: One, Sr. Payroll Technicians are assigned more complex payroll functions; and two, they serve in a lead capacity, providing work direction and reviewing the work of assigned staff.

JOB ANALYSIS

On June 3, 2008, an interview was conducted with Bobbie Wragg in the payroll department, and it was noted that Bobbie was serving in a lead capacity by providing guidance and assistance to other Senior Payroll Technicians, Payroll Technicians, and the Payroll Supervisor with computer programs, spreadsheets, etc. She also instructs the Payroll Technician assigned to Time & Attendance on how to input data into the system and verifies the Payroll Technicians work. She guides and assists other staff with programs and policy issues. During the interview, Ms. Wragg stated that she was assigned more complex payroll functions such as analyzing data from various reports used for adjusting and calculating accruals in accordance with bargaining unit agreements. In addition, she prepares various spreadsheets by downloading, importing and/or merging data from various sources. These spreadsheets are used by various personnel such as the Payroll Supervisor, department heads, and school site timekeepers. Many of the current tasks assigned to Bobbie were initially performed by the Information Systems department staff, such as calculating accruals, creating timesheet attachments/rate sheets, sending sick and vacation balances to secretaries, running totals of sick and vacation balances, monthly increments, and creating special timesheets for

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workability students. However, during the transition from a district mainframe payroll environment to a County web-based payroll/retirement application, those duties are no longer performed by the district's Information Systems department. Therefore, Bobbie has gradually assumed the duties and taken the lead on many of the functions previously performed by the Programmers, Analysts and/or Computer Operators in the I.S. department. Her technical expertise and level of knowledge of the payroll accounting system are crucial to the department. In order to perform these more complex payroll tasks, Bobbie is using advanced spreadsheet features such as working with macros, lookup functions, importing data, and using auditing formulas.

The Personnel Commission staff noted that a definition of, "more complex payroll functions" was needed in order to complete the analysis. Therefore, a meeting was scheduled on July 8th with the Assistant Superintendent of Business, Diane Poore, and Payroll Supervisor, Erin Baker, to define "more complex payroll functions." During the meeting, "more complex payroll functions" were defined as the following: Creating and maintaining spreadsheets for sick and vacation accruals and balances; calculating and adjusting accruals in a Time-Attendance application; keeping a running total of sick and vacation balances, and notifying timekeepers of "must use" balances; verifying Time-Attendance application data entry performed by the Payroll Technician; creating Ad Hoc reports from payroll and Time-Attendance application data; writing technical manuals on how to extract data from a county file of payroll registers named Acquire to create spreadsheets used to review and audit payroll data entry for use by senior staff; auditing final payroll data entry for final county payroll file by checking rates, retirement overrides, union eligible time, and duplicate monthly salaries; creating spreadsheets for strategic resources using multiple sources of data; creating timesheet attachments and rate sheets by extracting data from CDD and downloading it into a spreadsheet used by timekeepers; creating special worksheets; calculating and paying summer "out of class" assignments; auditing monthly increment changes and making changes in various programs.

RELATIVE TIME SPENT PERFORMING DUTIES

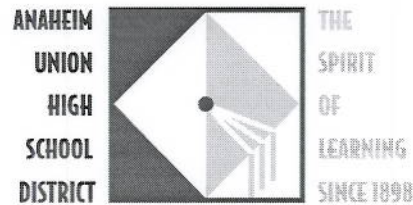
- 15% Performs duties that are consistent with the Payroll Technician classification that is defined as, "Under the direction of the Payroll Supervisor, perform a variety of specialized accounting duties in the area of processing payroll and related records for assigned payrolls; maintain financial, accounting and statistical records, and prepare reports."
- 85% Performs duties that are consistent with the Senior Payroll Technician classification that is defined as, "Under the direction of the Payroll Supervisor, perform a variety of accounting duties in the area of processing payroll and related records for assigned payrolls; maintain financial, accounting and statistical records, and prepare reports; train and provide work direction to assigned staff."
 - 45% Relative time spent on more complex payroll functions.
 - 40% Relative time spent serving in a lead capacity.

CONCLUSION

A final discussion was held on July 29, 2008 to review the findings of the study. Present in the meeting were Payroll Supervisor, Erin Baker; Controller, Bruce Saltz; Assistant Superintendent, Diane Poore; HR Analyst, Marie Ragazzo; and Executive Director of HR, Victoria Wintering. It was determined, during the meeting that Ms. Wragg was performing at the level of Sr. Payroll Technician.

RECOMMENDATION

It is recommended, based on the job analysis, that the Personnel Commission reclassify the position of Bobbie Wragg into the Sr. Payroll Technician position at a salary range of CSEA 59.



Human Resources • Personnel Commission

Memorandum

DATE: August 4, 2008
TO: Personnel Commissioners
FROM: Marie Ragazzo, HR Analyst
SUBJECT: New Classification: Procurement Contract Specialist

Background:

The District Deputy Superintendent requested a new job classification under the title of Procurement Contract Specialist. The position was previously called Buyer and is held by a classified employee. A job analysis was completed and Tim Holcomb, Deputy Superintendent reviewed the new classification.

