



Human Resources Practices and Procedures

Informational Presentation

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February 27, 2016

Objectives

- o To share practices in recruiting, screening, interviewing and selecting of candidates
- o To explain laws, contract articles and rules that guide our practices and employee classifications
- o To review evaluation processes
- o To answer questions and clarify practices

Impact of Teacher Quality

Studies have well documented that the most important factor affecting student learning is the teacher.

-Dr. Bill Sanders,
University of Tennessee

Selection process

There is a comprehensive process that takes place from posting, screening, interviewing and selecting of the best candidate to serve the students of Paramount Unified School District.

Posting of positions

- o Posting Options

- o Inside only

- o Certificated: Position that require expertise
 - o Classified: Promotional Only

- o Inside/Outside

- o Posting at all work locations
 - o PUSD Website
 - o EdJoin
 - o Notices to other public agencies
 - o Press Telegram
 - o www.govjobs.com

Interest Cards

<p>Classified Human Resources Paramount Unified School District 18110 S. California Avenue Paramount, CA 90723</p> <p>Name _____ Address _____ City/State _____</p>
<p>PARAMOUNT UNIFIED SCHOOL DISTRICT HUMAN RESOURCES DIVISION</p> <p>DATE _____</p> <p>Please notify me when applications are being accepted for _____ position. (a Classified position)</p> <p>For Office Use Only: DO NOT WRITE BELOW THIS LINE</p> <p>Applications are now being accepted for the above position.</p> <p>The closing date is: _____</p>

Screening of Candidates

- o Classified
 - o Applicants are screened for minimum qualifications.
 - o All qualified applicants are invited to test.
 - o Cut points are determined and the top 10 candidates are invited to interview for a position.

Classified Testing

- o Tests or supplemental questionnaire for all positions.
- o If an applicant takes a test, they are not eligible to take the same test for four months.
- o Test scores for each test given are kept on file for two years.

Notice of Employment Testing

PARAMOUNT UNIFIED SCHOOL DISTRICT
Human Resources Division

NOTICE OF EMPLOYMENT TESTING

The Paramount Unified School District has scheduled an employment test for the position of **BUYER**. If you are still interested please report on the following date, time and place:

DATE: TUESDAY, FEBRUARY 23, 2016

TEST

TIME: **9:00 a.m. (PLEASE PLAN TO ARRIVE AT LEAST 15 MINUTES PRIOR TO THE TIME INDICATED TO ALLOW FOR DIFFERENCES IN CLOCK SETTINGS, AS WELL AS TRAVEL DELAYS AND PARKING. NO ONE WILL BE ADMITTED AFTER THIS TIME, ACCORDING TO THE DISTRICT'S CLOCK.)**

LOCATION: **PARAMOUNT UNIFIED SCHOOL DISTRICT
District Office
15110 California Avenue, Paramount, CA 90723**

THE TEST WILL TAKE APPROXIMATELY: 1 hour

Test Requirements

In order to be considered for employment in this classification, you must pass this test. If you have taken the same test within the last four months, you will not be permitted to take it again at this time. If you passed the same test within the last two (2) years and do not wish to take the test again, you must call Human Resources to request that your previous test score be used for this test. However, you should understand that a passing score may not result in an interview for this position. Only those applicants who pass the test and score within the ten will be invited back for further testing.

Please notify Human Resources at (562) 602-6008 prior to the test date, if you require accommodations in accordance with the American with Disabilities Act.

Identification Requirement

Be sure to bring your driver's license with you when you report for testing. If you do not have a driver's license, bring another form of government issued identification which has your picture on it. **No one will be allowed to take the test without proper I.D.**

UNFORTUNATELY, DUE TO LIMITED ROOM AVAILABILITY, IF YOU ARE NOT ABLE TO KEEP THIS APPOINTMENT, WE CANNOT RESCHEDULE.

Notification of not meeting minimum qualifications

Paramount Unified School District

15110 California Avenue, Paramount, California 90723-4378
(562) 602-6000 Fax (562) 602-8111



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Superintendent

February 19, 2016

W. 118th Street
Los Angeles, CA 90044

Dear Mr.

Thank you very much for your application for the position of Maintenance Worker with the Paramount Unified School District.

Upon review of your application, we regret to inform you that your application has been disqualified because the information you provided does not indicate that you meet the required qualifications for this classification of employment.

We appreciate your interest in working for the Paramount Unified School District.

Yours truly,

Beatriz Spelker-Levi
Director of Personnel

Notification of non-passing score

Paramount Unified School District

15110 California Avenue, Paramount, California 90723-4378
(562) 602-6000 Fax (562) 602-8111



August 18, 2015

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Seine Avenue
Hawaiian Gardens, CA 90716

Dear

You recently took an examination for the classification of Student Data Technician. We appreciate the time you have expended in taking this examination and would like to notify you of the results.

