

**BARSTOW UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
District Office Board Room
551 South Avenue H, Barstow, California, 92311

AGENDA
REGULAR MEETING – February 9, 2023
PERSONNEL COMMISSIONERS

Jason Gee	Olga Prindle	Ms. Beverly Stoops
Board Appointee	Employee Appointee	Joint Appointee
<i>Member</i>	<i>Vice Chairperson</i>	<i>Chairperson</i>
Term Expires: 12/2025	Term Expires: 12/2024	Term Expires: 12/2023

THE REGULAR MEETING IS OPEN TO THE PUBLIC, HOWEVER THE WEARING OF FACE COVERINGS/MASKS IS ENCOURAGED. THE REMOTE VIEWING NOTICE ON PAGE THREE (3) WILL PROVIDE DIRECTIONS ON HOW TO VIEW THE MEETING."

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call/Establishment of Quorum**
4. **Public Comment – Audience:** A Personnel Commission meeting is a business meeting of the Commissioners held in a public form to comply with the Brown Act. This is an opportunity for citizens to make suggestions and identify concerns about matters on the agenda or other Classified Personnel matters or suggest topics for future agendas. Those in-person attendees wishing to address the Commission are invited to fill out a "Request to Speak" card and present it to the Secretary prior to this portion of the agenda. Individuals will be addressing the full Commission, *not individual Commissioners* and shall be asked to stand whenever possible while presenting their comments. For the record, any individual addressing the Commission shall first state their full name. The Commission has a policy limiting speakers to not more than three (3) minutes.
5. **Adoption of the Agenda**
9. **Reports/Updates/Announcements**
 - a. Commissioner Reports
 - b. CSEA Updates
 - c. District Updates
 - d. Director Report
6. **Adoption of the Agenda**

Next Regular Meeting Thursday, March 9, 2023 @ 4:30 p.m.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 551 South Avenue H, Barstow, California 92311. In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Commission Office. ***Please allow 72 hours prior notice to enable the District to accommodate such requests.***

7. **Discussion/Information**

- a. CSPCA Annual Conference Q&A
- b. Corrected November 10, 2022 PC Meeting Minutes

Consent/Action/Conference Session

8. **Consent List.** It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. ***Consent items are routine in nature and can be enacted in one motion without further discussion.*** This procedure conserves meeting time for a full discussion of significant issues.

- a. Approve Corrected October 13, 2022 Minutes– Regular Meeting
- b. Ratify the CBO/Business Manager Eligibility List
- c. Ratify the Lead Nutrition Services Worker Eligibility List
- d. Ratify the Office Assistant Eligibility List

M_____ S_____ V_____

9. **Conference/Action Items**

- a. Approve the Extension of the Administrative Assistant-Department Eligibility List.
- b. Approve Personnel Commission Sponsored Attendees at CSPCA Virtual Merit Academy
- c. AB 2045 Banding Support Letter

10. **Closed Session.** Adjourn to Closed Session if needed and return to Open Session to report any action taken in Closed Session.

11. **Adjournment.** There being no further business to come before the Commission, it is recommended that the meeting be adjourned.

M_____ S_____ Time_____

Next Regular Meeting Thursday, March 9, 2023 @ 4:30 p.m.

Remote Access to Barstow Unified School District Personnel Commission Meeting


In accordance with community guidelines from the Center for Disease Control, the Barstow Unified School District will allow for remote participation at the upcoming Personnel Commission meeting on Thursday, January 12, 2023. The public will be permitted to attend the meeting within the board room or may, utilize the chat feature while viewing the Personnel Commission Meeting via live stream at the following link:

[BUSD Personnel Commission Meeting February 9, 2023](#)

The public may view the Personnel Commission meetings live on the Barstow USD website at <https://www.busdk12.com> or click on the following link: [Web Streaming Meetings](#).

Remote Public Comment

During the upcoming Personnel Commission Board meeting public comment will be accepted via chat while viewing the live meeting. If you would like to comment remotely, please follow the protocols below:

- Click on the "Chat"  symbol located on the right-hand side of your screen.
- Identify the item you wish to comment on in your message
- Comments on each Consent/Discussion/Public Hearing item will be accepted after the start of the meeting and up to when the Commission Chair announces that public comments are closed
- Each comment will be read aloud by a member of staff as received
- Comments received outside of the comment period outlined above will not be reflected in the minutes

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
February 9, 2023

INFORMATION AGENDA ITEM

SUBJECT: CSPCA ANNUAL CONFERENCE Q & A

BACKGROUND INFORMATION

This item is for information only. The following questions were asked by Commissioner Gee via email after the conference. The Directors response is included.

I learned a lot as a new commissioner. I think the biggest takeaway I got was that the Personnel Commission should help add value to the district by acting as an extension of the HR department and being partners with both the union and district. Here are some ideas that were shared at the conference. I don't know if BUSD already implements any of these ideas, but I asked the other commissioners, and they don't think we do:

Barstow USD is a small district that has Personnel Services, not HR. Most of what is done for both Classified and Certificated is within the scope of Personnel Services and falls under the Assistant Superintendent, Personnel Services – Mr. Jorge Gutierrez. As the Director of Classified Personnel, I oversee the two HR Technicians; all three of us make up the Classified Personnel. As a single-hatter Merit System Director; my primary responsibility is as the Secretary to the Personnel Commission, directly responsible as the Commission's in the trenches, day-to-day employee for all things Commission part of which is to ensure the Commission does not infringe into the area of Collective Bargaining. Secondary to that is my oversight and supervision of the processes and staff in the Classified Personnel office. This secondary oversight has me ensuring Board Policies, Collective Bargaining Agreements and the PC Rules are followed. In small districts such as Barstow; where there is a good relationship with the District, the Labor Organization; the Director is a neutral entity – available to provide information to both sides. Whether a Merit District or not, the staff (HR Technicians) are responsible for many tasks that would and have been done where merit or not. The Director of Classified Personnel in a Merit District is the only staff member that is hired by the Personnel Commission; evaluated by the Personnel Commission and would/could be laid off when the Merit System is voted out.

Pinning ceremonies. I think it is a good idea to recognize the length of service of our classified employees and this will help boost employee morale and retention. Nothing big, just something like we did for our outgoing commissioners. Maybe once or twice a year we invite employees to a PC or Board meeting and pin them and recognize them for 1,3,5,10,15,20,25 years of service etc.

The District sends out longevity pins for 5, 10, 15, 20, 25 have certificates sent to the Sites/departments every year in the spring. Individuals with 30, 35 and 40 receive longevity Apples (red, gold, crystal) and are invited to a Board meeting. Those with longer longevity are case by case. This past year all the 5, 10, 15, 20, 25 certificates were included during the Employee Appreciation Picnic and those who did not attend had their certificates sent to their sites.

Site visits. It may be a good idea for the Director and/or Commissioners to periodically visit school sites to observe and meet classified employees working on the job and see their working conditions. I don't know if this will have any impact on PC policies, but it may boost employee morale and show that we are supporting our employees.

As a member of Cabinet and as prescribed by the Superintendent, I have a site visit weekly and meet with the Site administrator. The employer/District is sole proprietor of working conditions and any concerns or problems related to working conditions falls under conditions of employment and falls within the scope of labor relations/negotiations/grievance procedures.

Internal recruitment flyer email. They said at the conference that 60% of new classified hires come from internal recommendations by other district employees. Some districts send out a pdf flyer to all employees like the attached sample.

Recruitments are opened and posted on Edjoin with paper bulletins distributed to all sites and departments; however this is covered as well under collective bargaining. When changes in that arena are made, classified personnel make the required changes to methods of distribution.

Addition to this agenda item – All recruitment bulletins as well as Transfer/Demote notifications are sent **via email to ALL classified employees.*

On-boarding welcome flyers. In addition to sending new employees a new hire packet, some districts email a welcome flyer to the new employee and also an announcement flyer to site staff to introduce the new employee to staff prior to showing up. The employee's photo and announcement provide security, so staff won't be surprised by seeing an unfamiliar face on campus and gives staff the opportunity to welcome the new employee and make them feel more at home at their first day on the job. See attached.

Onboarding is an employer (District) process. All new employees receive ID badges as well as a Notice of Employment that outlines their site, their classification, their FTE/hours and their shift hours. Site administrators receive a copy as well and the information is part of the Board report which is a public document included with the agenda for the Board meeting.

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
February 9, 2023

AGENDA ITEM

SUBJECT: CORRECTED MINUTES OF NOVEMBER 10, 2022 – REGULAR
MEETING

BACKGROUND INFORMATION

This item is for information only as there is no longer a quorum of Commissioners who were present at the meeting to approve the minutes.

DIRECTOR'S RECOMMENDATION

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:

Regular Meeting of the Personnel Commission
BARSTOW UNIFIED SCHOOL DISTRICT
District Office Board Room
551 Avenue H, Barstow, CA 92311

MINUTES
Thursday, November 10, 2022

1. Call to Order: Chairperson Larry Notario called the regular meeting of the Personnel Commission to order at 4:33 p.m.
2. Pledge of Allegiance: Commissioner Notario led the audience in the Pledge of Allegiance.
3. Roll Call/Establishment of Quorum: Chairperson, Larry Notario, Vice Chairperson Beverly Stoops not present, Commissioner Olga Prindle was present.

Observation of those in attendance: Director Duwel, Assistant Superintendent Jorge Gutierrez, HR Technician Julie Grounds.

4. Public Comment: None
5. Reports/Updates/Announcements:

a. Commissioner Reports:

Olga Prindle mentioned Happy Birthday to Marines.

Larry Notario informed that he has had a lot of fun doing what he has been doing. Notario shared that he believes the backbone of the District is Classified Staff and without them nothing will not get done. He hopes that he has done all that was expected of him during this time and appreciates the support from Ms. Duwel and staff and all of the staff and at the next meeting they will have a great replacement.

b. CSEA Updates:

R. Gonzales informed that a Fundraiser was held at Chipotle 3 times more fruitful as the previous ones. Gonzales shared \$133.49 was made on this fundraiser currently at \$180 which is close to the goal of \$200.00 for the Student Scholarships. Looking for future ones at The Habit, Foster Freeze, and Los Domingo's possibly. Meeting will be next week, moved up due to holidays, still receiving more nominations for executive board, and negotiations team and have enough to cover each position offering many options for voting in November. Getting ready for the December Potluck Meeting. Thanks L. Notario for all the work he has done and wishes him good luck for the next chapter and looking forward to working with Mr. Gee at next months meeting. Upcoming Negotiations Team on November 17th.

c. District Updates:

Assistant Superintendent had to leave for an emergency.

d. Director Report:

Director Duwel gave a breakdown of total classified employees.

