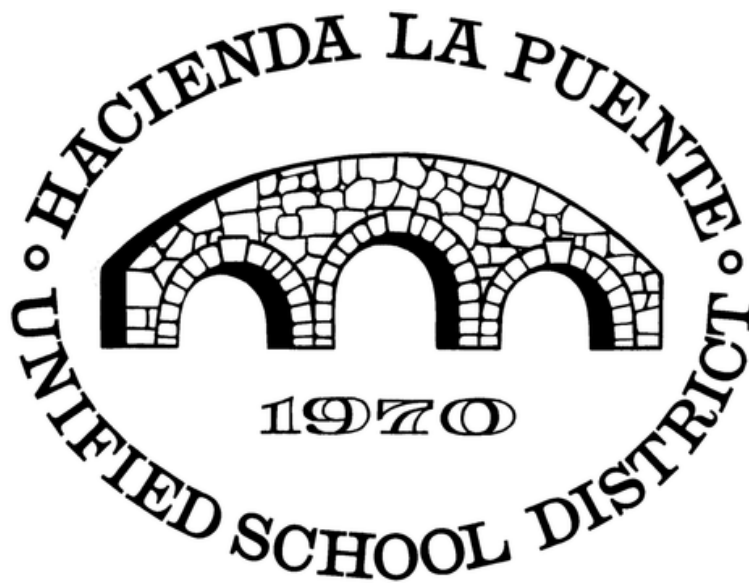


Hacienda La Puente Unified School District



PERSONNEL COMMISSIONER APPLICATION PACKET

August 2018

Deadline for Applications
October 5, 2018
12:00 p.m.

Hacienda La Puente Unified School District

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HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

15959 EAST GALE AVENUE • P.O. BOX 60002 • CITY OF INDUSTRY, CALIFORNIA 91716-0002 • (626) 933-3800

CYNTHIA PARULAN-COLFER, Superintendent

Members of the Board

GINO KWOK, Esq., President
PENNY FRAUMENI, Vice President
MARTIN MEDRANO, Clerk
ANTHONY DUARTE, Member
JOSEPH K. CHANG, Ph.D., Member

September 2018

Dear Prospective Personnel Commissioner:

Thank you for your interest in being appointed by the Hacienda La Puente Board of Education to a term on the Personnel Commission Board. The candidate appointed will serve the remainder of the term of office previously held by Mrs. Anita Perez, through December 1, 2020.

Hacienda La Puente Unified School District employs over 975 employees who work in conjunction with certificated staff to provide students with the best possible educational experience. These employees make up the "classified service," and work in such varied capacities as Bus Driver, School Office Manager, Custodian, Food Service Assistant, Instructional Assistant, and many, many more.

At this time, Hacienda La Puente Unified School District has an opening and is seeking applicants to complete the current term for the Board's appointee to the Commission. The current three-year appointment expires on December 1, 2020. Enclosed is an announcement for the position, and gives a brief summary of the Merit System and a Personnel Commissioner's role.

We are asking qualified individuals to file application materials by October 5, 2018. To qualify, an individual must be a registered voter and resident within the territorial jurisdiction of the school district, and be a supporter of merit system of employment. The individual may not be an employee of Hacienda La Puente Unified School District.

Following the filing deadline, applications will be screened and a selection will be made following interviews by the Board of Education. Interviews will be conducted in public session at a Board of Education meeting.

If you would like to be considered as a candidate for appointment to the Personnel Commission, you are requested to complete the attached Application/Notification of Interest. In addition, please attach a résumé and letter of interest. All completed applications must be received by the Hacienda La Puente Unified School District Superintendent's Office, 15959 East Gale Avenue, City of Industry, California 91716, by 12:00 p.m. on Friday, October 5, 2018. Interviews will be held at a public Board of Education meeting on a date to be determined. This meeting will be held at the District Office Board Room. For additional information, please contact the Superintendent's office at 626-933-3801.

