



SAN LORENZO UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
2017-2018
ANNUAL REPORT

COMMISSIONERS

Marvin Kingdon



(Bargaining Unit Appointee)
Term: 12/01/15 - 12/01/18

Commissioner Kingdon has spent more than 2/3 of his life associated with this school district. First as a student at Arroyo High School 1972 - 1976, then employed as a Groundskeeper in 1977. He was laid off for 10 months in 1979 as a consequence of Prop. 13 which reduced education funding. He was hired back as a Groundskeeper in 1980, and has since worked as an Equipment Operator, Custodian, and Bus Driver. He was promoted to High School Building Foreman and retired from that position in 2014. He was appointed to The Commission by CSEA with consensus from other classified stakeholders in 2015.

Diana Souza



(Joint Appointee)
Term: 12/01/16 - 12/01/19

Commissioner Souza, holds 20 years of Human Resource experience. She has also served as a Councilmember for our neighbor to the north, the City of San Leandro. She was appointed to The Commission by joint decision of both the Bargaining Unit and Board Appointees in 2016.

Justin Hutchison



(Board Appointee)
Term: 12/01/17 - 12/01/20

Commissioner Hutchison is a lifelong resident of the Washington Manor neighborhood where he grew up attending SLzUSD public schools and graduating from Arroyo High School. Currently he sits on both the SLzUSD Personnel Commission and the City of San Leandro Parks and Recreation Commission. In his spare time he enjoys spending time exploring the Bay Area with his wife Jennifer and his three children whom all attend or graduated from San Lorenzo public schools. He was appointed to The Commission by the SLzUSD Board of Education in 2017.

COMMISSION STAFF

Randy Perez

Director, Classified Personnel

Heidi Kaye

Human Resources Analyst - Classified

Michelle Schofield

Human Resources Analyst - Classified

Samah Rahman

Human Resources Technician

WELCOMING A NEW COMMISSIONER

In December of 2017, we said farewell to a long standing Commissioner and former Board member, Isabel Polvorosa. Ms. Polvorosa was a committed and dedicated public servant to the San Lorenzo school community for many years. She was a strong advocate for the Merit System principles and was a wonderful support for me in my role as Director of Classified Personnel.

Justin Hutchison was appointed Commissioner to replace Ms. Polvorosa's seat on the Commission. Mr. Hutchison is active in community service having served as Commission Chair for San Leandro Parks and Recreation Department. He has enrolled and completed the Merit System Academy and has proactively made efforts to learn the Merit System and uphold its principles. In his short time on the Commission, he has made his presence felt by infusing his own professional experiences and perspectives in human resources operations. We are excited to have him on our Commission.

ABOUT THE PERSONNEL COMMISSION

Adopted by the San Lorenzo Unified School District in 1963, the Merit System is intended to provide fairness, due process rights, and merit-based employment opportunities to classified employees. Its primary function is to ensure, to the greatest extent possible, that the District hires and promotes qualified employees through a consistent, lawful and job relevant testing and hiring process. This is accomplished through a set of rules and regulations adopted by the Personnel Commission of the San Lorenzo Unified School District. The Merit System rules and regulations are authorized pursuant to Article 6 of the Education Code, commencing with code section § 45240 and concluding with code section § 45320.

The Personnel Commission of the San Lorenzo Unified School District is an independent governing body composed of three commissioners. One commissioner is appointed by the largest classified bargaining unit, one commissioner is appointed by the governing board, and the third commissioner is jointly appointed by the two other commissioners. Commissioners serve a three year staggered term, with the term of one commissioner expiring each year.

CLASSIFICATION AND COMPENSATION

Since the update provided in last year's annual report, we are pleased to announce that the compensation and classification study has been fully implemented for employees in the following classified groups: CSEA, Confidential, San Lorenzo Management Association (SLMA), and Supervisory. The implementation for SEIU is partially completed with the compensation piece in full effect and the classification component still being negotiated. Up to this point, approximately fifty one (51) new classifications were approved by the Personnel Commission. In addition, occupational groups were established and class hierarchy was defined within those groups. Finally, in accordance with data collected from the surrounding and selected job market, the salary ranges for each class by group was set. This is a major accomplishment that came about through collaboration, hard work and a sincere commitment to address pay inequities experienced by our classified workforce.