Wished Marines a Happy Birthday!

Tomorrow is Veteran's Day signaled end of World War 1 with the agreement that hostilities will end at the 11th month at the 11th hour.

November 24 Thanksgiving Day

Director Duwel also included the Flyer for the next upcoming Conference that will be Agendized next month for Commissioners Prindle and Gee.

6. Adoption of the Agenda: M: O. Prindle S: L. Notario
Ayes: 2 Nays: 0

7. Presentation - Presentation of Appreciation to former Commissioner Raynette Greaver, The California School Employee Association Local 306 Employee Appointee who was selected in 2019 as their appointee.

L. Notario shared that he recalls the time in October 10 2000 first day at BHS, and recalls R. Greaver's desk in the Guidance Office and learned a lot and appreciate all he help. R. Greaver appreciates L. Notario always listening and willingness to discuss and communicate.

8. Discussion/Information – Nutrition Services Staffing Update Briefing

P. Duwel informed that she has put together a list of statistics, however it was not included in the report 10 Individuals that were recent hires NSW1's and 5 more are on hold. A posting for Nutrition Services Worker II's that closes November 17th and hoping to test and have a good list for next month's meeting and perhaps Interviews before Christmas Break. Statistic include Vacancies, Eligibility lists, Testing since January 2020. 19 NSW recruitments open including 1I's, II's and III's since June 2021. Five NSWI's tests and lists created/merged, 183 applications submitted for NSWI, 141 invited to test. At this time the food handler's card was being waived as long as they passed the test, made the eligibility list, they were not called for interviews unless they provided it. Overall, 77% applicants screened in and 85 applicants that were invited to test failed to show. 56 applicants were placed on the eligibility list, if they did not obtain the FHC they had to show it before they can be called for interviews. Director Duwel shared that approximately 30% to 40% of candidates scheduled for interviews were no shows. P. Duwel shared that any sector entry level workers aren't usually in positions any longer than two weeks there is a lot of turn around even in places like McDonalds, and Starbucks and although they pay more they also experience turn around.

Tamra Trujillo commented, she was thankful for the 10 newly hired, and P. Duwel added that there were four more substitutes added to the substitute pool and will also be testing soon for NSWI's. Tamra added at this time there is only three vacant NSWII's positions. P. Duwel shared with Tamra the current vacant NSW's positions. P. Duwel also shared that the new Director will be onboard on Monday. R. Gonzales shared it is nice to see that we are getting over that hump from COVID and hopeful the newly hired will stick through. Director Duwel shared the statistics from the moment they apply to the interview, and then not showing to the interviews get you taken off the lists. P. Duwel shared that if anything is brought to her attention, she can do something about it.

L Notario asked if for example if a school site is short one individual and is not able to get coverage, if the other two staff members take on the extra duties will they get compensated? L. Notario asked if

they take on extra duties that require more work time can they get compensated for the time stayed? Tamra shared that they need to call first to get it preapproved. Tamra also shared that if in case a school site is out all workers, they may ask an employee from one site to go over for the day but only if they agree to go.

O. Prindle asked if there was any progress on trying to increase NSWI's pay. R. Gonzales informed that they are currently waiting on the counter from the district. At this time what was asked for made the pay competitive with what is out there at a NSWI level. Argument points are ready for Negotiations Meeting November 17. R. Greaver shared that in January 2023, State Law minimum wage should be going up five percent. R. Gonzales shared that we are at \$15.90 which is already up that \$15.50 which is still above the rate. However, there is a raise expected to happen which will also bring it up higher than that, but they are currently negotiating something that will be competitive with what is already in the Food Industry.

Consent/Action/Conference Session

9. Consent List:

- a. Approve the Corrected Copy Minutes of August 11, 2022
- b. Ratify the Director – Nutrition Services Eligibility List
- c. Ratify the Nutrition Services Worker III Eligibility List

Motion to approve the Consent List as presented: M: O. Prindle S: L. Notario
Ayes: 2 Nays: 0

10. Conference/Action Items:

- a. Second Reading of the 2021/2022 Personnel Commission Annual Report (Draft)

Motion to approve the Consent List as presented: M: O. Prindle S: L. Notario
Ayes: 2 Nays: 0

11. Closed Session:

- a) Annual Performance Evaluation Discussion – Director

12. Adjournment: There being no further business to come before the Commission, it is recommended that the meeting be adjourned.

Chair L. Notario adjourned meeting at 4:58

Respectfully submitted by:



Patricia L. Duwel
Secretary to the Personnel Commission
PD: ms

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
February 9, 2023

AGENDA ITEM

SUBJECT: APPROVE THE CORRECTED MINUTES OF OCTOBER 13, 2022 –
REGULAR MEETING

BACKGROUND INFORMATION

DIRECTOR'S RECOMMENDATION
Approve minutes as presented.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:

Regular Meeting of the Personnel Commission
BARSTOW UNIFIED SCHOOL DISTRICT
District Office Board Room
551 Avenue H, Barstow, CA 92311

MINUTES
Thursday, October 13, 2022

1. Call to Order: Chairperson Larry Notario called the regular meeting of the Personnel Commission to order at 4:30 p.m.
2. Pledge of Allegiance: Commissioner Notario led the audience in the Pledge of Allegiance.
3. Roll Call/Establishment of Quorum: Chairperson, Larry Notario, Vice Chairperson Beverly Stoops were present, Commissioner Olga Prindle was present.

Observation of those in attendance: Director Duwel, Assistant Superintendent Jorge Gutierrez, CSEA President Renee Gonzales

4. Public Comment: None
5. Reports/Updates/Announcements:

a. Commissioner Reports:

Olga Prindle nothing at this time.

Beverly Stoops nothing at this time.

Larry Notario welcomed Ms. Olga Prindle to the commission panel. Mr. Notario informed O. Prindle that he appreciates of all her work specially at BIS while he was there and also at BHS with testing materials.

b. CSEA Updates:

R. Gonzales informed she did have some concerned members in presence, as well as members with concerns about timelines and vacancies. In another note, it is nice to see the new member representative on the board tonight. R. Gonzales informed that negotiations are still in process for the 2022-2023 school year and trying to find a date for both sides of the house to agree upon. Couple of member concerns that are being handled by union representatives but nothing at a grievance level.

c. District Updates:

Assistant Superintendent informed currently in the middle of negotiations and currently have a date for the 27th; the 19th date had to be rescheduled as one of the members was unavailable. Exchanged proposals and looking forward to agreeing with them so the membership can benefit from the agreements.

d. Director Report:

Director Duwel gave a breakdown of total classified employees. Director Duwel also wished a Happy Birthday to the US Navy 247th. Update on AB 2045 the Banding article. It was sent to the inactive file in August and not sent the Governor for signature. Also, two staff members Julie Grounds and Maria Saucedo Cerda are currently at the Codestack/EdJoin Conference in San Diego this week.

L. Notario asked a number of current classified vacancies. P. Duwel informed that at this moment there is no accurate number.

6. Adoption of the Agenda: M: B. Stoops S: O. Prindle
Ayes: 3 Nays: 0

7. Administration of Oath of Office to Personnel Commissioner:

a. Administer the Oath of Office to **Ms. Olga Prindle**, the California School Employee Association Local 306 Employee Appointee who was selected to fill the remainder of the term of Ms. Raynette Greaver who resigned in August.

Director Duwel read the Oath to Ms. Olga Prindle.

8. Discussion/Information

- a. First Reading of the 2021/2022 Personnel Commission Report (Draft)
- b. CSPCA Annual Conference – Save the Date
- c. Nutrition Services Staffing Status

Director Duwel informed that she had received a letter on Friday from a nutrition services staff member and she agendaized the item so they can have an item to speak to and express their frustrations over the lack of employees and filling of vacancies and to give them an opportunity to have their say.

Constance Stender – NSWII at Henderson expressed being short-handed since COVID -19. It has been difficult to work the job of two to three people and only receiving the same wage while working the job of three, with or without the help of substitutes and pulling people from other schools which causes frustration for everyone including Main Kitchen. Ms. Stender also shared that they are trying their best to complete their duties in a timely manner however, they cannot disinfect or sanitize as thoroughly as they would like thus causing their jobs to be pushed to the limit. By not being able to complete the job thoroughly and then getting in trouble with higher ups because the tasks are not being completed but expressed it is difficult to complete all of what is expected in the time provided.

Maria Hernandez NSWII acting as a NSWIII at the Main Kitchen shared that she has been working with BUSD for 17 years and has enjoyed her job until now. The reason is because there used to be more employees as in the Main Kitchen where employees are being taken out and moved around leaving only two people to prep 3,000 meals for the next day which is too much. Maria is coming home really tired, frustrated, and is asking for help in hiring

more people. She informed that the current job she is taking on was done by four employees last year now only leaving two. Prepping, cooking everything, setting up the carts and everything else needed and it gets harder and harder every day. Last week most of the employees were moved from the site to substitute in other schools around the district. Also expressing that in one day seven people call off, there are no substitutes to help thus pulling staff from the Main Kitchen to help. Maria shared that with the previous Nutrition Services Director she would go inside the kitchen to help, the current acting director just checks in and does not provide the same help. She also shared that if the only two employees in the Main Kitchen were to call off at the same time who would be left to serve the students? Maria understands that everything is a process, but she would like to express the need for help.

Debra Sanders NSWII at Crestline, shared that there are currently only two employees where they usually need three. Debra shared that they both stay together, voluntarily, to work on preparing everything so that they can be ready to serve the students at lunch time. Where normally the third person would help prepare in between breakfast and lunch. Also at times, they go over their work hours and call to get it approved before hand and others they do not.

Tamra Trujillo Office Assistant at Nutrition Services Center, in regard to Maria's statement she can explain for example if there is a need for instance there are 19 vacancies at the moment, if there is a need at a school staff has to be moved around to accommodate the student's needs. Tamra shared that BHS is at four employees where they usually have five, and one elementary school is currently at zero employees. She also shared that she herself has come up to help at Fine Arts to feed our students, Tammy Dittman as well. Tamra shared that everyone is exhausted, and it is not fair, and feels like they do not matter.