Currently there are three Buyer positions within the District. Two of which are located in the Purchasing department under the Director of Purchasing. The third position is located in the Facilities department under the supervision of the Director of Planning/Facilities/Construction, John Oskoui; and Deputy Superintendent, Tim Holcomb. In 2005, the department was restructured and the Buyer position was moved from the Purchasing department to the Facilities department. The purpose for the restructure was to enable the Buyer, handling the procurement of commodities such as professional services and school construction, to work directly under the Facilities department. This position is also assigned duties relative to the procurement of goods and services for the Maintenance, and Technology departments. Prior to the restructuring of the department, the duties that are assigned to this position were performed by various departments. Those duties included the bidding process, formerly done by a consulting firm; reviewing and analyzing contract specifications and conducting job walks, were formerly done by the Purchasing Director; the preparation of board items related to the awards or amendments of contracts, was formerly done by the Senior Administrative Assistant in Purchasing; and confirming proper payment against the contract, was formerly done by the Senior Accounting Technician in Accounts Payable. Since 2005, all of the duties listed above in conjunction with the current duties of handling purchases from the Maintenance and Technology departments were allocated to the current position of Buyer assigned to the Facilities department.

Job Analysis:

During the job analysis it was clear that the scope and complexity of the work performed in the current position of Buyer in the facilities department, is more closely aligned with that of a Procurement Contract Specialist. The position performs a variety of analytical

duties in support of District contract administration activities such as the preparation and processing of construction contracts, legal agreements, specifications, and bids in conformance with state and federal codes and other relevant laws including district policies. In contrast, the Buyer positions, located in purchasing, will be responsible for technical duties involving the purchase of materials, supplies, equipment and services for use by the District.

The position requires a high school diploma supplemented by college level coursework in business administration, purchasing, accounting, or closely related field and three years experience in the purchasing, contracting or contract administration.

Recommendation:

It is recommended that the Personnel Commission approve the new job classification of Procurement Contract Specialist on the CSEA salary schedule, range 63.

PROCUREMENT CONTRACT SPECIALIST

DEFINITION

Under general supervision, perform a variety of analytical duties in support of District contract administration activities; analyze, draft and review District contracts for goods and services; prepare and maintain a variety of records and reports related to assigned activities; ensure that ethical procurement procedures are adhered to; and to do other work as required.

ESSENTIAL DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Perform a variety of analytical duties in support of District contract administration activities; assure compliance with applicable laws, codes, rules and regulations; maintain confidentiality of sensitive and privileged information. Analyze public works project specifications; assure appropriate licensing and insurance requirements are met; verify information provided in bid packets. Reviews scope of work; assists in developing and refining contract specifications based on existing standard forms of contract; analyze, draft and review District contracts for goods and services in accordance with established procedures and guidelines. Verifies language of contracts including insurance requirements, calculations, scope of work, and length of services; verify contractor compliance with applicable laws, codes, rules and regulations. Receive and verify contract requests for accuracy of terms, amounts, scope of work, funding, necessary signatures and type of service requests; determine appropriate contract based upon services to be provided. Confer with requestors regarding contract requirements of products and services; modify and review complex agreements and contracts in accordance with factors including District standards, pricing and availability. Write solicitations for bids (Request for Proposals, Request for Quotation, Invitations for Bid) depending upon service/item procured; reviews bidder evaluation criteria. Attend and lead the public opening of bids for public works projects; review bid documents for accuracy and completeness; read bids aloud; verify computations and compliance with applicable laws, codes, rules, and regulations.

Review amendments to contract agreements such as time extensions, additional funding and scope of work modifications for professional services and settlements, submit amendments for Board approval. Prepare a variety of purchase orders; assures accuracy of orders and appropriate approval of signatures; modify purchase orders for amendments, extensions and change orders. Oversee and participate in the preparation and maintenance of vital documents, narrative and statistical reports, records and files related to assigned activities; compose correspondence and memoranda; prepare and complete a variety of contract forms. Receive and respond to Public Information Act requests.

Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities, resolve issues and exchange information; assists legal counsel in preparing settlements, or obtaining information for pending cases; train and provide work direction and guidance to clerical staff. Operate a variety of office equipment including a copier, fax machine, calculator and a computer and assigned software; drive a vehicle to conduct work and attend meetings.

EMPLOYMENT STANDARDS

Training and Experience:

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. An example is:

Three years of experience in purchasing, contracting or contract administration.
Graduation from high school supplemented by college level coursework in business administration, purchasing, accounting, or closely related field.

Licenses and other requirements:

Class C Drivers License is required

Knowledge of:

Terms, procedures and practices utilized in contract agreements and bidding documentation.

Purchasing and accounting practices and terminology.

General principles of contract writing and document preparation.

District organization, operations, policies and objectives.

Record-keeping and report preparation techniques.

Applicable laws, codes, rules and regulations.

Principles and practices of training and providing work direction.

Operation of a computer and assigned software.

Writing skills to prepare clear and concise specifications and reports.

Interpersonal skills using tact, patience and courtesy.

Ability to

Perform a variety of analytical duties in support of District contract administration activities.

Analyze, write and review contracts for goods and services.

Maintain confidentiality of sensitive and privileged information.