PERSONNEL COMMISSION GOALS AND STANDARDS

This year, the Personnel Commission staff has taken measures to increase efficiency, service and quality. We are in the process of implementing a new testing software that will provide us with a broader battery of performance based examinations, and will automate the tabulation of scores. In addition to increasing accuracy of data, we believe that with a more streamlined exam process, our efficiency will improve and result in decreased turnaround time for eligibility lists. Finally, a broader battery of exams will allow us to target with better accuracy the particular set of skills and abilities required of our jobs. As a result, we project higher quality in our eligibility lists. Our 2016-2017 standard for the time it takes to establish an eligibility list beginning with the date a requisition is received in HR was 35 workdays. Our 2018-2019 goal is to decrease the eligibility list turnaround time from 35 workdays to 30 workdays. We will be using an online spreadsheet, to which all administrators have access, to determine whether we are meeting our standards. The online tool will also aid in determining where we can make improvements when we fall short of the 30 workday standard.

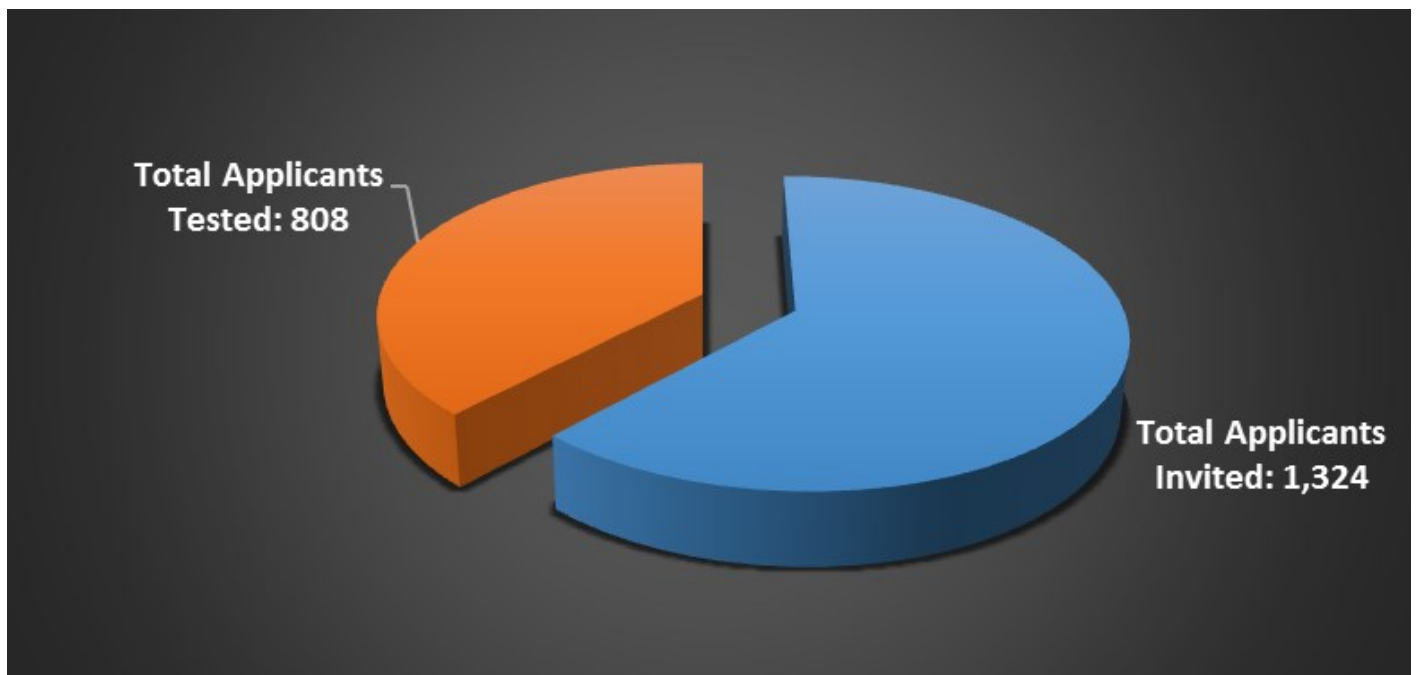
The Personnel Commission staff is finalizing an Administrator's User-Guide for Neogov, our applicant database system. We will be rolling this out soon. The idea is to provide administrators with a user friendly reference guide on the use of Neogov. Our entire requisition, recruitment, and candidate referral process is conducted through Neogov, and our administrators often have questions on how to use the automated system. We intend to still serve as live-voice support for administrators, but we'd also like to provide them with a reference guide that they can access to answer many of their simpler questions.

RECRUITMENT ACTIVITY—2017-2018

	Fiscal Year 2016-2017	Fiscal Year 2017-2018
Recruitments Conducted	89	78
Lateral Postings	81	79
Applications Received	2,073	2,516
Applicants Tested*	469	808
Eligibility Lists Established	97	66
Candidates Referred	N/A	833

*Additional Information Regarding Applicants Tested	Fiscal Year 2016-2017	Fiscal Year 2017-2018
Written Examinations Conducted	90	94
Number of Applicants Invited	N/A	917
Number of Applicants Tested	N/A	482
Oral Board Examinations Conducted	57	61
Number of Applicants Invited	N/A	387
Number of Applicants Tested	N/A	314
Performance Examinations Conducted	4	3
Number of Applicants Invited	N/A	20
Number of Applicants Tested	N/A	12

Applications Processed in 2017-2018



Of the total applicants we invited to examinations, we had a 61% participation rate. We did not track this data in the 2016-2017 fiscal year.

POSTINGS—2017-2018

Title of Classification	Number of Recruitments
Absence Control Specialist	1
Administrative Assistant	4
Assistant Superintendent-Business Services	1
Attendance Technician	2
Building Maintenance Technician	1
Bus Driver	2
Cafeteria Deliver Driver	4
Campus Security Officer	1
Career Center Specialist	2
Certificated HR Analyst	2
Child Nutritionist	1
Computer Media Specialist	3
Construction Manager	1
Custodian	2
Director Of Facilities and Operation	2
Director of Child Nutrition and Food Services Assistant	1
District Translator- Spanish	1
District Translator- Arabic	1
Elementary School Cashier	3
Financial Technician	1
Groundskeeper	1
Human Resource Technician	1
Maintenance Craftperson-Electrician	2
Maintenance Craftperson-Painter	1
Office Assistant	2
Office Manager	2
Paraeducator	3
Paraeducator-Autistic	4
Paraeducator-Bilingual	1
Paraeducator-Physical Handicapped/ Severely Handicapped	4
Paraeducator-Special Education	4
Payroll Technician	1
Personnel Commissioner	1
Position Control/Benefits Technician	2
Program Project Assistant	1
Registrar	1
School Community Liaison	1
School Lunch Helper I	5
School Office Assistant	1
Senior Attendance Technician	2
Senior Office Assistant	1
Total Recruitments	78

TRANSACTIONS PROCESSED—2017-2018

Transaction Type	Fiscal Year 2016-2017	Fiscal Year 2017-2018
Promotional Appointments	7	19
Probationary Appointments	82	51
Reinstatements	2	3
Layoffs	4	1
Re-employments	0	5
Separations	75	70
Retirements	12	18
Limited Term & Provisional Assignments	25	25
Exempt Employees Processed	N/A	88
Student Workers Processed	N/A	15

SUBSTITUTE ACTIVITY—2017-2018

Title of Substitute Posting	Number of Postings	Number of Substitutes On-Boarded
Substitute Administrative Assistant	1	4
Substitute Cafeteria Delivery Driver	2	1
Substitute Campus Safety Assistant	1	11
Substitute Custodian	2	21
Substitute Elementary School Cashier	1	6
Substitute Groundskeeper	1	2
Substitute Paraeducator	1	4
Substitute Paraeducator Special Ed	1	14
Substitute Paraeducator PH/SH	1	7
Substitute School Lunch Helper I	1	11