

San Lorenzo Unified School District
Regular Meeting of the Personnel Commission
Wednesday, January 10, 2018 at 4:30 p.m.
The Board Room
15510 Usher Street
San Lorenzo, CA 94580

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 15510 Usher Street, San Lorenzo, CA 94580 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's website at www.slzUSD.org

1. **Call to Order**
2. **Flag Salute**
3. **Commissioner Roll Call**

Marvin Kingdon, Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Diana Souza, Vice-Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Justin Hutchison, Member	<input type="checkbox"/> present	<input type="checkbox"/> absent
4. **Approve the Meeting Agenda of January 10, 2018** **ACTION**
5. **Public Comment**
Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.
6. **Approve the Meeting Minutes for the Following:** **ACTION**
 - **December 13, 2017**
7. **Approve the Following Eligibility Lists:** **ACTION**
 - **Director of Facilities & Operations**
 - **Paraeducator – PH/SH**
8. **Information Items:**
The following items are presented for information only.
 - **Elementary School Cashier – Substitute**
 - **School Lunch Helper I**
9. **Commissioner's Report** **INFORMATION**
10. **Director's Report** **INFORMATION**
 - **CSPCA Annual Conference**
11. **Public Comment**
Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.

Adjournment

**Next Regular Personnel Commission Meeting
Wednesday, February 14, 2018 at 4:30 p.m.
District Office Board Room**



SAN LORENZO UNIFIED SCHOOL DISTRICT
Personnel Commission

**Minutes for Regular Meeting
December 13, 2017**

- CALL TO ORDER Commissioner Polvorosa called the meeting to order at 4:30 p.m.
- FLAG SALUTE Commissioner Polvorosa led the flag salute.
- ROLL CALL Commissioners Polvorosa and Kingdon were present.
- APPROVE AGENDA A motion to approve the December 13, 2017 Meeting Agenda was made by Commissioner Kingdon and seconded by Commissioner Polvorosa.
- Comments: None
- Ayes: Polvorosa, Kingdon
- OATH OF OFFICE Oath of Office for new Personnel Commissioner Justin Hutchison was administered by Board President, Janet Zamudio. Commissioner Polvorosa passed the gavel to Commissioner Kingdon.
- Comments: Board Member Sinegal and Fred Brill, Superintendent, commented.
- ROLL CALL Commissioners Souza, Kingdon, and Hutchison were present.
- PUBLIC COMMENT Chris Stevens, SEIU, commented on the handling of Temporary Reassignment.
- ELECTION OF PERSONNEL COMMISSION POSITIONS Commissioner Souza nominated Commissioner Kingdon as Chair and Commissioner Hutchison seconded. Commissioner Kingdon accepted.
- Comments: None
- Ayes: Souza, Hutchison
- Commissioner Kingdon nominated Commissioner Souza as Vice-Chair and Commissioner Hutchison seconded. Commissioner Souza accepted.
- Comment: None
- Ayes: Kingdon, Hutchison
- APPROVE MINUTES A motion to approve the November 8, 2017 Meeting Minutes was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Comments: None

Ayes: Kingdon, Souza, Hutchison

APPROVE ELIGIBILITY
LISTS

A motion to approve the following eligibility lists was made by Commissioner Souza and seconded by Commissioner Kingdon.

- District Translator/Interpreter (Spanish)
- Elementary School Cashier
- Paraeducator – Special Education
- School Lunch Helper I

Comments: Personnel Commission staff provided hire information

Ayes: Kingdon, Souza, Hutchison

INFORMATION ITEMS

The following recruitment announcements were provided for information only:

- Custodian
- Cafeteria Delivery Driver
- Maintenance Craftsperson, Electrician
- Maintenance Craftsperson, Painter
- Office Manager
- Paraeducator
- Paraeducator, Autistic
- Paraeducator, PH/SH
- Paraeducator, Special Education
- Paraeducator, Substitute
- Senior Office Assistant

Comments: Staff will continue to provide the recruitment announcements in the agenda packet.

CONFERENCE ITEM

The Personnel Commission previously approved financially sponsoring a CSEA member, not to exceed \$1000, to attend the Annual Paraeducator Conference. The Commission was provided a concealed list of names to select from and Ytzya Sanchez was randomly selected to attend at the expense of the Personnel Commission. Teffany Malone was selected to attend at the shared expense of the Personnel Commission and the Special Education Department.

DISCUSSION ITEM

Director Perez discussed bilingual positions in relation to District need and the Education Code.

Comments: Bev Kral, IT Technician II, and Mr. Brill commented.

COMMISSIONER'S
REPORT

No reports.

Comments: Doug Marr, SEIU, and Mr. Stevens welcomed Commissioner Hutchison.

DIRECTOR'S REPORT

Director Perez announced that the Classified Human Resources Assistant classification was moved from the Confidential Policy and salary schedule to the

CSEA Bargaining Unit and salary schedule.
Comments: Cindy Ornelas, CSEA, commented.

PUBLIC COMMENT

None.

CLOSED SESSION

Commissioner Kingdon recessed to closed session at 5:33 pm.

Government Code §54954.5 – Public Employee Discipline/Dismissal/Release
The Personnel Commission will meet in closed session to discuss the request for an appeal hearing by a classified employee.

RECONVENE TO
OPEN SESSION

Commissioner Kingdon reconvened to open session at 6:16 p.m. It was reported that a Hearing Officer will be contracted to conduct an appeal hearing for a classified employee.

ADJOURNMENT

Commissioner Kingdon adjourned the meeting at 6:17 p.m.

NEXT REGULAR
MEETING

The next regular Personnel Commission Meeting will be held on Wednesday, January 10, 2018 in the San Lorenzo District Office Board Room.