Your examination score was 39. The passing score for this exam was 56.

Unfortunately, your examination score was not high enough to advance you to the next phase of the screening process. Only those candidates who attained qualifying examination scores have been asked to participate in interviews.

We do appreciate the opportunity to consider your candidacy and would encourage you at any time in the future to apply for any vacancies for which you feel you are qualified.

Sincerely,

Beatriz Spelker-Levi
Director of Personnel
Human Resources Division

*Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.
Great things are happening in Paramount schools.*

Passing score without an interview

Paramount Unified School District

15110 California Avenue, Paramount, California 90723-4378
(562) 602-6000 Fax (562) 602-8111



August 18, 2015

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Superintendent

Georgia Avenue
Paramount, CA 90723

Dear

You recently took an examination for the classification of Student Data Technician. We appreciate the time you have expended in taking this examination and would like to notify you of the results.

Your examination score was 57. The passing score for this exam was 56.

Your examination score(s) was passing, however your score was not high enough to advance you to the next phase of the screening process. Only those candidates whose scores were in the top fifteen have been asked to participate in the interview process.

We do appreciate the opportunity to consider your candidacy and would encourage you at any time in the future, to apply for any vacancies for which you feel you are qualified.

Sincerely,

Beatriz Spelker-Levi
Director of Personnel
Human Resources Division

*Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.
Great things are happening in Paramount schools*

Letter related to convictions

Paramount Unified School District

15110 California Avenue, Paramount, California 90723-4378
(562) 602-6000 Fax (562) 602-8111



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Member
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Member
DR. RUTH PEREZ
Superintendent

February 18, 2016

Compton, CA 90222

Dear Mr.

Please be advised that the Paramount Unified School District will not employ you as a Substitute Custodian.

This decision has been made because the District received a conviction report from the State of California, Department of Justice, which resulted from a record check of your fingerprints. The report states that you have had a conviction(s). You indicated on your application that you have not had a conviction. Clearly, this is a falsification of the information supplied on your application for employment.

Therefore, in accordance with Board policy and administrative regulation, you will not be employed by the District.

Sincerely,

Beatriz Speller-Levi
Director of Personnel
Human Resources

Notification of non-selection

Paramount Unified School District

15110 California Avenue, Paramount, California 90723-4378
(562) 602-6000 Fax (562) 602-8111



July 21, 2015

BOARD OF EDUCATION
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Member
VIVIAN HANSEN
Member
DR. RUTH PRIZ
Superintendent

Arthur Avenue
Paramount, CA 90723

Dear _____

Thank you very much for spending time interviewing for the position of Senior Accounting Assistant with the Paramount Unified School District.

We regret to inform you that you were not selected to fill the position. This is not to be regarded as a reflection on your experience and ability, nor does it bar you from competing in future examinations and interviews for positions in which you may qualify.

We appreciate your interest in the Paramount Unified School District and wish you every success in obtaining the employment you are seeking.

Sincerely,

Beatriz Spelker-Levi
Director of Personnel

*Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.
Great things are happening in Paramount schools.*

Screening of Candidates

- o Certificated
 - o HR personnel screen EdJoin candidates for appropriate credentials.
 - o Each application is reviewed with a Screening form.
 - o Top candidates and any inside candidates are invited to interview.

Screening form

PARAMOUNT UNIFIED SCHOOL DISTRICT

REVIEW/SCREENING OF AN APPLICANT FOR THE POSITION CLASSIFICATION OF:

POSITION: _____
 APPLICANT'S NAME: _____
 PRESENT POSITION: _____
 CURRENT EMPLOYER: _____

ESSENTIAL QUALIFICATIONS:	High	Average	Low		Y	N
Letters of Recommendation	()	()	()	Imm. Supv.	()	()
Number of Letters: _____	Dated Appropriately _____					

DEGREE	UNIVERSITY/COLLEGE	SUBJECT
Bachelor's		
Master's		
Doctorate		

PUSD EMPLOYEE:		INTERVIEW
Current _____ Past _____	Employment Dates _____	___ YES ___ NO

Notes:

Reviewed by: _____

Interviews and Panels

- o Panels are inclusive. Two administrators are needed for teacher selection.
- o Panels are diverse and representative.
- o All members are made aware of the confidentiality of serving on the panel.
- o Panel members are instructed to be impartial.

Interview Protocols

- o Candidates are welcomed.
- o Stellar first impressions are made.
- o All members on the panel are introduced.
- o Questions are consistent for all candidates.

Scoring of Individuals

- True and accurate rating that can hold up, if questioned.
- Rubrics are utilized for consistency.
- Highest scoring individuals are moved forward.

Reference Checks

- o Vital to ensure quality of potential employee.
- o Each candidate must have two positive references.
- o Supervisors should be contacted for reference.
- o Certificated or classified management conduct the reference checks.
- o Accurate recording what the reference says and note to what is not being said.