Tammy Dittman NSWII at Nutrition Services Center shared that she is frustrated and sympathizes with her peers on their concerns and frustration. Understands what Maria has shared and perhaps it may come to these women asking for a mental health day and so leaving nobody to help. Tamra shared that there are two substitutes, Tamra Trujillo added that we have one recent new substitute. Tammy Dittman mentioned having to go help at Fine Arts however she is falling behind in her own duties. Ms. Dittman mentioned needing help she shared that she has always helped and referenced back to Debby's statement where she felt she needed to stay after her shift to catch up. She also said that even the custodian at Fine Arts, even when he is out, they help out by taking out all the trash or anything else that may be needed in the Kitchen. She feels like it is not fair that an employee feels bad for calling off because it will affect everything. Patty mentioned that in the previous custodian for Fine Arts has helped when the Nutrition Services Custodian was out however the same custodian currently works at Nutrition Services and Tammy added that he is very good and is hardly off. Tamra has also shared that when there was a shortage in Delivery Driver for Nutrition Services, he has also stepped up to help because there were no substitutes available for that either.

**Person shared that Nutrition Services are not appreciated there has never been a back to school at Barstow High School, custodians were not welcomed back, Nutrition Services, it was all about the teachers and mentioned feeling like the "bottom of the barrel". Person expressed that Food Service Workers are there, working tirelessly, every day, working for the kids and no one will come from any direction to help.

L. Notario asked about day one when the school year began, how was the staffing?

Debby responded that yes it has been this way for a while. Tamra responded, when Janice was the director staff was not calling off as much as they are now. After she left everyone seemed to call off, with seven a day call off minimum sometimes 10, 11 or 12. Tamra does not work in the kitchen but feels bad having to go in the kitchen to ask someone to go to another site to help.

Beverly Stoops mentioned this has not happened as of recently and mentioned that there may be a couple factors to that but since Director Duwel has just received this information. She would like for her to come back with information by next month's PC Meeting with a breakdown of what is going on. At this time, she would like to know if they are testing to hire NSW substitutes?

P. Duwel responded that in every test we administer a form is handed to all new and current substitutes asking if they are willing to become a substitute. As soon as the recent tests are administered, and the results are given we contact all interested in becoming a substitute to come in for onboarding. Recently two NSWI's substitutes were hired on. P. Duwel personally asked Maria to call them and let them know they can start Wednesday, day after board and one contacted back. Tamra added that yes, one has been working but the other has been hard to get a hold of. Tamra also asked about the safety trainings, and was wondering a individual has been calling since the beginning of school to try and get a job, she is also a cleared volunteer, TB and was ready to go to board but did not finish her Target Solutions because she was having issues so she couldn't get placed on the board. P. Duwel informed to have her reach out to her personally and Tamra shared that finally did get in touch with someone that was going to help Deidra.

B. Stoops asked for a report next month of all the potential reasons why this is happening. P. Duwel accepted the request and did want to mention that interviews are scheduled for October 24th for Nutrition Services Worker I.

**Person asked for all the 34 in the ranking sheet, P. Duwel mentioned 29, as some of the ones on the list have accepted another job.

**Person mentioned that it's been too long they have accepted another job.

P. Duwel responded that they already work for us, and are not looking for a part time job, they are seeking full time only. 29 eligible candidates, with two testing sessions one in July and another in August. Interviews were taken in July, but the job posting was kept open. There was a testing session for 60 applications, 40 qualified applicants, 20 applicants in each testing session. 11 showed in one session and four in the other. P. Duwel shared the frustrations and also that the position is being re-opened. The Director has also thought about making signs and posting them around businesses in town with a QR code to help facilitate finding the website. Maria H noted that it will be hard because other places pay better than the district.

Tamra Trujillo has one more question in regard to the NSWIII test is scheduled for the 25th at 9:00 am and said this does not work for many, as this is the time most sites are working at this time and said it was frustrating that this test was scheduled at this time when it is known that most of the interested parties are working on feeding the students. P. Duwel

offered to reach out to the Testing Coordinator about rescheduling a testing time that works better. Tamra added that they shouldn't have to go out of their way to call to get it rescheduled and to be told that they get paid to take the test. Maria added that those that are planning to take the test will need to leave their peers working alone. P. Duwel mentioned that she can set testing on weekends, after 5:00 pm if needed. Maria H mentioned perhaps at 2:00 pm that would be a better time others agreed.

Rebekah Michelson would like to emphasize that employees that work two, two and half, two and three-quarters, three hours; are doing it out of love because there is no financial incentive. Another thing is for employees like Deborah that works in between her work hours, that extra time she works she is not being paid because of the schedule. The schedule they are supposed to prep, feed the students, and clean up and sanitize in just two hours by feeding around 600 students per school and also adding paperwork. Michelson mention that the Union stands by not having employees work during a time that they are not being paid, because it is not fair to them, but our employees continue to do so knowing that if they don't, a student will suffer. Rebekah would like to share that she is empathetic but would like to share to the employees to stop working if they are not being paid however if this happens it will shake up the place. People are going to need more hours to complete what the State of California requires of them; it is frustrating knowing that students who do not receive a meal at home get to look forward seeing that nice cafeteria lady at school with a meal. Which is why they should be appreciated more than they are, appreciated, paid more than they are.

Maria H shared that is why sometimes they cannot or choose not to take breaks because there is a rush to complete other tasks.

**Person would like to say that because she only works three and three-quarter hours, but because of the pay she does have financial responsibilities to take care of and the pay is not that great. It is difficult because she enjoys her job and realizes how important it is to many students struggling each on their own way and knows that sometimes they are not eating well at home, but she is looking into seeking other employment because the district is not paying enough and does not get enough hours and not mention the split shifts which are not beneficial.

**Person welcomed and invited all to come into any kitchen, main kitchen and to see what all they go through.

B. Stoops mentioned also going back to having eligibility list.

M. Hernandez mentioned that in the pandemic District Employees stepped up to help at the main kitchen but have yet to return.

**Person asked is there a way to change the pay when in other places like McDonalds are paying more than the district or even get more hours.

R. Gonzales mentioned that it is item that has to be brought to the Negotiating Table.

Tamra Trujillo asked how reclass works?

P. Duwel asked for clarification and Renee G responded that she was talking about a Salary Evaluation/Survey.

P. Duwel mentioned that the Labor Representative can bring that to the table.

Matt Minehart, a Custodian feels that there should be compensation and feels like it would make things much easier for the ladies to return to work. Matt has witnessed some crying in the kitchen, frustrated and overwhelmed and has shared this with many Administrators that they are always being stretched so thin and are always being asked to do more and never to do less. They are never given any sort of additional compensation, and at least for Matt Minehart on Thanksgiving they are given an opportunity to leave an hour early the day before Thanksgiving and Christmas. Also, all the extra COVID funding the District is getting and the salary money that they are saving. If when teachers have to take on more students, they get paid more money, there is no reason why there shouldn't be some kind of compensation for all they are doing right now. For the District, CSEA Matt would like for them to know that.

B. Stoops asked Mr. Gutierrez asked if the teachers received more students, do they get more pay? Mr. Gutierrez informed that as for Certificated, yes, it is part of the language in the contract.

O. Prindle shared that they have been invited to come by to visit the Nutrition Services and asked if they are allowed. Mr. Gutierrez mentioned that only to visit, but not to help.

M. Minehart mentioned that the substitute teachers are also being paid more because they are also short staffed, so they put an incentive for people to help support the certificated staff also mentioning if they do get more students, they don't get paid for that.

P. Duwel informed that it was not a debate between Certificated versus Classified, M. Minehart was just sharing the facts and understands it is not a debate.

**Person shared that maybe it would be a good idea to take the Food Handlers Card for all hires.

**Person shared in the past the district covered fingerprinting because there may be instances where people don't want to pay up front if they won't be given the job, or fear that they won't be given the job if they don't have to money to pay.

P. Duwel responded that no it has not been done since she started but also noting that it can be due to the cost difference since then. Duwel shared that in every district she has worked with she would have to pay for her own fingerprints since 1999. Not all school districts do this. And this would not be a role for the Commission but is the employer responsibility in which Duwel believes he is listening.

Mr. Gutierrez did inform he is listening.

Samantha Cottrell, Lead at Nutrition Services shared that because they are so short staffed the food product has lessened and more prepackaged food is being served to students. When the kitchen is fully staffed the Main Kitchen can provide higher quality of food but because of the short staff, prepackaged food is the alternative, but notices students don't enjoy as much. The goal is to get the staffing asked for.

P. Duwel summarized that she will be putting all this in the minutes and will be putting a presentation of the statistics and will be giving a breakdown of substitutes, new hires, and wants to reiterate that Interviews will be coming next week with 15 NSWI Vacancies and all 29 Eligible candidates will be called. Duwel also shared that for one of the more recent Paraeducator interview's part time three and three-quarter hour positions; we contacted all of the eligible candidates on the list and only one showed. People are seeking full-time benefitted jobs and we do not have full time. Entry jobs are mainly part time, and it may not be beneficial for people that commute. P. Duwel shared that some have applied to sub but did not get the fingerprint clearance.

R. Michelson asked when a job is kept in open continuous, the benefit is they have it opened but the downfall would mean that the testing is pushed back. P. Duwel shared we gather the applicants schedule a testing date and then move those forward while still keeping it open for any future applicants, but the process continues. Open Continuous was opened in July.

** Person asked that still no interviews were held. P. Duwel informed that the Director had also left.

**Person asked that one had taken on the responsibilities. P. Duwel shared still is not Supervisor capable who handles the paperwork.

**Person asked if there was a manager, what is the actual timeline of testing and getting people hired?

P. Duwel responded recruitment has to be open for 15 days, the next step is screening the applications and two staff members must screen every applicant, if by chance one application takes a yes and the other staff member says no it goes to P. Duwel as a tiebreaker. Once the screening has been done, we look at the SDC availability for testing with a minimum of 20 people per session post pandemic. Once the tests are done, they test scores are calculated then the results are sent out and the eligibility list is made or merged with current one. Substitutes are also being on-boarded, and that process can take about on average three months and for permanent is about six months or more.

**Person, asked if there is a way to change that? P. Duwel responded whether it be a Merit District or not it still takes time to test, on board etc.

**Person asked what can be done to help bring people on. P. Duwel responded sharing recruitment with friends while also informing them what it entitles. Director Duwel also shared that it would be great for parents with K-12 children who would like to work at the schools. All that would be needed is a food handler's card and for them to pass the pre-employment test which is entry level, not a difficult test and the score has been lowered to facilitate things. However, if they are looking for benefits this may take a while as it is offered to full time employees, but they have an opportunity to promote down the line.