Operate a computer and assigned software.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Prepare technical contracts, correspondence and memoranda.

Provide technical information and assistance to contractors, District administration and public.

Prepare and administer service contracts.

Interpret, apply and explain applicable laws, rules and regulations.

Oversee and participate in the preparation and maintenance of vital documents, narrative and statistical reports, records and files.

Train and provide work direction and guidance to assigned staff.

Maintain current knowledge of emerging contract trends and related laws, codes, rules and regulations.

Prepare comprehensive narrative and statistical reports.

PHYSICAL DEMANDS

Employees in this classification stand, sit, walk, lift and carry up to 25 lbs, use fingers, wrists or hands repetitively while applying pressure or in a twisting motion, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, see long distances, and small details, drive a vehicle, use a computer and telephone, have color vision and distinguish shades.

WORK ENVIRONMENT

Employees in this classification work both inside and outside, over 40 hours per week, without guidance from supervisor in direct contact with public, and other District staff, may be subjected to negative interpersonal situations, have high volume of work and tight deadlines with continuous interruptions and changing priorities.

RULE-MAKING AUTHORITY AND DEFINITIONS**1.1 APPLICATION OF RULES****1.1.1 STATUTORY AUTHORITY FOR THESE RULES**

The rules contained herein are established pursuant to the authority of the Personnel Commission under ~~Education Code Sections 45260-45261~~ **Article 6** (Merit System) in ~~Chapter 5 of Part 25 in Division 3 of the California Education Code~~ (**commencing with Section 45240**) of the Education Code and other provisions governing the Merit System Act in the Education Code.

~~It shall be the policy of the commission to submit all new rules or amendments or deletion of existing rules to the Governing Board when:~~

- ~~A. The rule obviously requires Board approval, and~~
- ~~B. It is difficult to define the division of Commission and Board authority regarding the rule in question.~~

REFERENCE: Education Code Section **45241**, 45260
Government Code Section 3543.2

1.1.2 SUBJECT OF RULES

These Rules shall provide for the procedures to be followed by the Board of Education as they pertain to the classified service regarding such matters as:

- a) Applications
- b) Examinations,
- c) Eligibility,
- d) Appointments,
- e) Promotions,
- f) Demotions,
- g) Transfers,
- h) Dismissals,
- i) Resignations,
- j) Layoffs,
- k) Reemployment,
- l) Vacations,
- m) Leaves of absence, work hours and overtime,
- n) Compensation within classifications,
- o) Job analysis and classifications,
- p) Performance evaluations,
- q) Public advertisement of examinations,
- r) Rejection of unfit applicants without competition,
- s) Any other matters deemed necessary by the Commission to ensure the efficiency of the classified service and the selection and retention of employees based on merit and fitness.

REFERENCE: Education code **45260, 45261**

1.1.5 INTERPRETATION AND APPLICATION OF THESE RULES

The Commission recognizes that no set of rules can contemplate all possible combinations of circumstances affecting particular cases. These Rules are to be

applied with consideration of their intent; however, specific and applicable provisions of the Rules shall not be waived, ignored, or superseded because of the ~~unless the Commission determines that there are~~ special circumstances of in a particular cases. The Commission is open to responsible suggestions to amend the rules with prospective application; however, ~~no rule amendment or new rule shall have retroactive applicability~~ **unless by specific authority of the Personnel Commission, after a determination by the Personnel Director, no amendment or new rule shall be applied retroactively.** In such cases, the rule in question will not become effective until it has been approved by the Governing Board.

REFERENCE: Education Code Section 45260

1.1.4 GENERIC TERMINOLOGY

As used in these rules, the term "his" refers to the feminine as well as the masculine **present tense includes the past and future tenses, and the future, the present. The masculine gender includes the feminine. Shall is mandatory and may is permissive.** Singular terms shall be construed to include the plural, and plural terms shall be construed to include the singular.

REFERENCE: Education Code Section 45260

1.1.6 JUDICIAL REVIEW:

If a judicial review or a change in law invalidates any portion of these rules, such finding or amendment shall not affect the validity or the enforceability of the other rules or provisions.

REFERENCE: Education Code Section 45260

1.1.5 **IMPLEMENTATION OF RULES:**

Since the implementation of new rules or amendments to existing rules can impact the Board, Administration, and classified employees, copies of all proposed new rules and amendments will be submitted to the District and exclusive representative of the employees prior to adoption by the Personnel Commission. If the subject matter of a Rule is within the scope of representation, as defined in Government Code 3543.2, and there is contract language on that subject, the Rule shall not apply to employees in the bargaining unit.

1.2 **DEFINITIONS, GENERAL**

Unless otherwise required by context and/or prevailing law, words used in these rules are understood to have the following meanings:

ABANDONMENT OF POSITION: The absence from a probationary or permanent position without proper or authorized permission for three (3) consecutive workdays.

