

The Personnel Commission

Commissioners Mike Ford, Joseph L. Paller, Jr., and Dr. Anthony Rendon

Issue 1 - Volume 1



Dear District Colleagues,

On behalf of the Personnel Commissioners and the entire Personnel Commission staff, I am pleased to present to you this publication of the Personnel Commission newsletter. We plan to distribute the newsletter quarterly in an effort to stay connected with you, our internal customers, and to keep you apprised of the many resources and opportunities that we as a Personnel Commission provide. I encourage you to act upon items of interest and, please, whenever possible, pass this newsletter along to a colleague.

Wendy Macy
Personnel Director



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What's New with the Personnel Commission?



Jefferson Crain, Executive Officer of the Board (left), congratulates Dr. Anthony Rendon, Personnel Commissioner (right).

What's new with the Personnel Commission?
How about the appointment of a new Personnel Commissioner! Dr. Anthony Rendon was sworn in to his new post on September 13, 2006 by Jefferson Crain, Executive Officer of the Board. He joins Commissioners Joseph L. Paller, Jr. and Mike Ford as one of the three members of the Personnel Commission.

Dr. Rendon brings to his post a wide array of related expertise. He presently serves as a non-profit and political consultant and was previously a lecturer in the Department of Political Science at California State University, Fullerton. Additionally, he served as the Executive Vice President and Chief Operating Officer for the Mexican American Opportunity Foundation in Montebello, California.

Dr. Rendon brings a passion for service and contribution to the Commission and described this passion as stemming from "...my desire to serve both the community and the Los Angeles Unified School District. In the past I have worked in the areas of preschool and higher education but, until now, never had the opportunity to serve K-12 students..." Dr. Rendon views "fairness" and "objectivity" as central to his role on the Commission. He is also emphatic about his belief in the value that Classified employees bring to LAUSD's efforts toward achieving its goals and mission.

Dr. Rendon and his fellow commissioners along with the entire staff of the Personnel Commission carry out the following core Personnel Commission responsibilities:

- Providing a classification system that enables employees to perform duties that are consistent and appropriate with the level of responsibility for the job that they hold and the pay that they receive.
- Ensuring that equal opportunity is provided to qualified applicants for positions within the Classified Service, and that the District has the opportunity to hire the best qualified employees as determined through a competitive examination process.
- Delivering high-quality professional development opportunities to Classified employees across the District.
- Rendering fair and objective decisions regarding Classified employees' examination and disciplinary-action appeals.

Upcoming Personnel Commission Events and Opportunities

On-Site AA Degree Programs for District Employees – Fall/Winter 2006/2007 - The Personnel Commission's Organizational Excellence Classified Training Branch in partnership with the Los Angeles Community Colleges is bringing AA Degree programs directly to LAUSD employees through the PACE program (Program for Accelerated College Education). Classes are currently conducted in both Downtown and Valley locations, and districtwide opportunities are planned for the future. For more information, visit www.oetraining.net and click on the PACE program link on the home page.

CalPERS Retirement Training in January 2007 - The Personnel Commission's Organizational Excellence (OE) Classified Training Branch has partnered with the ITD Training Branch and the CalPERS Glendale Regional Office training team to offer via webcast: "A General Overview of Membership in the CalPERS Retirement System." This is an information-packed session for LAUSD Classified employees – and they won't even have to leave their office to attend. Look for the details about this unique opportunity as well as dozens of other training session and workshop opportunities in the OE catalog available at schools and offices and on the web at www.oetraining.net.

WHAT'S ON THE PC WEBSITE?

- ▶ Current LAUSD Classified Job Openings
- ▶ On-line Job Application
- ▶ OE Training Catalog
- ▶ PACE Information and Schedule of Classes
- ▶ Job Descriptions
- ▶ Salary Schedules
- ▶ Classified Employee Handbook
- ▶ Tuition Reimbursement Forms
- ