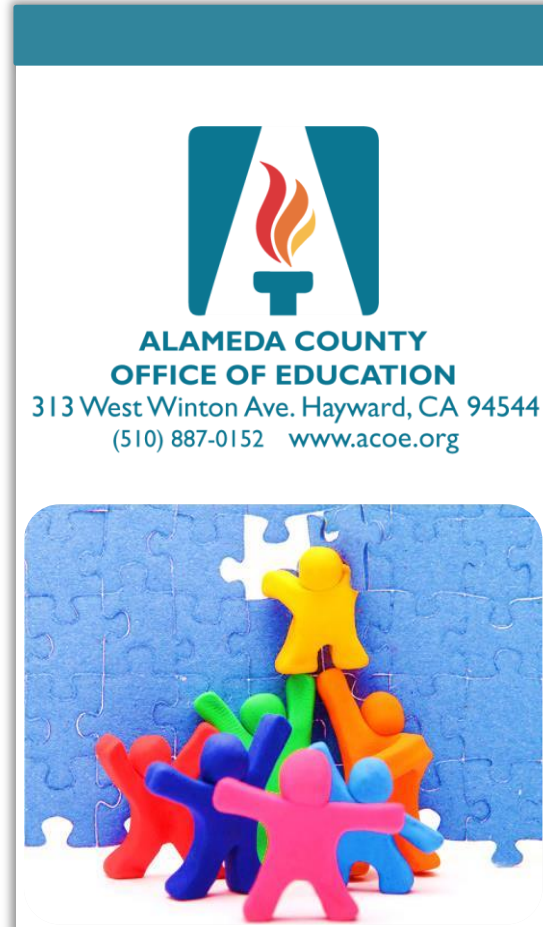


PERSONNEL COMMISSION ANNUAL REPORT 2013-2014



Provide, promote and support leadership and service to ensure the success of Every Child...in Every School...Every Day!

Personnel Commission Mission Statement

It is the mission of the Personnel Commission to provide a Merit System for the employees of the Alameda County Office of Education—a system based on the principle of employment and promotion on the basis of merit for the purpose of obtaining the highest efficiency and assuring the selection and retention of the best qualified persons in the service of the Office of the Alameda County Superintendent of Schools.

Our Personnel Commission

The Alameda County Office of Education Personnel Commission was established on July 1, 1976, and is composed of three persons appointed for three-year staggered terms. One member of the Commission is appointed by the Alameda County Board of Education and one member is appointed by the California School Employees Association (CSEA). These two members appoint the third member.



1998-2016

DEBORAH MCHENRY *Commissioners Appointee*

Currently works as a Human Resource Management Consultant, Retired Human Resources Director for the City of Antioch. Previous experience as a CSEA labor representative, and City Personnel Board member.



2003-2015

MARSHA LANG-COLLINS *Board of Education Appointee*

Marsha Lang-Collins is a graduate of CSU Eastbay, B.S., Santa Clara University, M.A. She is a retired HR Administrator with 30 years' experience, including 24 years in the public sector. She has served as an adjunct psychology instructor for the Peralta Community College District. In her career, she managed areas of recruitment & examinations, labor & employee relations as well as affirmative action.



2009-2014

CINDY ORNELLAS *CSEA Appointee*

Cindy Ornellas is an 18 year employee of the San Lorenzo Unified School District. She is an active member of the California School Employees Association (CSEA). Elected as the Chapter President, Vice President, Secretary, Treasurer, she now serves as Chief Job Steward. Also appointed at the Regional and State level, Cindy is now serving her second consecutive 3-year term as the CSEA appointee to the Personnel Commission for the Alameda County Office of Education.

PERSONNEL COMMISSION MEETINGS are held at the Alameda County Office of Education, 313 West Winton Avenue, Hayward, on the third Thursday of each month at 12:30 p.m. unless otherwise posted.

Classified employees and members of the public are welcome to attend these meetings.