B. Stoops, asked about the test that was scheduled, will be rescheduled to accommodate the working staff? P. Duwel responded that she would look to see if the room is available for a later time. L. Notario mentioned that maybe 3:00 pm seemed reasonable.

R. Gonzales mentioned that perhaps the current scheduled time should remain as there may be some candidates that have already reserved that time, while also scheduling a second session for those that are not able to make the 9:00 am test.

P. Duwel shared that it is nice to have everyone come out and share their experience because she does understand their frustrations and understands they have been working hard. B Stoops also can attest that she has witnessed Nutrition Services at Montara handing out food during COVID. L. Notario also shared a conversation with Mr. Malan and although many groups stepped up during COVID, Nutrition Services was really in his opinion the ones that worked the best.

P. Duwel shared her extension line, explained that she does not have voicemail at this time and leave a message with the girls.

Tamra Trujillo shared that she knows of people who apply to NSWI positions and are being told they do not qualify for a position, P. Duwel responded that they have an option to appeal, send an email and say they appeal.

Consent/Action/Conference Session

9. **Consent List:** It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. **Consent items are routine in nature and can be enacted in one motion without further discussion.** This procedure conserves meeting time for a full discussion of significant issues.

- a. Approve the Minutes of August 11, 2022 – Regular Meeting
- b. Ratify Eligibility List – Grounds Maintenance Worker
- c. Ratify Merged Eligibility List – Nutrition Services Worker I
- d. Ratify Merged Eligibility List – Paraeducator English Language Learner

M: O. Prindle
Ayes: 3

S: B. Stoops
Nays: 0

10. **Conference/Action Items:** None at this time

11. **Closed Session:** None at this time

12. **Adjournment:** There being no further business to come before the Commission, it is recommended that the meeting be adjourned.

Chair L. Notario adjourned meeting at 5:29 pm.

M: B. Stoops
Ayes: 3

S: L. Notario
Nays: 0

Respectfully submitted by:



Patricia L. Duwel
Secretary to the Personnel Commission
PD: ms

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
February 9, 2023

AGENDA ITEM

SUBJECT: RATIFY THE BUSINESS MANAGER/CBO UNRANKED ELIGIBILITY
LIST

BACKGROUND INFORMATION

DIRECTOR'S RECOMMENDATION

Ratify the list as presented.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:

[illegible]

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
February 10, 2022

AGENDA ITEM

SUBJECT: RATIFY THE LEAD NUTRITION SERVICES WORKER ELIGIBILITY
LIST

BACKGROUND INFORMATION

DIRECTOR'S RECOMMENDATION

Ratify the list as presented.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:

[illegible]

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
February 9, 2023

AGENDA ITEM

SUBJECT: RATIFY THE OFFICE ASSISTANT ELIGIBILITY LIST

BACKGROUND INFORMATION

DIRECTOR'S RECOMMENDATION

Ratify the list as presented.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:



BARSTOW UNIFIED SCHOOL DISTRICT – PERSONNEL COMMISSION OFFICE ASSISTANT ELIGIBILITY LIST

Exam Title/Classification:	Office Assistant	Total # of Applicants:	91
Exam #:	2022/23-12	# who met Minimum Qualifications:	77
Recruitment Dates:	12/09/22 through 01/04/23	# Passed Part 1 of Exam:	45
Type of Exam:	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Promotional	# Passed Part 2 of Exam:	
List Effective Date:	02/02/2023		
Expiration Date:	02/02/2024	# Candidates on Eligibility List:	45
Extended Date:	N/A		
Weighed Exam Parts /		Exam (Part 1) Pass Point:	<u>70</u>
T&E-Training & Experience		Exam (Part 2) Pass Point:	<u>NA</u>
Written Test	<u>100%</u>	Hurdles:	_____
Performance-based			
Oral Board			
Prepared by:	_____	Date	_____
	Julie Grounds, HR Technician		
Certified by:	<u>ptd</u> _____	Date	<u>2/6/2023</u>
	Patricia Duwel, Director Classified Pers.		
Commission Ratification:	_____	Date	_____
	Chair		

RANK	APPLICANT NAMES ARE CONFIDENTIAL (Pursuant to Ed Code Section 45274 and PC Rule 4.1.6)	EXAM Part1 100%	Exam Part 2 100%	TOTAL SCORE (Rounded)	Veterans Points (for Entry- level, Open exams)	Preference (Seniority) Points	FINAL SCORE (Rounded)
INTERNAL CANDIDATES							
1	2779823	99		99		4	103 %
2	2422888	98		98		5	103 %
3	3384992	96		96		1	97 %
4	2560755	95		95		5	100 %
5	3880237	93		93		1	94 %
5	2552206	93		93		2	95 %
6	3692854	92		92		3	95 %
7	2080165	89		89		2	91 %
8	6564620	84		84		3	87 %
EXTERNAL CANDIDATES							
1	3665007	98		98			98 %
2	2831736	97		97			97 %
3	6851821	96		96			96 %
3	6974798	96		96			96 %
3	1447444	96		96			96 %
4	6401297	95		95			95 %
4	2885513	95		95			95 %
5	3042585	94		94			94 %
5	1935933	94		94			94 %
5	7020687	94		94			94 %
6	2814901	93		93			93 %



**BARSTOW UNIFIED SCHOOL DISTRICT – PERSONNEL COMMISSION
OFFICE ASSISTANT
ELIGIBILITY LIST**

7	6308719	92		92		92 %
8	6674447	91		91		91 %
8	3832737	91		91		91 %
8	6692801	91		91		91 %
8	3334980	91		91		91 %
9	6967802	90		90		90 %
9	2365710	90		90		90 %
9	3361702	90		90		90 %
9	2315952	90		90		90 %
9	7014329	90		90		90 %
9	6588558	90		90		90 %
10	6938595	89		89		89 %
10	7014021	89		89		89 %
11	3636891	88		88		88 %
12	1182300	87		87		87 %
12	6939453	87		87		87 %
12	6678772	87		87		87 %
13	6743518	86		86		86 %
14	6761601	85		85		85 %
14	6983144	85		85		85 %
15	7023177	82		82		82 %
15	786482	82		82		82 %
16	6588937	80		80		80 %
17	3807944	79		79		79 %
18	7025217	71		71		71 %

P/O _____
2/6/2023

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
February 9, 2023

AGENDA ITEM

SUBJECT: ELIGIBILITY LIST CERTIFICATION EXTENSION

BACKGROUND INFORMATION

Education Code §45300 states that "*Eligibility lists shall be established for a period of not less than one year...*

A list may be extended for an additional period of two years or less at the discretion of the commission."

Request to extend the Administrative Assistant – Department Eligibility List

DIRECTOR'S RECOMMENDATION

Approve a six (6) month extension of the above eligibility list from February 3, 2023 to August 3, 2023.




DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:

**BARSTOW UNIFIED SCHOOL DISTRICT – PERSONNEL COMMISSION
ADMINISTRATIVE ASSISTANT DEPARTMENT
ELIGIBILITY LIST**

Exam Title/Classification:	Administrative Assistant Department	Total # of Applicants:	38
Exam #:	2021/22-17	# who met Minimum Qualifications:	28
Recruitment Dates:	11/12/21 to 12/06/21	# Passed Part 1 of Exam:	7
Type of Exam:	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Promotional	# Passed Part 2 of Exam:	
List Effective Date:	02/03/2022		
Expiration Date:	02/03/2023	# Candidates on Eligibility List:	7
Extended Date:	N/A		
Weighed Exam Parts /		Exam (Part 1) Pass Point:	<u>70</u>
T&E-Training & Experience		Exam (Part 2) Pass Point:	<u>N/A</u>
Written Test	<u>100%</u>	Hurdles:	<u> </u>
Performance-based	<u> </u>		
Oral Board			
Prepared by:	 Julie Grounds, HR Technician	Date	<u>2.3.22</u>
Certified by:	 Patricia Duwel, Director Classified Pers.	Date	<u>2-3-22</u>
Commission Ratification:	 Larry Notario, Chair	Date	<u>2/10/22</u>

[illegible]

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
February 9, 2023

AGENDA ITEM.

SUBJECT: PERSONNEL COMMISSIONER ATTENDANCE AT THE CSPECA
VIRTUAL MERIT ACADEMY

BACKGROUND

The Annual CSPCA (California School Personnel Commissioners Association) Virtual Merit Academy is scheduled to start Saturday, April 1, 2023. *Per person* cost is approximately \$600.00 per person. The Merit Academy dates are as follows:

<i>Thursday, March 23</i>		<i>1-1:30pm- Orientation</i>	
Saturday, April 1	9am-12pm	Saturday, June 3	9am-12pm
Thursday, April 20	1-4pm	Thursday, June 15	1-4pm
Saturday, May 6	9am-12pm	Saturday, July 8	9am-12pm
Thursday, May 18	1-4pm	Thursday, July 20	1-4pm

DIRECTOR'S RECOMMENDATION

Approve the Merit Academy attendance for Commissioner Prindle and Commissioner Gee.

DISPOSITION BY THE COMMISSION



California School Personnel Commissioners Association
Supporting Education Through Merit

Philip J. Gordillo, Executive Director

2023 CSPCA MERIT ACADEMY

CSPCA invites you to attend the 2023 Virtual Merit Academy – an educational program designed for new and aspiring merit system Directors, Personnel Commissioners, and other advocates interested in the workings of a merit system. The Academy will provide a comprehensive curriculum including sessions on the following areas:

- Merit Academy Orientation
- Roles & Responsibilities: PC, Board, Director, Staff and Education Code
- The Brown Act
- Classification and Compensation
- Recruitment and Examination
- Certification and Selection
- Classified Lay-off (AB 438)
- Fair Employment/EEO
- Pulling it all Together


PRESENTERS

Our presenters are stellar practitioners in merit system districts including Human Resources Directors, Personnel Commissioners, attorneys, and other renowned experts in their fields.

COSTS

The Academy costs \$600 per attendee. The registration fee includes all publications, handouts, documents and other materials for the entire Merit Academy series. All sessions are virtual using Zoom Meeting platform.