ACT or THE ACT: The Act shall mean those sections of the Education Code of the State of California applying to the "Merit System" ~~to~~ **for** classified employees in certain school districts **that have adopted the Merit System.** It shall include all of the provisions of Article 6, Chapter 5, Part 25, division 3, and applicable provisions of article 1 and 2, chapter 1 and 5, division 1 and article 1 to 5, chapter 5, part 25, division 3, ~~as well as the provisions of Chapter 1 and Articles 1 to 4 of Chapter 5 in Part 25.~~

ALLOCATION: The official placing of a position in a given class and the assignment of the class **to a range on a salary schedule** ~~title to the position.~~

ANNIVERSARY DATE: ~~this is the first day of the pay period next following completion of the required period of service.~~ **The date upon which an employee is first granted an earned salary increment, and the first day of the month next following completion of the required period of service for step advancement.**

APPEAL: **A request for review by an employee relative to an administrative decision of suspension, demotion or dismissal.**

APPLICANT: A person who has filed a District application to ~~take a merit system examination~~ **participate or compete in the District's selection process.**

APPOINTING AUTHORITY OR POWER: The Board of Trustees or its designees, or the Personnel Commission when referring to Commission employees and positions.

APPOINTMENT: The official act of the appointing authority in approving the employment of a person in a specific position.

ASSIGNMENT: **Placement of an appointee into a position. Also refers to the position in which the employee is appointed including hours and months assigned.**

ASSIGNMENT BASIS: The portion of the year for which employment is authorized for a specific position or class.

BENCHMARK: **A common, easily identifiable job category for which salary data is obtained. Salaries for other jobs in the particular occupational group are set according to the relationship of each class to the benchmark.**

BEREAVEMENT LEAVE: **A paid leave of limited duration granted to an employee upon the death of a member of the employee's immediate family or household (See Relative.).**

BOARD OF TRUSTEES: **Governing Board of the Anaheim Union High School District.**

BUMPING: **The process whereby one employee displaces another employee with less seniority in the class.**

CANDIDATE: A person who has **successfully** competed in one or more portions of a ~~merit system examination~~ **the District's selection/examination process.**

CAUSE: **The grounds for disciplinary action against an employee as provided by law, written policy or the Rules of the Commission.**

CERTIFICATED SERVICE: All positions and employees required by law to possess credentials issued by the ~~Commission on Teacher Credentialing~~ **State Department of Education for the State of California.**

CERTIFICATION: The submission of names by the ~~commission~~ **Personnel Director, certified by the Personnel Commission, of the** names of eligibles from an appropriate eligibility list or from some other source of eligibility, to the appointing power or to the department head authorized to make selections subject to the approval of the appointing power.

CLASS: A group of positions **whose duties and responsibilities are** sufficiently similar in ~~duties and responsibilities~~ **so** that the same descriptive title may be used to designate each position; ~~allocated to the class~~; substantially the same requirements of education, experience, knowledge, and ability are demanded of incumbents; substantially the same tests of **merit and** fitness may be used ~~in choosing to select~~ **qualified appointees candidates**; and the same **schedule of compensation** salary range may be applied with equity.

CLASSIFICATION: The process of sorting positions by kinds of work into job categories and then ranking them according to level of difficulty and responsibility. Further, classify means to allocate positions to appropriate classes to determine reasonable relationships within families and to prepare written class specifications.

CLASSIFIED SERVICE: All positions in the District's service to which **are not exempted** the act applies and which are not expected by the **Education Code Act**. See Rule 30.100.

CLASS SPECIFICATION: An official source document that: 1) describes the ~~A formal statement of~~ **duties/tasks, and the responsibility levels, the employee evaluation variables and performance standards, and the organizational and supervisory relationships that are representative of the positions assigned to the class, and which distinguish the class from other classes;** 2) **delineates the proficiencies that an appointee must possess at time of hiring and that are representative of the full-working-level for the class** ~~responsibilities of the position(s) in the class, illustrated by examples of typical tasks, as well as the qualification requirements for employment in the position(s) in the class.~~

CONTINUOUS EXAMINATION(S): A procedure or procedures authorized by the Personnel Commission for the frequent testing of applicants in certain specified classifications.

CLASSIFICATION PLAN: All classes that have been established for an organization and the procedures for plan and specification maintenance as described by the Personnel Commission.

COMMISSION: The Personnel Commission established pursuant to the Act for the Anaheim Union High School District.

COMPENSATION STUDY: The collection of current wage and salary data for the purpose of determining the prevailing wage for certain types of work. The data is usually secured from other public agencies and from private sector businesses in the labor market area. The term also includes the written report containing the data collected.

COMPETITIVE EXAMINATION: The process of identifying the most qualified candidates by impartial testing methods. Qualified candidates are then ranked in order of relative merit on an eligibility list.

DAY: Means a working day on which the district administrative offices are open.

DEMOTION: A change in assignment of an employee from a position in one class to a position in another class ~~that~~ **which** is allocated to a lower maximum salary rate **or**

status. Demotion could occur due to a layoff, or because of a disciplinary action, or because of a voluntary written request.

DIFFERENTIAL or DIFFERENTIAL PAY: A salary allowance in addition to the basic salary rate or schedule, based upon additional skills, responsibilities, or specifically scheduled working hours. It also relates to the size of the interval(s) between steps on a salary range and/or the salary rates (ranges) of related classes.

DISCHARGE or DISMISSAL: Separation from the classified service for cause in accordance with the Rules and Regulations of the Personnel Commission.