Recruitment and Testing Services

2013-14	
New or Updated Examination	17
County Wide Instructional Assistant/ NCLB	237
Positons/Vacancies Announced	31
Applications Received	602
Applicants Tested	295
Candidates Interviewed	144
Office Proficiency Assessment & Cert	24
Exam Segments Administered	51
Eligibility Lists Established	18

Employment Services 2013-14

Appointments

• Probationary	20
• Promotions	7
• Reassignments	0
• Reemployments	4
• Transfers	1

Temporary Assignments

• Limited Term	17
• Out of Class Stipends	4
• Provisional	1
• Retire Assistance	1
• Student Workers	155
• Substitutes	18

Other Actions & Services

• Personnel Authorization Requests	240
• New Classifications Created	8
• Existing Classifications Revised	2
• Reclassifications approve	1
• Career Ladder Advancements	0
• Leaves of Absence	17
• Demotions	1
• Fingerprinting Services/LiveScan	2254
• Accelerated Step Placement	2

Resignations & Terminations

• Retirements	2
• Resigned	2
• Probationary Release	1
• Layoff	10
• Terminations	0

Personnel commissioners are a part of a system of personnel administration termed the “Merit System.” Legal guidelines for the merit system in California school districts are based upon the following general principles.

- **Employment and promotion on the basis of merit as shown by competitive examination**

Employees for positions in the classified service are chosen by impartial selection methods to ensure that merit is the prime factor in employment.

- **Career service**

Employees are encouraged to remain with and promote within the organization; thus the County Office has the benefit of retaining the services of the qualified person it has selected and trained.

- **Like pay for like service**

Positions in the public service are carefully delineated according to type and level so that all employees performing similar tasks at the same level of difficulty and responsibility are compensated equally.

- Impartial hearing of appeals from disciplinary actions

A permanent employee may appeal a disciplinary action (such as a suspension, demotion, or dismissal) and is entitled to request a hearing by the Personnel Commission to ensure that due process has been observed.

- **Prohibition against discrimination**

No person can be denied a job or promotion because of political affiliation, religious belief, ethnicity, national origin, marital status, gender, disability, or sexual orientation.

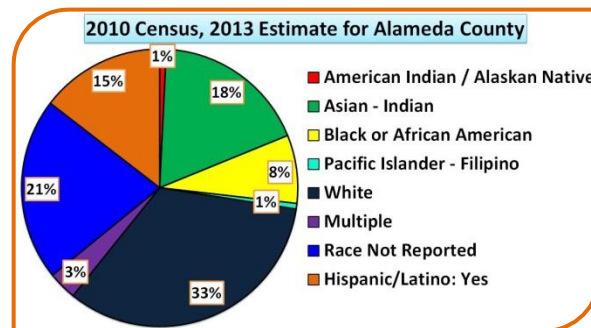
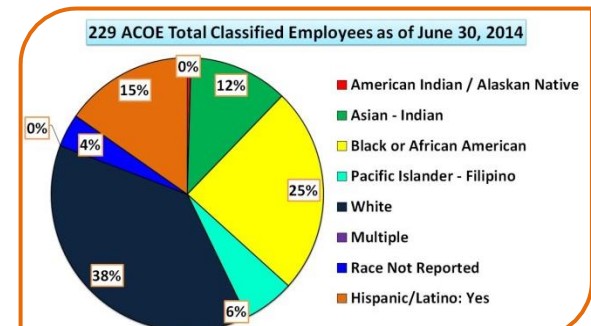
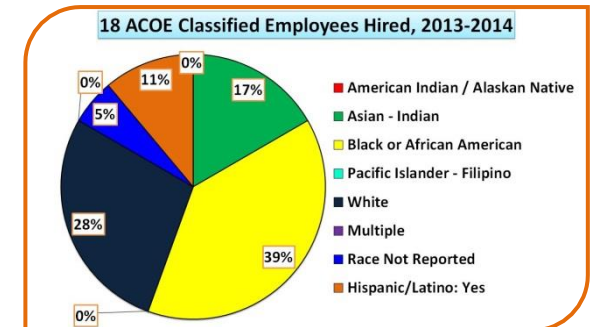
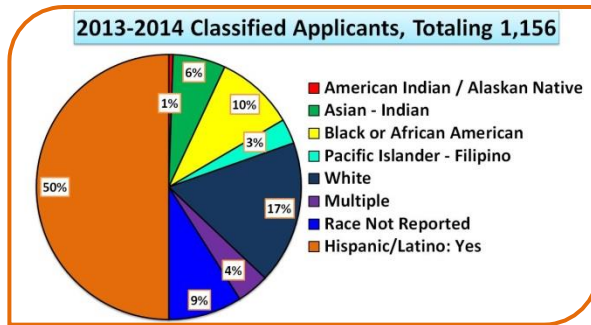
Personnel Commission Responsibilities

The Personnel Commission has a threefold responsibility:

- To cooperate with the superintendent, board, and administrators in the quest for competent employees and good personnel administration;
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping good workers in the service of the jurisdiction; and
- To see that classified employees receive fair and equitable treatment.

