

Human Resources Practices and Procedures

Informational Presentation

Dr. Ruth Pérez Dr. Myrna Morales

February 27, 2016



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



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

-Dr. Bill Sanders, University of Tennessee



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

- Posting Options
 - Inside only
 - Certificated: Position that require expertise
 - Classified: Promotional Only
 - Inside/Outside
 - Posting at all work locations
 - PUSD Website
 - EdJoin
 - Notices to other public agencies
 - Press Telegram
 - <u>www.govjobs.com</u>

Interest Cards

Classified Human Resources Paramount Jufilds School District 1911 95. California Avonue Paramount, CA 90723
Name
Address
City/Statezc
*
PARAMOUNT UNIFIED SCHOOL DISTRICT HUMAN RESOURCES DIVISION
DATE
Please notify me when applications are being accepted for
position.
(a Classified position)
For Office Use Only: DO NOT WRITE BELOW THIS LINE
Applications are now being accepted for the above position.
The closing date is:



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

Classified Testing

- Tests or supplemental questionnaire for all positions.
- If an applicant takes a test, they are not eligible to take the same test for four months.
- 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 <u>BUYER</u>. 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 Requiremen

In order to be considered for employment in this classification, you must pass this test. If you have taken the <u>same</u> test within the last four months, you will not be permitted to take it again at this time. If you passed the <u>same</u> test within the last two (2) years and do not wish to take the test again, you <u>must</u> 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 ID.

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

TONY PEÑA
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ALICIA ANDERSON Monter SONYA CURLLAR

SONYA CURLLAR Mondar VIVIAN HANSEN

DR. RUTH PÉREZ Submistrados

February 19, 2016

. W. 118lth Street Los Angeles, CA 90044

Dear Mr.

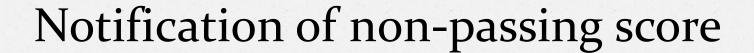
Thank you very much for your application for the position of Maintenance Worker with the Paramount Unified School District.

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





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

August 18, 2015

President
LINDA GARCIA
Wes President

ALICIA ANDERSO Member

Member VIVIAN HANSEN

> DR. RUTH PÉRE Seprintedes

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





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

August 18, 2015

EGARD OF EDUCATES
TONY PEÑA
Posidos
LINDA GARCIA
Tice Protides
ALICIA ANDERSON
Mander
SONYA CUELIAR
Mender

DR. NUTHER PROPERTY.

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





5110 California Avenue, Paramount, California 90723-4374 (562) 602-6000 Fax (562) 602-8111

TONY PEÑA President LINDA GARCIA Viur President

Monder SONYA CUELLAR Monder

DR. RUTH PÉREZ Soperintendos

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 Spelker-Levi Director of Personnel Human Resources





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

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July 21, 2015

ALICIA ANDERSON Menter SONYA CUELLAR Menter

Member Member

DR. RUTH PÉRE Superintendes

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



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

Screening form

CURRENT EMPLOYER:							
ESSENTIAL QUALIFICATIONS:	High	Average	Low		Υ	N	
Letters of Recommendation	()	()	()	Imm. Supv.	()	()	
Number of Letters:	Dat	ed Appropriate	ly				
DEGREE	UNIVERSITY/COLLEGE				SUBJECT		
Bachelor's							
Master's							
Doctorate							
PUSD EMPLOYEE: Current Past	Employment Da	ites					INTERVIEW YES N
Notes:							-



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



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



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



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

Selection sheets

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



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

Pre-employment processing

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



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 lacocca



- 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.
- 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

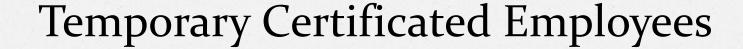
(CSEA Contract Excerpt)

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. <u>Probationary employees</u> (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.



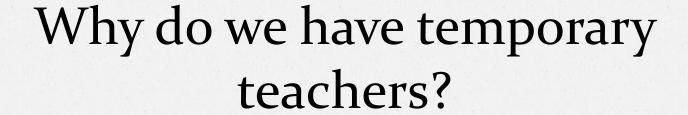
- Substitutes are hired to cover absences of regular employees.
- Some substitutes move into regular employment with the district.
- Substitute teachers need full credentials to move into a regular, on-going teaching assignments.



- Temporary teachers are needed to hold the spots of the tenured employees who are out of the classroom.
- 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.
- Temporary teachers are needed to work in the position on a temporary basis for teachers that are on leave of absences.



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



- 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.
- This is utilized to avoid having costly lay-offs due to over-staffing.
- Due to the temporary status, it allows the district to invite back the number of teachers that are needed.



- 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



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

Evaluations

Timely, informative feedback is vital to any improvement effort.

-Mike Schmoker ASCD, 1999



- 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.
- After passing the probationary period, the employee is evaluated every other year.



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

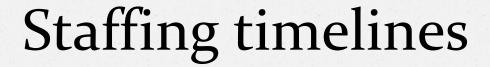
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Teacher Evaluation Matrix

TEACHER/COUNSELOR MATRIX

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

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

Questions