DISCIPLINARY ACTION: An action by the Board of Trustees or Commission to deprive a regular employee of their position and/or salary without their consent. Includes suspension, demotion, salary reduction and dismissal.

DISTRICT: The Anaheim Union High School District.

DUAL CERTIFICATION: A special procedure authorized by the Personnel Commission which provides for simultaneous certification in specified cases, under certain specific conditions, from an open eligibility list while and a promotional eligibility list exists in accordance with the examination scores attained by the candidates.

DUTIES STATEMENT: A listing of the specific duties assigned to an individual position. It is sometimes referred to as a "position description."

ELIGIBILITY LIST: A rank order list of names of persons who have qualified on all parts of in a the competitive examination process.

ELIGIBLE: Adjective: legally qualified to be appointed to a position. Noun: A person whose name appears on an eligibility list.

EMERGENCY APPOINTMENT: The appointment of an individual to a regular classified position for a period of time, not to exceed fifteen (15) working days, to prevent the stoppage of public business when persons on an eligibility list are not immediately available.

EMPLOYEE: A person who is legally an incumbent of a position or who is on an authorized leave of absence.

EMPLOYEE ORGANIZATION: Any organization which includes employees of a public school employer and which has as one of its primary purposes representing such employees in their relations with that public school employer, as defined in the Government Code in Sections 3500 - 3540.

EMPLOYMENT LIST: A list of names from which certification(s) may be made. Includes eligibility lists, reemployment lists, and lists of persons individuals who wish to transfer, demote, be reinstated or reemployed after resignation, or be restored after voluntary demotion or reduction to limited-term status.

EMPLOYMENT STATUS: An employee's present appointment indicating whether employee is probationary, permanent, emergency or temporary (includes limited term and provisional).

EXAMINATION: The process of testing and evaluating the fitness and qualifications of applicants.

FIELD OF COMPETITION: Those categories of persons (either from within or outside of the District that have been identified by the Personnel Commission or its designated representative as possessing the necessary qualifications to participate in the District's selection process.

FULL-TIME POSITION: A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is equal to or greater than eighty-seven and a half percent (87.5%) of the normally assigned time of the majority of employees in the classified service of the District.

GOVERNING BOARD: The Board of Trustees of the Anaheim Union High School District (~~Synonymous with appointing authority or power~~).

GRIEVANCE: The procedure through which regular employees may seek adjustment of complaints arriving out of alleged violations of Commission Rules.

GROUP: A number of classes related in duties and responsibilities as set forth in the list of classes established by the Personnel Commission.

HEARING: A formal review of evidence before the Personnel Commission or its designated representative, in the presence of the parties involved in connection with an action affecting an employee and concerning an appeal filed by the employee.

HIRE DATE: Date of original or most recent employment with the District.

INCUMBENT: An employee assigned to a particular position within a class.

INVOLUNTARY LEAVE: Leaves of absence resulting from a disciplinary action; a suspension.

JOB ANALYSIS: The technical process by which positions are studied to define the tasks required to be performed and to determine the knowledge, skills, abilities, other traits and behaviors required to be successful on the job. Used as a basis for classifying positions and developing selection plans.

JOB TITLE: The title assigned to a classification by the Personnel Commission.

LATERAL TRANSFER: The transfer of an employee to a position in a similar or related class with the same salary range.

LAYOFF: Separation from a permanent position because of the lack of work, or lack of funds, or because the position has been abolished or reclassified, or because an employee has exhausted all leave privileges after illness or injury.

LEAVE OF ABSENCE: An approved absence from duty, with or without pay, for a prescribed period of time.

LIMITED-TERM: A term used in the Education Code to designate employment for periods not to exceed six (6) calendar months; or employment of a temporary employee during the authorized absence of a **probationary** or permanent employee. (~~Synonymous with "temporary"~~)

LIMITED-TERM EMPLOYEE: An employee who is serving in a provisional appointment, or as a substitute for a regular employee, or in a position established for a limited **and specified** period of **time of** less than six (6) months.

MAY: A verb indicating that an action is permissive, not required.

MERGING: The act of combining two or more eligibility lists, which were established not more than a year apart, in the rank order of the scores of the eligibles. Even though the eligibility lists have been merged, each list individually expires no later than one (1) year following the date on which it was established by the Personnel Commission; not following the date on which they were merged.

MERIT SYSTEM: A personnel management system in which merit and fitness govern an individual's selection and progress as an employee.

OPEN EXAMINATION: A competitive examination in which any qualified person may participate.

PART-TIME PLAYGROUND POSITIONS: Positions that are hired for less than three (3) hours per day to monitor and supervise a playground or play area during a lunch or recess period.

PART-TIME POSITION: A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than eighty-seven and a half percent (87.5%) of the normally assigned time of the majority of employees in the classified service.

PERFORMANCE EVALUATION: A formal written statement of the quantity and/or quality of the work performed by a person employed in the District's classified service.

PERMANENT EMPLOYEE: ~~In reference to District employment status,~~ An employee who has completed an initial probationary period in **any classification with the District** ~~the classified service~~ ~~In reference to employment status in a specific class,~~ an employee who has completed a probationary period for that classification.