Personnel Commission Staff

Movetia Salter, Chief Human Resources Officer
 Xavier Thomas, Director II (Classified)
 Alicia Reyes, Sr. HR Specialist
 Kyla Sinegal, HR Specialist
 Jackie Simmerson, HR Specialist
 Mary Dunn, HR Specialist



A Word of Thanks

The Personnel Commission and the Human Resources Division staff give a Special Thanks to the following individuals, departments, and agencies for serving as Subject Matter Experts and Panelists on our oral board examinations:

Alameda County Office of Education

Seam McPhetridge
 Jackie Russum
 Gary Rose
 Adriel Yee
 Angela Amarillas
 Franklin Phillips
 Josephine Young
 Alicia Garcia
 Cynthia Wasco
 Barbara Baker
 Tamara Teichgraeber
 Ayleen Aralar
 Teresa Jimenez
 Danny Tjoe
 Allen Co
 Derek Gorshow
 Elizabeth Tarango
 Lance Low
 Michelle Keehner
 Monica Corbett
 Janice Polley-Augente
 Dina Stewart
 Doug D'Amour
 Beatriz Gonzalez
 Spencer Mead

Alameda County Arts

Violet Juno

Berkeley Unified School District

Susan Craig

Castro Valley Adult and Career Education

Stacy Bystedt

Castro Valley Unified School District

Elaine Chung
 Ashley Ackerman
 John Perry

City of Oakland

Stephen Curiel

City of Union City

Anita Castillo, Senior Accountant

Contra Costa County Office of Education

JoHanna Turner
 Pamela Tysons

Cupertino Unified School District

Candi Clark

Emery Unified School District

Dora Siu

Fremont Unified School District

Cathy Souza

Hayward Unified School District

Mercedes Flores
 Rajpal Bal
 Kristal Brister
 Debbie Oh
 Mitch Nguyen
 Stephanie Ludwig
 Linda Martinez

Livermore Valley Joint United School District

Laura Johnson
 Steve Waters

New Haven Unified School District

Raymond Mar

Napa County Office of Education

Kelly Bucy

Newark Unified School District

Shelly Arthur
 Tonya Connolly

Oakland Unified School District

Robert Dousa

PAC Research Associate

Debbly Pearson

San Lorenzo Unified School District

Paul Dixons

San Mateo COE

Minette Manio

Alameda County Office of Education seeks to hire top talent for our vacancies and with your help this goal is possible. Thank you for agreeing to serve as a Subject Matter Expert for our Interview panels. Your careful appraisal, knowledge, and unique perspective is very important and a valuable service to our organization.

Special Projects, Programs, and Service

- The department tested a total of 237 **Instructional Aide applicants for 2013-14!**
- We held our 4th **Annual ACOE Countywide Job Fair 4/30/2014**. Providing the following training opportunities and workshops:
 - Resume Power Upgrade
 - Effective Interview Techniques
 - Create a Personal Learning Network Using Free Digital Tools and Resources
 - Become a Leader People want to Follow
 - A World of Quality Learning
 - Resources for Professionals
 - and Job Interviews: First Impressions.
- **24 OPAC testing certificates issued.**
- CPR & First Aid trainings held for our **Infant & Family Support Program!**
- Keenan Safeschools Compliance Training
- Classified Staff participated in the following professional development trainings:
 - “Customer Service...It Works!”
 - Reasonable Assurance
 - HR Lunch N’ Learn “Tact and Diplomacy”
 - FRISK
 - Digital Schools
 - CSPCA Merit Academy Hosted by ACOE
 - EDD Unemployment
- CSPCA Conference
- PC Staff attended the Merit Academy

ACOE Classified Employee of the Year



EUGENE FORD
 Shipping & Receiving Operator
 Business Services/SPaS