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**COMPETITIVE
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Director of Facilities & Operations

ANNUAL SALARY: \$105,703-129,174 Range 34 SLMA

ESTABLISHED: December 12, 2017 LIST EXPIRES: December 12, 2018

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Oral General Fitness</u>	<u>50%</u>
<u>Oral Technical</u>	<u>50%</u>


CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Andrew Mixer</u>

COMMENTS:	Applications Received:	16
	Passed Screening:	06
	Written Exam Attendees:	04
	Technical Oral Exam Attendees:	02
	Passed Oral Exam Process:	01
	Total on Eligibility List:	01

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

10/13/2017
Date


Signature

Personnel Commission Approval 1/10/18
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

ELIGIBILITY LIST FOR:

CLASSIFICATION: Paraeducator – PH/SH

HOURLY SALARY: \$17.92 – 21.83 Range 51 CSEA

ESTABLISHED: December 21, 2017 LIST EXPIRES: December 21, 2018

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written Examination</u>	<u>PASS/FAIL</u>
<u>Oral Technical</u>	<u>100%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>**Taylor Watson</u>
<u>2.</u>	<u>***Leylane Cortez</u>
<u>3.</u>	<u>*kamika Curry</u>
	<u>*Lisbet Duran</u>
	<u>*Shari Starr</u>
	<u>Ian Poole</u>

COMMENTS:	Applications Received:	06
	Passed Screening:	06
	Passed Written Exam	03
	Oral Exam Attendees:	01
	Total on Eligibility List:	06

*Merged from Elist Expires 8/1/18
**Merged from Elist Expires 4/18/18
***Merged from Elist Expires 2/08/18

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

1/5/2018
Date


Signature

Personnel Commission Approval 1/10/18
Date



**SAN LORENZO UNIFIED SCHOOL DISTRICT
invites applications for the position of:**

**ELEMENTARY SCHOOL CASHIER -
SUBSTITUTE**

SALARY: \$15.09 /Hour

OPENING DATE: 12/15/17

CLOSING DATE: Continuous

BASIC FUNCTION:

Under general supervision, assist in the preparation and service of school lunches; perform routine tasks in an elementary school cafeteria; and to do related work as required.

ESSENTIAL FUNCTIONS:

Assists with general cleaning;
Assists in all phases of the school lunch preparation;
Heats and serves lunches;
Cleans kitchen area and appliances;
Puts stock away, orders and stores food and supplies;
Sells a la carte and snack items, issues free lunch tickets;
Prepares daily sales reports;
Performs other duties of a School Lunch Helper I or II;
Collects and counts money and prepares deposit slip.

Qualifications

Knowledge of:

Basic food preparation procedures;
Basic food utensils and appliances;
Basic mathematics;
Sanitation principles applicable to food preparation and serving and kitchen maintenance.

Ability to:

Read and write English;
Follow oral and written instructions;
Operates machines found in school cafeterias or Central Kitchen;
Work in an efficient, sanitary and safe manner;
Receive cash and make change accurately and quickly;
Maintain cordial relations with co-workers, children, school staff and public.

EDUCATION & EXPERIENCE REQUIREMENTS:

Six months of experience at the School Lunch Helper I level, or one year of experience in a public or commercial establishment performing the duties of a helper.

Education:

Equivalent to completion of twelfth grade or informal education sufficient to insure ability to perform job duties.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the

eligibility list in order of their relative merit as determined by these competitive examinations. Qualified candidates on the eligibility list will be contacted for Substitute, Limited Term, and Provisional positions.

A background check will be conducted to all candidates that will be considered. There is a \$70 fingerprint fee that the candidate is responsible for and a clearance of Tuberculosis is also required prior to employment.

OTHER IMPORTANT INFORMATION: Hours, schedules, and locations for the ELEMENTARY SCHOOL CASHIER - SUBSTITUTE position vary.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.slzsd.org>

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650

Position #18-102
ELEMENTARY SCHOOL CASHIER - SUBSTITUTE
SR

Educating for Success



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces an Open Competitive Recruitment to establish an eligibility lists for:

SCHOOL LUNCH HELPER I

School Year; 10 Hours/Week

SALARY: \$13.77 - \$16.94 Hourly

OPENING DATE: 12/13/17

CLOSING DATE: 01/09/18 04:00 PM

BASIC FUNCTION:

Under supervision, assist in the preparation and service of school lunches; perform routine tasks in the Central Kitchen or a school cafeteria; may be required to handle cash; and to do related work as required.

ESSENTIAL FUNCTIONS:

Assists with general cleaning;
Assists in all phases of the school lunch preparation;
Serves lunches and a la carte items;
Washes pots and pans;
Cleans kitchen area and appliances;
Puts stock away, stores food, supplies and equipment;
Orders and sells food items as required.

Knowledge of:

Basic food preparation procedures;
Basic food utensils and appliances;
Basic mathematics;
Sanitation principles applicable to food preparation, serving and kitchen maintenance.

Ability to:

Read and write English;
Follow oral and written instructions;
Operate machines found in school cafeterias, or in the Central Kitchen;
Work in an efficient, sanitary and safe manner;
Receive cash and make change accurate and quickly;
Maintain cordial relations with co-workers, children, school staff and public.

EDUCATION & EXPERIENCE REQUIREMENTS:

Experience:

Basic cooking experience or training as a Cafeteria Substitute.

Education:

Equivalent to completion of twelfth grade or informal education sufficient to insure ability to perform job duties.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are currently as follows:

Written Examination - January 19, 2018

Exam Location will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. **Eligibility list established from this recruitment will be used for full-time, part-time and limited term positions.**

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 ½ years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified eligibility list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, where less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzUSD.org>

Recruitment #18-94
SCHOOL LUNCH HELPER I (OPEN COMPETITIVE)
HK

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650