PERMANENT POSITION: A position established for a continuing and indefinite or unlimited period of time, or for a fixed period of time, in excess of six (6) months.

PERSONAL NECESSITY LEAVE: A leave of absence with pay for a limited duration which may be taken for reasons of personal need as specified in the Education Code, Collective Bargaining Agreement, and the Rules and Regulations of the Personnel Commission. Such leave is charged against the employee's earned cumulative sick leave, and is limited to a maximum of seven (7) days per school year.

PERSONNEL COMMISSION: A three-member committee established pursuant to the requirements of "The Merit System Act" to administer the Merit System in the Anaheim Union High School District. Also referred to as the "Commission."

PERSONNEL DIRECTOR: As used in these Rules, the term refers to the person appointed by the Personnel Commission to act as its designated representative in administering the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission. Also referred to as the Director of Human Resources – Classified.

PERSONNEL COMMISSION STAFF: Those persons appointed by the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

POSITION: A group of duties and responsibilities assigned by competent authority **which requires either** ~~requiring~~ the full or part-time employment of one person on a permanent or limited-term basis. A position can only be established by action of the Board of Trustees, **or by the Personnel Commission for a member of its own staff.**

POSITION CLASSIFICATION: The process of categorizing jobs by occupational group, series, class, and grade, according to similarities and differences in duties, responsibilities and qualification requirements.

POSITION TRANSFER: The relocation of an employee between job sites within the same classification.

PRIVILEGE: A benefit that is discretionary (which may or may not be granted); in contrast to a right (which must be granted).

PROBATIONARY PERIOD: A trial period of ~~six months or one year~~ **one hundred and thirty (130) days, or two hundred sixty (260) days for executive, administrative, and supervisory employees, of paid service (excluding days absent for illness or injury)** following an ~~original or promotional~~ appointment to a ~~permanent position~~ from an appropriate eligibility list.

PROMOTION: A change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate.

PROMOTIONAL LIST: An eligibility list resulting from a promotional examination limited to qualified employees of the District.

PROVISIONAL APPOINTMENT: A temporary appointment of a person to a permanent or limited-term position **which is** made in the absence of an appropriate eligibility list, **for a period of time** not to exceed **ninety (90) working days or 126 working days in any one fiscal year** except in ~~specified circumstances~~ when no one is available on an appropriate eligibility list.

PROVISIONAL EMPLOYEE: A person employed while the examination process is being conducted to fill the position for less than 90 consecutive days or 126 days per fiscal year.

REALLOCATION: Movement of an entire class from one salary schedule range or hourly rate to another salary schedule range or hourly rate.

RECLASSIFICATION: The removal of a position or positions from one class and placement into another as a result of a gradual change in class assignment as a result of a change in duties.

REEMPLOYMENT: Reassignment **The return** to duty of an employee **in a class** who ~~has been~~ **were** laid off or reassignment of a former **permanent** employee within thirty-nine (39) months in a lower class than that from which he had resigned or in a limited-term status. **An additional twenty-four (24) months is available if the laid-off employee has accepted a lesser position in lieu of lay off.** Also applies to former employees of the District who are returned to employment for a limited period of time following their retirement(s).

REEMPLOYMENT LIST: A list of names, **in rank order of seniority**, of persons who have been laid off from permanent positions by reason of a lack of work, lack of funds, abolishment or reclassification of positions, **exhaustion of illness or accident leave privileges**, or other reasons specified in the **Rules and Regulations of the Personnel Commission**, and who are eligible for reemployment without examination in their former class **arranged in order of their right to reemployment or classes within a period of thirty-nine (39) months following the date of layoff.**

REGULAR EMPLOYEE: An employee who has probationary or permanent status **with the District.**

REGULAR STATUS: Probationary or permanent status in the classified service of the District.

REHIRE DATE: The date of most recent regular employment with the District.

REINSTATEMENT: A reappointment without examination, after resignation, to a position in the employee's former class **within 39 months.**

RESIGNATION: A voluntary written or oral statement from an employee **requesting to be terminated from employment**

RESTORATION: ~~Includes "reemployment" (see above). Also The reassignment to duty of an employee to the same class and status that he held when he resigned. Also, the reassignment of an employee who had **has** demoted to his/her former class. or to a related class or, after reduction to limited term status, to permanent status.~~

RESTRICTED EMPLOYEE: An employee hired into a position which is limited to persons from low-income groups or from designated geographical reason or to those who meet other specified criteria. Restricted employees are not entitled to permanent status, seniority, promotional opportunities or to appeal rights in the event of disciplinary action.

RULE OF THREE: The applicant choice available to an appointing power from a ranked eligibility list; selection may be made only from those eligibles in the first three ranks, who are ready and willing to accept appointment to the specific position.

SALARY RANGE: A series of consecutive salary steps that comprise the rates of pay for a classification.

SALARY RATE: A specific amount of money **authorized to be** paid for specified period of service, i.e., dollars per hour or month. **on a hourly, daily, weekly, monthly, or annual basis for a particular classification, assignment or contract.**

SALARY SCHEDULE: The complete list of ranges, steps, and rates of pay for the classified service. (often referred to as the salary matrix).