2023 CSPCA Merit Academy Training Schedule



- Saturday - April 1, 2023
- Thursday - April 20, 2023
- Saturday - May 6, 2023
- Thursday - May 18, 2023
- Saturday - June 3, 2023
- Thursday - June 15, 2023
- Saturday - July 8, 2023
- Thursday - July 20, 2023

**Saturday sessions are held from 9AM to 12PM.
Thursday sessions are held from 1PM to 4PM.*

REGISTRATION

To register, please follow the registration link below:

<https://tinyurl.com/2023meritacademy>

Mail payment to:

Philip J. Gordillo
Executive Director, CSPCA
4124 Wessex Drive
San Jose, CA 95136

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
February 9, 2023

AGENDA ITEM

SUBJECT: SUPPORT LETTER FOR A PROPOSED ASSEMBLY BILL (AB 2045 WAS SENT TO THE INACTIVE FILE IN AUGUST 2022) ADDING OPTIONAL "BANDING" TO MERIT SYSTEM ED CODE ARTICLE 45272.5.

INFORMATION

At the March 2022 CSPCA Conference, the Los Angeles County Office of Education (not to be confused with LAUSD) presented information on proposed legislation migrating through the state legislature. AB 2045 proposed adding an optional segment to Ed Code 45272 which would allow Personnel Commissions to approve "Banding" applicant candidates on eligibility lists rather than the current "Rule of 3" ranking structure. This would be the first change to the ranking structure in a Merit System since 1975 when it changed from the Rule of 3 to the Rule of 3 Ranks. Prior to the Rule of 3, it was the Rule of 2 and when first established in 1935, it was the Rule of 1. AB 2045 was sent to the Inactive status in August 2022.

LACOE is again looking for support from Merit Districts as they are once again, looking to push forward a bill that allows Merit Districts the option of the Banding model. I have included a sample letter with this packet.

Attached is the PowerPoint presentation from that conference session and the information sheet. I have also provided a comparison analysis of Barstow Unified Eligibility Lists going back the previous 18-20 months.

DIRECTOR'S RECOMMENDATION

The Director recommends the Commission approve the submission of a letter of support for a revised bill supporting a revised Assembly Bill modifying Education Code Article 45272.5 – to include Optional Banding.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:



Home	Bill Information	California Law	Publications	Other Resources	My Subscriptions	My Favorites
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AB-2045 School district, county office of education, and community college district employees: personn

Senate: 1st Cmt 2nd Cmt 2nd 3rd Died

Assembly: 1st Cmt 2nd 3rd Pass

Bill Status	
Measure:	AB-2045
Lead Authors:	Jones-Sawyer (A)
Principal Coauthors:	-
Coauthors:	-
Topic:	School district, county office of education, and community college district employees: personnel commissions: ranked groups.
31st Day in Print:	03/17/22
Title:	An act to amend Sections 45272 and 88091 of, and to add Sections 45272.5 and 88091.5 to, the Education Code, relating to classified employees.
House Location:	Senate
Last Amended Date:	06/30/22
Voting Committee Location:	Sen Education
Committee Action Date:	06/29/22
Committee Motion:	Do pass as amended, but first amend, and re-refer to the Committee on [Appropriations]
Committee Vote Result:	(PASS) » Ayes: 5; Noes: 0; Abstain: 0;

Type of Measure
Inactive Bill - Died
Majority Vote Required
Non-Appropriation
Fiscal Committee
State-Mandated Local Program
Non-Urgency
Non-Tax Levy

Last 5 History Actions	
Date	Action
11/30/22	Died on Senate inactive file.
08/22/22	Ordered to inactive file at the request of Senator Laird.
08/02/22	Read second time. Ordered to third reading.
08/01/22	From committee: Be ordered to second reading pursuant to Senate Rule 28.8.
06/30/22	Read second time and amended. Re-referred to Com. on APPR.



Home	Bill Information	California Law	Publications	Other Resources	My Subscriptions	My Favorites
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AB-2045 School district, county office of education, and community college district employees: personn

Current Version: 06/30/22 - Amended Senate Compared to Version: 06/30/22 - Amended Senate ⓘ

AMENDED IN SENATE JUNE 30, 2022

AMENDED IN ASSEMBLY APRIL 05, 2022

CALIFORNIA LEGISLATURE— 2021–2022 REGULAR SESSION

ASSEMBLY BILL

NO. 2045

Introduced by Assembly Member Jones-Sawyer

February 14, 2022

An act to amend Sections 45272 and 88091 of, and to add Sections 45272.5 and 88091.5 to, the Education Code, relating to classified employees.

LEGISLATIVE COUNSEL'S DIGEST

AB 2045, as amended, Jones-Sawyer. School district, county office of education, and community college district employees: personnel commissions: ranked groups.

Existing law provides for both the adoption and termination of a merit system in a school district or community college district by a majority vote of its classified employees or by a majority of the voting electors of the school district or community college district, as provided. Upon the filing of a petition for the adoption or for the termination of the merit system for classified employees of a school district or community college district, existing law requires the governing board of the district to perform specified activities in response, including activities related to presenting the pros and cons of the issue, providing opportunities for classified personnel to attend meetings, conducting an election by secret ballot, devising an identification system to ensure against fraud in the balloting process, forming a tabulation committee, and providing access to exclusive representatives within the school district, as provided.

Existing law requires all vacancies in the classified service of a school district, county office of education, or community college district that has adopted the merit system to be filled from applicants on eligibility lists that are made up, wherever practicable, from promotional examinations or by appointments made by means of transfer, demotion, reinstatement, or reemployment, as provided. Existing law requires the personnel commission to place applicants on the eligibility lists in the order of their relative merit as determined by competitive examinations. Existing law requires the final score of candidates to be rounded to the nearest whole percent. Existing law requires that if a vacancy is filled from applicants on an eligibility list, the appointment be made from the eligible candidates having the first 3 ranks on the list who are ready and willing to accept the position.

This bill would require, upon approval of an action of the personnel commission of the school district, county office of education, or community college district, the classified employees of the district or county office of education to hold an election to determine by majority vote if applicants should instead be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations. The bill would require the commission to ~~provide public notice of the election; administer the election in a similar manner to the election for the adoption or termination of a merit system in a school district or community college district, as provided, and provided.~~ The bill would prescribe the ballot language, as provided. To the

extent the bill would impose additional duties on local educational entities, the bill would impose a state-mandated local program. In those districts and county offices of education that vote for the ranked group eligibility list procedure, the bill would require candidates' final examination scores to be rounded to the nearest whole percent and assembled into 5 distinct groups with fixed percentage ranges, as provided. The bill would require all appointments to be made from the highest ranking group on an eligibility list, except when that group includes fewer than 5 persons who are ready and willing to accept the position, in which case an appointment would be made from combining the next highest group or groups to include at least 5 persons ready and willing to accept the position, or if there are fewer than 5 persons who are ready and willing to accept the position in all remaining groups, from those remaining persons. The bill would authorize an eligibility list with fewer than 3 viable candidates to be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.

This bill would, in those districts and county offices of education that adopted the ranked group eligibility list procedure and upon approval of an action of the personnel commission of the school district, county office of education, or community college district, require the classified employees of the district or county office of education to hold an election to determine if the district or county office of education should revert back to the individual ranking system, as provided. The bill would require the commission to ~~provide public notice of the election;~~ *administer the election in a similar manner to the election for the adoption or termination of a merit system in a school district or community college district,* as provided, and would prescribe the ballot language, as provided. To the extent the bill would impose additional duties on local educational entities, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 45272 of the Education Code is amended to read:

45272. (a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists that, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. The commission shall place applicants on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score shall be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a district, the commission may exempt one or more executive secretarial positions from the requirements of this section or Section 45272.5. Exemptions authorized under this subdivision shall be limited to executive secretarial positions reporting directly to members of the governing board, the district superintendent, or not more than four principal deputies of the district superintendent, or all of these positions.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except the person shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as specified by the district superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification the person previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any school district.

SEC. 2. Section 45272.5 is added to the Education Code, to read:

45272.5. (a) (1) Upon approval of a commission action, the district's classified employees shall hold an election to determine by majority vote if applicants shall be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations pursuant to subdivisions (b) to (d), inclusive, in lieu of the individual ranking system prescribed in subdivision (a) of Section 45272.

~~(2) The commission shall provide public notice of the election to the classified employees, governing board, exclusive representatives of the classified employees, and general public. This public notice shall indicate the time, date, and place classified employees may submit a ballot to determine whether or not the district shall adopt the procedures described in subdivisions (b) to (d), inclusive. The election shall be conducted in a manner that provides adequate and ample opportunity for all classified personnel to participate.~~

(2) The election described in paragraph (1) shall be conducted pursuant to the procedures outlined in subdivisions (b) to (e), inclusive, of Section 45221, except that "receipt of the petition" shall instead mean "approval of a commission action," any references to the "merit (civil service) system" shall instead mean "ranked groups system," any references to the "governing board of the school district" shall instead mean "personnel commission," subdivision (d) of Section 45221 shall apply to any communications by interested parties in support or opposition, and the ballot shall read as described in paragraph (3) of this subdivision.

(3) The ballot shall read substantially as follows:

"Shall the merit (civil service) system for classified employees be modified as described in subdivisions (a) to (d), inclusive, of Section 45272.5 of the Education Code, in the ____ (name of district)?

____ Yes

____ No"

(b) The passing candidates' final examination scores shall be rounded to the nearest whole percent and assembled into distinct groups with the following equivalent fixed ranges:

(1) Group 1: 95 percent to 100 percent.

(2) Group 2: 89 percent to 94 percent.

(3) Group 3: 83 percent to 88 percent.

(4) Group 4: 77 percent to 82 percent.

(5) Group 5: 76 percent or below.

(c) All appointments shall be made from the highest ranking group described in subdivision (b) of an eligibility list, except when that group includes fewer than five persons who are ready and willing to accept the position. When a group includes fewer than five persons who are ready and willing to accept the position, an appointment shall be made from combining the next highest group or groups to include at least five persons ready and willing to accept the position, or, if there are fewer than five persons who are ready and willing to accept the position in all remaining groups, from those remaining persons.

(d) An eligibility list with fewer than three viable candidates may be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.

(e) (1) In districts that have adopted the ranked group eligibility lists pursuant to subdivisions (a) to (d), inclusive, the district's classified employees shall, upon approval of a commission action, hold an election to determine by majority vote if applicants shall be placed on eligibility lists pursuant to the individual ranking system prescribed in subdivision (a) of Section 45272.