We appreciate your interest in serving the students of the Hacienda La Puente Unified School District.

Sincerely,

Cynthia Parulan-Colfer
Superintendent

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
NOTIFICATION OF INTEREST IN APPOINTMENT
TO THE HLPUSD PERSONNEL COMMISSION
October 5, 2018**

I. PERSONAL INFORMATION

Name: _____ Date: _____

Address: _____

Email: _____

Telephone Numbers:

() _____ () _____ () _____
Home Phone Work Phone Cell Phone

- Length of resident in District: _____ years

Do you have children who attend school in the Hacienda La Puente Unified School District:

- Occupation/Business Name: _____

- Community commissions, boards, committees, and groups in which you have participated:

- Service clubs or other community organization/activities of which you are a member:

- Eligibility: I hereby certify that I am a resident of the Hacienda La Puente Unified School District, a citizen of the state, 18 years of age or older, a registered voter, and that I am not disqualified by the Constitution or laws of California from holding a civil office.

Signature

Date

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
NOTIFICATION OF INTEREST IN APPOINTMENT
TO THE HLPUSD PERSONNEL COMMISSION
October 5, 2018**

II. PLEASE ATTACH A RESUMÉ

III. PLEASE ATTACH A LETTER OF INTEREST INDICATING REASONS FOR WANTING TO BE APPOINTED TO SERVE AS A PERSONNEL COMMISSIONER FOR HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

This completed Letter of Interest and Resumé must be received by the
Hacienda La Puente Unified School District Superintendent's Office,
P.O. Box 60002 – City of Industry, California 91716-0002

No Later Than 12:00 p.m.
on
October 5, 2018

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

OVERVIEW OF BOARD OF EDUCATION

RESPONSIBILITIES

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT is seeking qualified candidates for Personnel Commissioner to serve a 3-year term, expiring in 2020. The District is a Merit System district, which means it is similar to a civil service system where individuals who are employed and promoted are required to show proficiency by passing a series of job-related exams. The body which oversees the Merit System within school districts is the Personnel Commission. This body consists of three members, each appointed to the Personnel Commission in a different way. One member is the appointee of the Board of Education; one is the appointee of the classified bargaining unit with the largest number of employees; and the third is the joint appointee of the other two. Each Personnel Commissioner serves a three-year term, with one term expiring each year.

GENERAL RESPONSIBILITIES

The Personnel Commission is a non-partisan public legislative body responsible for administering the Merit System. In Hacienda La Puente Unified School District, it is composed of three members, each serving three-year terms. The Personnel Commission meets monthly, and commissioners are compensated \$50 per meeting. It has its own special set of responsibilities, legal guidelines, and problems, and is responsible for the selection, retention, and promotion of classified employees.

The Principles of the Merit System of employment administered by the Personnel Commission are:

- Employment and promotion on the basis of merit as shown by competitive examination
- Promotion of a career service
- Promotion of, and adherence to, the principle of like pay for like work
- Impartial hearing of appeals from disciplinary actions
- Prohibition against discrimination in employment

Qualifications for Personnel Commissioners (CA Education Code Section 45244):

To be eligible for appointment or reappointment to the commission a person shall be (a) a registered voter and resident within the territorial jurisdiction of the school district and (b) a known adherent to the principles of the merit system.

No member of the governing board of any school district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission. During his or her term of service, a member of the commission shall not be an employee of the school district.

As used in this section, "known adherent to the principle of the merit system," with respect to a new appointee, shall mean a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

Please read the following statement, and if you agree, complete the section below.

"I hereby certify that I am a registered voter and resident within the territorial jurisdiction of Hacienda La Puente Unified School District, that I am a known adherent to the principles of the merit system, and that I am not a member of the governing board of Hacienda La Puente Unified School District, or of the Los Angeles County Board of Education, and that I am not an employee of the Hacienda La Puente Unified School District."

Printed Name

Signature

Date