Selection sheets

- o List of all candidates interviewed
- o Administrator signature
- o Two references
- o All interview scores

After Interviews and Selection

- o Human Resources personnel personally calls successful candidates and makes an offer of employment.
- o Once the offer is accepted, Human Resources contacts the unsuccessful candidates.

Pre-employment processing

- o Fingerprints to Department of Justice
- o Once cleared processing begins
 - o Driver's license
 - o Social security card
 - o TB test
 - o Physical
 - o Transcripts
 - o Test Results
- o Orientation

Employee Classifications

Start out with good people, lay out the rules, communicate with your employees, motivate them and reward them. If you do all those things effectively, you can't miss.

-Lee Iacocca

Classified Classifications

- o Each new employee is on probation for nine months or a minimum of 185 days. During the probationary period, the employee is **not** eligible to apply for a new position.
- o Permanent employees who receive a promotion are on probation for six months. During the probationary period, the employee is eligible to apply for a new position.

CSEA Contract

(CSEA Contract Excerpt)

Article VII - EVALUATION PROCEDURES

7.01 The District retains the sole responsibility for the evaluation and assessment of the job performance of each employee, subject only to the following procedural requirements:

A. Probationary employees (employees with less than nine (9) months or a minimum of 185 days of actual service in their current job classification) shall be evaluated at least twice during the probationary period. No less than three weeks (15 working days) of service shall pass between evaluations. Exception: Probationary employees charged with misconduct will be excluded from this requirement.

1. Permanent employees who receive a promotion shall serve a six (6) month probationary period (a minimum of 125 days of actual service) and receive at least one evaluation not less than 30 days before the expiration of their probation in the promoted classification.

Substitutes

- Substitutes are hired to cover absences of regular employees.
- Some substitutes move into regular employment with the district.
- Substitute teachers need full credentials to move into a regular, on-going teaching assignments.

Temporary Certificated Employees

- o Temporary teachers are needed to hold the spots of the tenured employees who are out of the classroom.
- o Temporary teachers are needed to hold the position of anyone that works in a categorically funded position. In the event the funding ends, there needs to be a spot for the teacher to return to the classroom.
- o Temporary teachers are needed to work in the position on a temporary basis for teachers that are on leave of absences.

Temporary Teacher Backfill

- o Temporary teachers are needed to backfill for these out-of-classroom positions:
 - o Instructional Coaches
 - o Teachers on Special Assignment
 - o Curriculum Specialists
 - o Program Specialists
 - o Categorical Positions
 - o Teachers on Leave of Absence
- o There are approximately 90 positions each year that require temporary employees.

Why do we have temporary teachers?

- o It is fiscally prudent to save a spot for a teacher to return to in the event of decreased funding for out-of-the class positions occurs.
- o This is utilized to avoid having costly lay-offs due to over-staffing.
- o Due to the temporary status, it allows the district to invite back the number of teachers that are needed.

Probationary Certificated Employees

- **Probationary 1** – the first step in becoming Tenured
- **Probationary 2** – once a Probationary employee works at least 75% of the school year, the next year they will move to this step
- **Tenure** – after their Probationary 2 year, an employee gains tenure at the beginning of the next year

Road to permanency

Year 1 Temporary status	Year 2 Temporary
Year 3 Probationary 2 (Skips Prob 1 due to credit as temp)	Year 4 Tenure

Evaluations

Timely, informative feedback is vital to any improvement effort.

*-Mike Schmoker
ASCD, 1999*

Classified Evaluations

- o Each new employee will receive two evaluations during their probationary period. The first one is due in the third month of employment and the second one is due during the seventh month.
- o After passing the probationary period, the employee is evaluated every other year.

Certificated Evaluations

- o All Temporary, Probationary 1, Probationary 2 and first-year Tenure employees are formally evaluated each school year.
- o After their first year on Tenure status, the employee is evaluated every other school year until they reach their eleventh year of permanency.
- o Eleventh year of permanency, teachers are eligible for 4-year evaluation cycle.
- o Three forms are utilized.

Teacher Evaluation Matrix

TEACHER/COUNSELOR MATRIX

Employment Status	Yrs. in District	Evaluation Cycle	Forms
Prob or Temp	1-2+	Every year	Rotate #1 & #2
Permanent	3-10	At least every 2 yrs. starting with the 1 st year of permanency	Rotate #1 & #2
Permanent	11+	At least every 4 yrs.*	#3

*Evaluator and employee must agree to this term. Employee must be highly qualified, as defined, and most recent evaluation rated employee as meeting or exceeding standards (i.e., met or in-progress).

Staffing timelines

- o Staffing for the following school year begins in January to determine the projected enrollment by site and grade level.
- o Administrators review and confirm projections.
- o During the middle of May, Human Resources meets in small groups with the site administrators to determine any openings.
- o At the end of May, the openings are posted and the recruitment process begins.



Questions