~~(2) The commission shall provide public notice of the election to the classified employees, governing board, exclusive representatives of the classified employees, and general public. This public notice shall indicate the time, date, and place classified employees may submit a ballot to determine whether or not the district shall adopt the individual ranking system described in subdivision (a) of Section 45272. The election shall be conducted in a manner that provides adequate and ample opportunity for all classified personnel to participate.~~

(2) The election described in paragraph (1) shall be conducted pursuant to the procedures outlined in subdivisions (b) to (e), inclusive, of Section 45221, except that "receipt of the petition" shall instead mean "approval of a commission action," any references to the "merit (civil service) system" shall instead mean "individual ranking system," any references to the "governing board" shall instead mean "personnel commission," subdivision (d) of Section 45221 shall apply to any communications by interested parties in support or opposition, and the ballot shall read as described in paragraph (3) of this subdivision.

(3) The ballot shall read substantially as follows:

"Shall the merit (civil service) system for classified employees be modified to include the individual ranking system described in subdivision (a) of Section 45272 of the Education Code, in lieu of the group eligibility lists described in subdivisions (b) to (d), inclusive, of Section 45272.5 of the Education Code, in the ____ (name of district)?

____ Yes

____ No"

SEC. 3. Section 88091 of the Education Code is amended to read:

88091. (a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists that, wherever practicable, as determined by the commission, shall be made up from promotional

examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score shall be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a community college district, the commission may exempt two executive secretarial positions from the requirements of this section or Section 88091.5. Exemptions authorized under this subdivision shall be limited to one executive secretary position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except the person shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as determined by the district chancellor or superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification the person previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. This subdivision shall apply only to the employees hired on or after January 1, 1988.

(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section or Section 88091.5. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that the person shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification the person previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) This subdivision shall apply only to employees hired on or after January 1, 2001.

(d) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any community college district.

SEC. 4. Section 88091.5 is added to the Education Code, to read:

88091.5. (a) (1) Upon approval of a commission action, the district's classified employees shall hold an election to determine by majority vote if applicants shall be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations pursuant to subdivisions (b) to (d), inclusive, in lieu of the individual ranking system prescribed in subdivision (a) of Section 88091.

~~(2) The commission shall provide public notice of the election to the classified employees, governing board, exclusive representatives of the classified employees, and general public. This public notice shall indicate the time, date, and place classified employees may submit a ballot to determine whether or not the district shall adopt the procedures described in subdivisions (b) to (d), inclusive. The election shall be conducted in a manner that provides adequate and ample opportunity for all classified personnel to participate.~~

(2) The election described in paragraph (1) shall be conducted pursuant to the procedures outlined in subdivisions (b) to (e), inclusive, of Section 88051, except that "receipt of the petition" shall instead mean "approval of a commission action," any references to the "merit (civil service) system" shall instead mean "ranked groups system," any references to the "governing board of the community college district" shall instead mean "personnel commission," subdivision (d) of Section 88051 shall apply to any communications by interested parties in support or opposition, and the ballot shall read as described in paragraph (3) of this subdivision.

(3) The ballot shall read substantially as follows:

"Shall the merit (civil service) system for classified employees be modified as described in subdivisions (a) to (d), inclusive, of Section 88091.5 of the Education Code in the ____ (name of district)?

____ Yes

____ No"

(b) The passing candidates' final examination scores shall be rounded to the nearest whole percent and assembled into distinct groups with the following equivalent fixed ranges:

(1) Group 1: 95 percent to 100 percent.

(2) Group 2: 89 percent to 94 percent.

(3) Group 3: 83 percent to 88 percent.

(4) Group 4: 77 percent to 82 percent.

(5) Group 5: 76 percent or below.

(c) All appointments shall be made from the highest ranking group described in subdivision (b) of an eligibility list, except when that group includes fewer than five persons who are ready and willing to accept the position. When a group includes fewer than five persons who are ready and willing to accept the position, an appointment shall be made from combining the next highest group or groups to include at least five persons ready and willing to accept the position, or, if there are fewer than five persons who are ready and willing to accept the position in all remaining groups, from those remaining persons.

(d) An eligibility list with fewer than three viable candidates may be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.

(e) (1) In districts that have adopted the ranked group eligibility lists pursuant to subdivisions (a) to (d), inclusive, the district's classified employees shall, upon approval of a commission action, hold an election to determine by majority vote if applicants shall be placed on eligibility lists pursuant to the individual ranking system prescribed in subdivision (a) of Section 88091.

~~(2) The commission shall provide public notice of the election to the classified employees, governing board, exclusive representatives of the classified employees, and general public. This public notice shall indicate the time, date, and place classified employees may submit a ballot to determine whether or not the district shall adopt the individual ranking system described in subdivision (a) of Section 88091. The election shall be conducted in a manner that provides adequate and ample opportunity for all classified personnel to participate.~~

(2) The election described in paragraph (1) shall be conducted pursuant to the procedures outlined in subdivisions (b) to (e), inclusive, of Section 88051, except that "receipt of the petition" shall instead mean "approval of a commission action," any references to the "merit (civil service) system" shall instead mean "individual ranking system," any references to the "governing board of the community college district" shall instead mean "personnel commission," subdivision (d) of Section 88051 shall apply to any communications by interested parties in support or opposition, and the ballot shall read as described in paragraph (3) of this subdivision.

(3) The ballot shall read substantially as follows:

"Shall the merit (civil service) system for classified employees be modified to include the individual ranking system as described in subdivision (a) of Section 88091 of the Education Code, in lieu of the group eligibility lists described in subdivisions (b) to (d), inclusive, of Section 88091.5 of the Education Code, in the ____ (name of district)?

____ Yes

____ No"

SEC. 5. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

Proposed Legislative Change Merit System: Top 3 Ranks to Banding

**Pam Gibbs, Eric Rowen, & Kenneth Kato
March 2022**



Los Angeles County Office of Education
Serving Students • Supporting Communities • Leading Educators



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Today's Agenda

- Introduction & Background
- Legislative Process
- Rule of 3 Ranks & Related Challenges
- Proposed Update: Banding
- Anticipated Effects
- Next Steps & Questions



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Introduction & Background



**Los Angeles County
Office of Education**

- **1975:** “Rule of 2” -> “Rule of 3 Ranks”
 - Response to changing workforce demographics
- **Spring 2020:** LACOE Legislative Proposal
 - LACOE Personnel Commission initiated a Legislative Position Recommendation to expand the “Rule of 3 Ranks”
 - **Goal 1:** Modernize Merit System to be more efficient, equitable, and sustainable
 - **Goal 2:** Ensure hiring process is competitive with the industry
- **August 2020 & February 2022:** LACOE Board of Education approves Proposal
- **LACOE Government Relations and Personnel Commission begin outreach**
 - LBUSD Personnel Commission Executive Officer joins efforts
 - Meetings with legislators, directors, local union leadership
 - Meetings with representatives of CSEA, SEIU, ACSA, CSBA, CSPCA, and PCASC

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Legislative Process – Current Status



- AB 2045 (Jones-Sawyer) was introduced on February 14, 2022
- Information about the author, current bill status, and next steps
- Why we chose the author (Assemblymember Jones-Sawyer’s background)
- Committee process, building support (letters), hearings in April/May

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What is the Rule of 3 Ranks?

- CA Education Code § 45272* regarding Merit System hiring currently reads as follows:

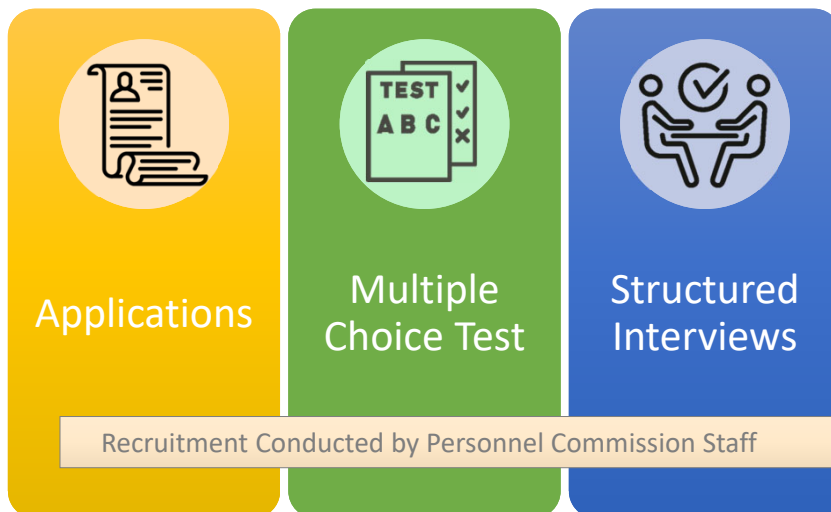
...The final scores of candidates shall be **rounded to the nearest whole percent** for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the **first three ranks** on the list who are ready and willing to accept the position...



** Proposed changes would also apply to community college sections of CA Ed Code, including EDC § 88091*

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What is the Rule of 3 Ranks? (cont.)



Eligibility List	
Name	Score
Candidate 1	96
Candidate 2	94
Candidate 3	92
Candidate 4	92
Candidate 5	87
Candidate 6	86
Candidate 7	83
Candidate 8	77
Candidate 9	72
Candidate 10	70

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What is the Rule of 3 Ranks? (cont.)

Sample Eligibility List		
Name	Score	Rank
Candidate 1	96	1
Candidate 2	94	2
* Candidate 3	92	3
Candidate 4	92	3
Candidate 5	87	4
Candidate 6	86	5
Candidate 7	83	6
Candidate 8	77	7
Candidate 9	72	7
Candidate 10	70	8

Top 3 Ranks = 4 Candidates

- All qualified candidates compete in examination process; passing candidates are added to eligibility list for hiring consideration, ranked by scores (%)
- Hiring Managers may only select from the **top 3 ranks** to fill a vacancy
- In most cases, only 3 candidates may be considered for each vacancy
 - Only exception is tied scores*
- Lower ranks cannot be chosen until higher ranks are exhausted

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Challenges for Rule of 3 Ranks



- **1% distinction** between ranks is too narrow:
 - Does not reflect **accuracy** of our measurement tools
 - **Well-qualified** candidates may be *close*, but not among top 3 ranks
 - Employers are considering other additional job-related factors
- Ranks can be **confusing** for candidates
 - Candidates move from one rank to another while list is viable
 - Scores do not always match ranks across exams
- Merit Systems **compete** with more flexible hiring processes
 - Other civil service systems allow expanded options
 - Recent challenges expanding Merit System into new districts
- Potential to promote **unconscious bias**
 - Similar to standardized testing, or SATs for college admissions

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Proposed Update to Merit System: Banding

- **Group** similarly qualified candidates by a range of scores
- Maintains the **merit principles**
 - Job-related examinations and a score are required
 - Highest-scoring group(s) remain at the top
 - Other candidates available only after the top are considered through triggers
 - Mandates choosing from the list if candidates remain
- Increases **flexibility** of hiring system
 - Provide more opportunities for promotions
 - Increase access to a **diverse** group of well-qualified candidates
 - Give hiring managers more choices
- Allows to “opt in” by **local control** of choosing a hiring system, based on Personnel Commission decision



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Banding Example: County of Los Angeles

LA County implemented banding in 1988, as outlined in its Code of Ordinances (Title 5, Appendix 1, Rule 11)

Principles:

- Candidates are placed into **groups** based on their weighted total score
- Scores shall be rounded to the nearest whole number
- All appointments are made from the **highest ranking group**
- When fewer than five candidates remain, include the next highest group or groups for a total of **at least five persons**
- The distinct **groups** having **fixed ranges**:

Group 1	95%—100%
Group 2	89%—94%
Group 3	83%—88%
Group 4	77%—82%
Group 5	70%—76%



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How Does Banding Work?