SALARY STEP: A specific rate in a salary range. ~~One of the consecutive rates that comprise a monthly or hourly salary range.~~

SENIOR MANAGEMENT: A classified employee in the highest position in a principal program area with responsibility for formulating policy or administering the program or is the fiscal advisor to the superintendent.

Senior management positions are part of the classified service, are afforded all rights, benefits and burdens of the classified service, except they are exempt from permanent status in the senior management position.

SENIORITY: Status secured by length of service in a classification for determining the order of layoff when positions within a classification are eliminated. In addition, seniority is used to calculate the extra points for employees taking promotional examinations.

SEPARATION: The termination from employment of an employee Leaving a position; includes resignation, dismissal, layoff **and** retirement etc.

SERIES: A number of classes closely related in **into an occupational hierarchy and arranged in a list in order to indicate occupational levels in a group.**

STATUS: Tenure which is acquired in a classification by reason of examination, certification from eligibility lists, election or appointment by the appointing power, and the successful completion of the probationary period. **The employee's present standing in the classified service, e.g. full-time, part-time, probationary, limited-term or permanent.**

STEP ADVANCEMENT: Movement to a higher step on the salary range for the class as a result of having served the required number of months in that class during the preceding twelve months until the maximum step has been achieved.

SUBSTITUTE EMPLOYEE: An employee **A person who is temporarily occupying a regular position during the absence of the incumbent.**

SUSPENSION: An enforced absence of an employee with or without pay for disciplinary purposes, or pending **the outcome of an investigation of charges made that have been filed against the **an** employee, **pursuant to Education Code 45304.****

TEMPORARY: Employment on the basis of other than permanent or probationary **status, e.g. limited-term or provisional status.**

TRANSFER: The reassignment of an employee without examination from one position to another position in the same class, or to a position in a similar or related class with the same salary range. **See lateral or position transfer.**

UNCLASSIFIED SERVICE: All positions and employees not in the classified or certificated service; i.e., those exempted by laws. See Rule 30.100.

WAIVER: The voluntary relinquishment by an eligible of any right to be considered for appointment from an eligibility list.

REFERENCE: Education Code Sections 45103, 45127, 45194, 45256, 45260, 45261, 45262, 45269, 45270, 45275, 45285, 45286, 45287, 45290, 45292, 45294, 45296, 45298, 45301, 45302, 45305, 45307, 45309

1.3 VIOLATION OF MERIT SYSTEM LAWS

1.3.1 VIOLATION SHALL BE CRIMINAL ACT: Any person who willfully or through culpable negligence violates any of the provisions of Article 6, commencing with Section 45240 of the Education Code is guilty of a misdemeanor.

REFERENCE: Education Code Section 45317

1.3.2 OTHER UNLAWFUL ACTS: In addition to the prohibition on unlawful acts outlined in Rule 1.3.1, it is also unlawful for any person:

1.3.2.1 Willfully, either alone or in cooperation with another person, to defeat, deceive, or obstruct any person with respect to any right of examination, application, or employment under the Merit System laws of the Education Code or the Rules and Regulations of the Personnel Commission.

1.3.2.2 Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under the Merit System laws of the Education Code or the Rules and Regulations of the Personnel Commission, or to aid in doing, or make any false representation concerning the same of the person examined.

1.3.2.3 Willfully to furnish to any person any special or secret information regarding contents of any examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under the Merit System laws of the Education Code or the Rules and Regulations of the Personnel Commission.

REFERENCE: Education Code Section 45317

Chapter 2

THE PERSONNEL COMMISSION

2.1 ORGANIZATION OF COMMISSION

2.1.1 Terms

By law, the term of each Commission is for three years and expires at noon, December 1. The term of one Commissioner expires each year. On or about September 1 of each year, the Personnel Director shall notify the Governing Board of the name and home address of the Commissioner whose term will expire and whether or not he will accept re-appointment. The notification shall also list the appointing authority and indicate that the board must follow the provisions of Education Code Section 45216.

2.1.2 Officers

At its first meeting following December 1 of each year, the commission shall elect one of its members as Chairman and another member as Vice Chairman, to serve a term of one year or until their successors are duly elected.

2.1.3 Quorum and Majority

Two members shall constitute a quorum for any regular or special meeting of the commission. The affirmative vote of two members shall be necessary to approve any action.

2.2 MEETINGS

2.2.1 Regular Meetings

Subject to cancellation or proper change, the commission shall meet on the second Tuesday of each month in the District Education Center. When the regular meeting date falls on a holiday, the commission shall meet on the next succeeding business day, unless at a prior regular meeting it designates some other day for its meeting. In cases of emergency, the commission may meet at some other time and/or place within the boundaries of the school district, provided that at least 48 hours notice is given to employee and administration representative and posted on the commission's official bulletin board.

2.2.2 Adjourned Regular Meetings

The commission may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes. When an order of adjournment of a regular or adjourned meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour designated for regular meetings.

2.2.3 Special Meetings

Special meetings may be called at any time by the chairman and shall be called upon the written request of any two members. Written notice shall be delivered personally or by mail to each member of the commission.