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How Does Banding Work? (cont.)

Eligibility List	
Name	Score
Candidate 1	96
Candidate 2	94
Candidate 3	92
Candidate 4	92
Candidate 5	87
Candidate 6	86
Candidate 7	83
Candidate 8	77
Candidate 9	72
Candidate 10	70

Group 1

Group 2

Group 3

Group 4

Group 5

- The merit-based examination remains the same until certification step
- Candidates are gathered into **ranked groups** based on their passing examination scores
- Modeled after LA County's system, similarly qualified candidate groups are based on **6%** increments:

Group 1	95% – 100%
Group 2	89% – 94%
Group 3	83% – 88%
Group 4	77% – 82%
Group 5	76% or Below

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How Does Banding Work? (cont.)

Accountant Eligibility List		
Name	Score	Group
Candidate 1	96	1
Candidate 2	94	2
Candidate 3	92	2
Candidate 4	92	2
Candidate 5	87	3
Candidate 6	86	3
Candidate 7	83	3
Candidate 8	77	4
Candidate 9	72	5
Candidate 10	70	5

Top Group(s) = 7 Candidates

- All qualified candidates compete in examination process; passing candidates are added to eligibility list by their scores **in ranked groups** (6% wide)
- Hiring Managers may select from the **top group(s)** that **contain 5 or more qualified candidates**
- Maintains integrity of Merit System while increasing flexibility
- More candidates -> More opportunities for diverse hiring

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How Would Banding Impact Hiring? (cont.)

In reviewing past eligibility lists from LACOE and Long Beach USD, this change would **also** provide increased promotional opportunities among historically underrepresented groups:

KEY	
Current Rankings	
Proposed Banding	

Group 1	95% – 100%
Group 2	89% – 94%
Group 3	83% – 88%
Group 4	77% – 82%
Group 5	76% or Below

Maintenance Manager (2020)

Ethnicity	Gender	Total Score	Rank
White (not of Hispanic origin)	Male	89	1
Black (not of Hispanic origin)	Male	88	2
Asian	Male	85	3
White (not of Hispanic origin)	Male	84	4
Hispanic	Male	80	5
White (not of Hispanic origin)	Female	77	6
Decline to state	Male	77	6
White (not of Hispanic origin)	Male	76	7
Decline to state	Male	74	8

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How Would Banding Impact Hiring? (cont.)

In reviewing past eligibility lists from LACOE and Long Beach USD, this change would substantially impact some recruitments more than others:

KEY	
Current Rankings	
Proposed Banding	

Group 1	95% – 100%
Group 2	89% – 94%
Group 3	83% – 88%
Group 4	77% – 82%
Group 5	76% or Below

Intermediate Office Assistant (2022)

Ethnicity	Gender	Total Score	Rank
Hispanic	Male	98	1
Hispanic	Female	96	2
White (not of Hispanic origin)	Female	95	3
White (not of Hispanic origin)	Female	95	3
Asian	Female	94	4
Hispanic	Male	91	5
Hispanic	Female	91	5
Black (not of Hispanic origin)	Female	90	6
Hispanic	Female	90	6
Hispanic	Female	89	7
Hispanic	Female	89	7
Hispanic	Female	88	8
Decline to state	Decline	88	8
White (not of Hispanic origin)	Female	87	9

NOTE: List truncated w/ 43 more candidates

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How Would Banding Impact Hiring?

Eligibility Lists w/ Top 3 Ranks (FY18-20)

Reachable Candidates by Ethnicity	Raw #	%
White	125	16.5%
African American	83	10.9%
Hispanic or Latino	264	34.8%
American Indian or Alaska Native	8	1.1%
Multiple ethnicities	42	5.5%
Declined to state	50	6.6%
Other	9	1.2%
Asian or Pacific Islander	138	18.2%
Filipino	40	5.3%
TOTAL	759	100%



Eligibility Lists w/ Banding (Ranked Groups, FY18-20)

Reachable Candidates by Ethnicity	Raw #	%	Change (#)	Change (%)
White	172	14.4%	+47	-2.1%
African American	135	11.3%	+52	+0.3%
Hispanic or Latino	422	35.2%	+158	+0.4%
American Indian or Alaska Native	11	0.9%	+3	-0.1%
Multiple ethnicities	59	4.9%	+17	-0.6%
Declined to state	83	6.9%	+33	+0.3%
Other	13	1.1%	+4	-0.1%
Asian or Pacific Islander	234	19.5%	+96	+1.4%
Filipino	69	5.8%	+29	+0.5%
TOTAL	1198	100%	+439	+57.8%

In a review of 3 years of LACOE eligibility lists, banding would increase the number of available candidates ¹ and provide more diverse hiring opportunities²

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Summary

- Current merit system provides job-related employment exams, but have limited reliability and validity – not 1% accuracy
- Grouping candidates increases opportunities for both hiring managers and candidates
- Seeking to uphold merit principles:
 - Top candidates must be considered first
 - Lists still “viable” with 3 or more candidates
- Negative effects of adverse impact and implicit bias in examinations (e.g. multiple choice tests) can be reduced by using ranked groups
- Local control allows Merit Districts to “opt in” if they prefer Banding over Top 3 Ranks



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Next Steps and Questions

- Continuing conversations with key partners and colleagues
- Building grass-roots support from LEAs, Personnel Commissions, and Union partners
- Reviewing districts’ hiring data to analyze effects
- Providing technical support to AB 2045’s author and legislative committees
- Additional Questions?



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Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments	
8/27/2020	Executive Assistant Promotional Only w/seniority credit	1	73	5	All Candidates eligible for selection interview	
		2	68			
		3	67			
		4	66			
		5	65			
		6	58			
		7	56			
10/28/2020	Secretary Promotional w/seniority credit	1	90	2	Eight Candidates eligible for selection interview	
		2	88			
		3	86	3		
		4	83			
		5	81	4		
		6	79			
			79			
		7	78			
		8	74	5		
			74			
			74			
		9	71			
	Secretary Open	1	100	1		
		2	97			
		3	96			
		4	94	2		
		5	92			
		6	89			
			89			
		7	88	3		
			88			
		8	87			
			87			
		9	86			
		10	84			
			84			
		11	82	4		
		12	81			
			81			
		13	80			
			80			
		14	79			
		15	76	5		
		16	74			
74						

Group 1: 95-100%

Group 2: 89-94%

Group 3: 83-88%

Group 4: 77-82%

Group 5: 76% and below

When a group has fewer than five (5), the next group shall be combined until such time as at least five (5) persons are available for interview.

Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
10/29/2020	Fiscal Services Technician Promotional w/seniority credit	1	86	3	All Candidates eligible for selection interview upon conversion from Promo/Open to Merged
		2	78	4	
		3	73	5	
	Fiscal Services Technician Open	1	84	3	
		2	78	4	
			78		
		3	75	5	
			75		
11/9/2020	Administrative Assistant - School Promotional w/seniority credit	1	99	1	Six Candidates eligible for selection interview
		2	98		
		3	97		
		4	92	2	
		5	87	3	
		6	86		
		7	82	4	
		8	80		
		9	79		
		10	78		
		11	77		
	Administrative Assistant - School Open	1	97	1	
		2	95		
		3	93	2	
		4	91		
			91		
			91		
		5	89		
		6	88	3	
		7	87		
		8	86		
		9	84		
		10	81	4	
			81		
		11	77		
		12	73	5	

Group 1: 95-100%

Group 2: 89-94%

Group 3: 83-88%

Group 4: 77-82%

Group 5: 76% and below

When a group has fewer than five (5), the next group shall be combined until such time as at least five (5) persons are available for interview.

Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
11/19/2020	Office Assistant Promotional w/seniority credit	1	95	1	All Candidates eligible for selection interview
		2	94	2	
			94		
		3	90		
			90		
			90		
	Office Assistant Open	1	99	1	
			99		
		2	98		
		3	97		
		4	95		
		5	94	2	
			94		
		6	92		
		7	90		
		8	89		
		9	88	3	
		10	86		
12/16/2020	Translator/ Interpreter Spanish-English Promotional w/seniority credit	1	91	2	Seven Candidates eligible for selection interview upon conversion from Promo/Open to Merged
		2	82	4	
		3	79		
		4	73	5	
	Translator/ Interpreter Spanish-English Open	1	84	3	
		2	80	4	
		3	78		
			78		
		4	73	5	

Group 1: 95-100%

Group 2: 89-94%

Group 3: 83-88%

Group 4: 77-82%

Group 5: 76% and below

When a group has fewer than five (5), the next group shall be combined until such time as at least five (5) persons are available for interview.

Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
2/4/2021	Custodian Promotional w/seniority credit	1	95	1	Six Candidates eligible for selection interview
		2	94	2	
		3	90		
		4	86	3	
		5	84		
		6	83		
		7	75	5	
	Custodian Open	1	97	1	
		1	97		
		2	94	2	
		3	93		
		4	91		
		4	91		
		5	90		
		5	90		
		6	88	3	
		6	88		
		7	86		
		7	86		
		7	86		
		7	86		
		8	85		
		9	84		
		10	83		
		10	83		
		10	83		
		11	82	4	
		12	80		
		13	79		
		14	73	5	
		15	72		
2/23/2021	School Accounting Technician Promotional	1	96	1	Seven Candidates eligible for selection interview
		2	90	2	
		3	89		
		4	88	3	
		5	87		
		6	83		
			83		
		7	82	4	
		8	81		
81					

Group 1: 95-100%

Group 2: 89-94%

Group 3: 83-88%

Group 4: 77-82%

Group 5: 76% and below

When a group has fewer than five (5), the next group shall be combined until such time as at least five (5) persons are available for interview.

Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
3/2/2021	Credentials Technician Promotional w/seniority credit	1	98	1	Five Candidates eligibile for selection interview
		2	97		
		3	96		
		4	91	2	
			91		
	5	79	4		
	Credentials Technician Open	1	96	1	
		2	95		
		3	94	2	
					94
		4	93		
		5	92		
		6	91		
		7	90		
		8	89		
		9	87	3	
		10	86		
		11	83		
		12	80	4	
		13	77		
3/4/2021	Buyer Promotional w/seniority credit	1	99	1	Five Candidates eligibile for selection interview upon conversion from Promo/Open to Merged
		2	83	3	
		3	81	4	
		4	77		
	Buyer Open	1	89	2	
		2	87	3	
		3	86		
		4	78	4	

Group 1: 95-100%

Group 2: 89-94%

Group 3: 83-88%

Group 4: 77-82%

Group 5: 76% and below

When a group has fewer than five (5), the next group shall be combined until such time as at least five (5) persons are available for interview.

Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments	
5/7/2021	Human Resources Technician Promotional w/o seniority credit	1	94	2	Nine Candidates eligible for selection interview	
		2	88	3		
			88			
		3	87			
		4	86			
			86			
		5	85			
		6	84			
			84			
		7	80	4		
		8	78			
			78			
		9	77	5		
10	76					
11	73					
5/13/2021	Library Media Asst Promotional	1	74	3 or 4	Five or Six Candidates eligible for selection interview upon conversion to Merged List	
	Library Media Assistant Open	1	87	2		
		2	83			
		3	81	3		
			81			
		4	80	4		
		5	76			
76						
5/13/2021	Grounds Maintenance Worker Promotional	1	90	1 or 2	Five or Six Candidates eligible for selection interview upon conversion to Merged List	
		2	78	3 or 4		
		3	74	4 or 5		
	Grounds Maintenance Worker Open	1	93	2		
		2	89			
		3	85	3		
			85			
		4	79	4		
		5	74	5		

Group 1: 95-100%

Group 2: 89-94%

Group 3: 83-88%

Group 4: 77-82%

Group 5: 76% and below

When a group has fewer than five (5), the next group shall be combined until such time as at least five (5) persons are available for interview.

Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
5/15/2021	Public Information Officer Open	1	81	4	All Candidates eligible for selection interview
		2	78		
		3	78	5	
		4	73		
		5	72		
		6	71		
		7	69		
		8	66		
6/9/2021	School Site SpEd 504 Liaison Bilingual Promotional	1	88	2 or 3	Six Candidates eligible for selection interview upon conversion to Merged List
		2	87		
		3	80	3 or 4	
	School Site SpEd 504 Liaison Bilingual Open	1	96	1	
		2	85	3	
			85		
		3	82	4	
6/9/2021	School Site SpEd 504 Liaison Non-Bilingual Promotional	1	89	2	Six candidates eligible for selection interview
		2	87	3	
		3	86		
		4	85		
			85		
		5	83		
		6	80	3 or 4	
		7	78		
	School Site SpEd 504 Liaison Non-Bilingual Open	8	72	4 or 5	
		1	92	2	
		2	86	3	
		3	82	4	
		4	81	4	
		5	75	5	

Group 1: 95-100%

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Group 4: 77-82%

Group 5: 76% and below

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Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
6/11/2021	NS Worker II Promotional	1	94	1 or 2	Five Candidates eligible for selection interview upon conversion to Merged List
		2	91	1 or 2	
		3	85	2 or 3	
	NS Worker II Open	1	98	1	
		2	82	4	
6/18/2021	Lead Custodian Promotional	1	93	2	Seven candidates eligible for selection interview
			93		
		2	91		
		3	90		
		4	88	3	
			88		
			88		
		5	79	4	
6/22/2021	Paraeducator Promotional	1	92	1 or 2	Five Candidates eligible for selection interview upon conversion to Merged List
	Paraeducator Open	2	84	2 or 3	
		1	84	3	
			2		
		80			
		3	79	4	
		4	77		
	77				
5	73	5			
6/23/2021	Paraeducator ELL Open	1	91	2	Five candidates eligible for selection interview
		2	90		
			90		
		3	87	3	
		4	84		
		5	82	4	
9/16/2020 & 7/1/2021	NS Delivery Driver Open	1	95	1	Five candidates eligible for selection interview
		2	94	2	
		3	91	2	
		4	90	2	
		5	86	3	
		6	78	4	

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Group 5: 76% and below

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Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
7/9/2021	Instructional Media Center Technician Promotional	1	94	1 or 2	Five - nine Candidates eligible for selection interview upon conversion to Merged List
		2	92	1 or 2	
		3	90	1 or 2	
		4	86	2 or 3	
		5	73	4 or 5	
	Instructional Media Center Technician Open	1	93	2	
		2	92		
			92		
		3	91		
		4	84	3	
8/27/2021	NS Worker I Open	1	99	1	Nine candidates eligible for selection interview
		2	96		
		3	94		
		4	92	2	
		5	91		
			91		
			91		
		6	90		
			90		
		7	88	3	
9/2/2021		1	93	2	Five candidates eligible for selection interview
		2	92		
		3	90		
		4	89		
			89		
		5	85	3	
		6	84		
		6	84		
		7	82	4	
		8	81		
			81		
			81		
			81		
		9	77		
		10	72	5	
		11	70		

Group 1: 95-100%

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Group 4: 77-82%

Group 5: 76% and below

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Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
9/17/2022	Health Assistant Promotional	1	95	1	Five candidates eligible for selection interview
			95	1	
		2	93	1 or 2	
		3	76	4 or 5	
			76	4 or 5	
	Health Assistant Open	1	95	1	
		2	94	2	
		3	91		
			91		
			91		
		4	90		
		5	89		
		6	86	3	
		7	85		
		8	83		
		9	79	4	
		10	77		
10/15/2021	Registrar Promotional	1	92	2	Five candidates eligible for selection interview
		2	90		
		3	89		
			89		
		4	88	3	
		5	82	4	
10/15/2021	Senior Office Assistant Promotional	1	94	1 or 2	Five candidates eligible for selection interview
		2	92	1 or 2	
		3	91	1 or 2	
		4	89	2	
			89	2	
		5	77	3 or 4	
	Sr Off Asst - Open	1	84	3	

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Group 5: 76% and below

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Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments	
10/29/2021	Maint Worker II Promotional	1	96	1	Five candidates eligible for selection interview	
		2	89	2		
		3	86	2 or 3		
		4	85			
		5	80	3 or 4		
	Maint Worker II Open	1	88	3		
		2	79	4		
		3	77			
12/7/2021	Network/Computer Technician Promotional	1	93	1 or 2	Five to seven candidates eligible for selection interview upon conversion to Merged List	
		2	83	3		
		3	79	3 or 4		
	Network/Computer Technician Open	1	93	2		
		2	89			
		3	88	3		
			88			
		4	78	4		
		5	76	5		
12/8/2021	Deliver Driver Open	1	96	1	Five candidates eligible for selection interview upon conversion to Merged List	
		2	95			
			95			
		3	94	2		
		4	93			
		5	88	3		
12/9/2021	Para SN Promo	1	85	2 or 3	Eight candidates eligible for selection interview upon conversion to Merged List	
	Paraeducator SN Open	1	93	2		
		2	90			
		2	90			
		3	88	3		
		3	88			
		4	87			
		5	85			
		6	82			4
		7	81	4		
		8	80	4		
		9	79	4		

Group 1: 95-100%

Group 2: 89-94%

Group 3: 83-88%

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Group 5: 76% and below

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Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
12/13/2021	Projects Technician Promotional	1	86	2 or 3	Six to Seven candidates eligible for selection interview upon conversion to Merged List
		2	84	2 or 3	
		3	79	3 or 4	
		4	75	4 or 5	
	Projects Technician Open	1	96	1	
		2	92	2	
		3	85	3	
1/5/2022	CSA - Promo	1	91	1 or 2	Six candidates eligible for selection interview upon conversion to Merged List
		2	87	2 or 3	
	CSA - Open	1	93	2	
		2	92	2	
			92	2	
		3	90	2	
		4	87	3	
		5	85	3	
		6	80	4	
		7	78	4	
		8	77	4	
		9	75	5	
			75	5	
		10	72	5	
1/14/2022	Secretary Promotional	1	88	2 or 3	Six to Seven candidates eligible for selection interview upon conversion to Merged List
		2	87	2 or 3	
		3	83	3	
		4	79	3 or 4	
		5	77	4	
	Secretary Open	1	89	2	
		2	88	3	
		3	84		
		4	78	4	
		5	76	5	
		6	74		

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Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
1/18/2022	NS Worker I Open/Merged	1	99	1	Six candidates eligible for selection interview upon conversion to Merged List
		2	98		
		3	97		
			97		
		4	96		
			96		
		5	93	2	
			93		
			93		
		6	92		
			92		
		7	91		
			91		
		8	89		
		9	88	3	
		10	87		
		11	78	4	

Group 1: 95-100%

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than five (5), the next group
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time as at least five (5) persons
are available for interview.

Rule of Three vs Banding

Date	Classification	Ranking	Score	Banding Groups	Comments
1/19/2022	Office Assistant Promotional	1	99	1	Five to eight candidates eligible for selection interview
		2	98		
		3	97		
		4	95		
		5	93	1 or 2	
			93	1 or 2	
		6	91	1 or 2	
			91	1 or 2	
	7	81	3 or 4		
	Office Assistant Open	1	100	1	
		2	98		
			98		
			98		
		3	95		
			95		
			95		
			95		
			95		
		4	94	2	
			94		
		5	93		
			93		
		6	92		
		7	90		
		8	89		
		9	87	3	
			87		
			87		
		10	83		
		11	81	4	
		12	80		
			80		
		13	79		
2/3/2022	Administrative Assistant - Department Promotional	1	90	2	All Candidates eligible for selection interview
		2	89		
		3	86	3	
		4	84		
		5	82	4	
		5	82		
		6	79		

Group 1: 95-100%

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