Notice must also be given to each of the following who have filed written requests for such notice; each local newspaper of general circulation, radio or television station, and recognized employee or other organization. Such notice must be delivered personally or by mail at least 24 hours before the time of such meetings as specified in the notice. A copy of the notice shall be posted on the commission's official bulletin board. The order shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the commission.

2.2.4 Public Meetings

All regular and special meetings of the commission shall be open and public, and all persons shall be permitted to attend any meetings of the commission, except as provided in Rule 20.200.5. This rule shall not be construed as permitting employees to be absent from duty to attend commission meetings.

2.2.5 Closed Sessions

The commission may hold closed sessions to consider the employment or dismissal of any employee or to hear complaints or charges brought against such employee, unless such employee requests a public hearing. The commission shall not consider any matter in closed session relating to any employee unless the employee has been notified of his right to a public hearing, at least 48 hours in advance, and has declined the public hearing or properly failed to request same. The commission may hold closed sessions also to consider administrative matters relative to its own staff and to consider examination materials as provided in these rules.

2.2.6 Agenda and Supporting Data

- A. Insofar as possible, at least 48 hours prior to every regular or 24 hours prior to every special commission meeting, the agenda shall be provided to the designated representative of all employee organizations representing district classified employees. When practical, supporting data will be furnished in advance. The agenda will also be posted on the commission's official bulleting board and distributed to news media which have requested it.
- B. Individual employees, employee organizations and other interested parties may submit their written views on any matter before the commission, except those matters listed in Rule 20.200.5, and will be provided reasonable opportunity to present their views orally. The commission will consider their comments and recommendations prior to arriving at a course of action.
- C. It shall be the policy of the Personnel Commission to provide opportunity to all persons who wish to be heard at commission meetings. Persons who wish to speak concerning items not on the agenda will be granted five minutes for their presentations. Each person wishing to speak to an agenda item, will be granted not more than five minutes, unless this time is extended by the Chairman of the commission. Persons using abusive, insulting, threatening, or profane language shall be declared of order by the Chairman of the commission, and shall not be permitted to speak until they can deport themselves in an appropriate manner.

2.2.7 Amendment, Deletion, or Addition to Rules

- A. All proposals from any source, to amend, delete, or add to these rules will be considered a "first reading" at the meeting in which they are first presented to the commission. They will not, unless a critical emergency exists, be acted upon at that meeting.
- B. At the "first meeting", the commission will set a date for commission action on the proposal, which date shall not be less than the net regular meeting of the Personnel Commission. It shall also instruct the Personnel Director to refer the proposal to interested persons or organizations for comment and recommendation.
- C. Insofar as possible, interested parties shall submit their reactions to proposals in writing on or before the stipulated agenda deadline date and shall have the right to present reactions to the commission orally at the appropriate commission meeting.

2.2.8 Minutes

The Personnel Director shall record in the minutes the time and place of each meeting, the names of the commissioners present, all official acts of the commission, and the votes of the commissioners. When requested by him/her, a commissioner's dissent or approval his/her reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. Copies of the official minutes shall be distributed to recognized employee organization representative who have requested them.

2.3 COMMISSION EMPLOYEES

2.3.1 Status of Commission Employees

The Personnel Director and other persons required to carry out the responsibilities of the commission shall be employees of the Personnel Commission. However, they shall be considered part of the classified service, and the rules, procedures, benefits, and burdens pertinent to the classified service shall apply to commission employees, except as the commission may specifically direct.

2.3.2 General Duties of the Personnel Director

- A. The Personnel Director shall perform all of the duties and carry out all of the functions imposed upon him/her by law and these rules. He/She shall act as secretary to the commission and shall issue and receive all notifications on its behalf. He/She shall direct and supervise the employees of the commission and conduct administrative transactions consistent with the law and necessary to the proper functioning of the office and staff of the commission.
- B. The Personnel Director shall conduct classification, salary, and rules studies and shall make such other investigations directed by the commission as he/she deems necessary to his/her responsibilities.

- C. In cases where two or more rules appear to be in conflict, or when no rules provides a clear-cut answer to a problem, the matter shall be decided by the Personnel Director, subject to appeal to the commission.

2.4 MISCELLANEOUS PROVISIONS

2.4.1 Communications

- A. Communications and requests shall, insofar as practicable, be in writing. Communications and requests shall be acknowledged and replied to, noting official commission action when appropriate.
- B. Individuals or groups who wish to present proposals for action by the commission, shall be encouraged to present them to the Personnel Director for placement on the commission agenda. It is against the policy of the commission to take up proposals except at open meetings, although the commission may designate one of its members to investigate a specific subject.

2.4.2 Budget

The Personnel Director shall prepare and submit to the commission, a proposed operating budget for the commission for the next ensuing fiscal year. The budget shall be submitted not later than the first commission meeting in May. After approval by the commission, the budget shall be submitted to the County Superintendent of Schools as provided in Education Code Section 45253.

2.4.3 Annual Report

- A. The Personnel Director shall prepare, as required by Education code Section 45266, an annual report of commission activities. When approved by the commission, the annual report shall be submitted to the Board of Trustees.
- B. The report shall be prepared for commission approval as soon after each fiscal year as possible and no later than a meeting in November. The report shall cover commission activities for the preceding fiscal year.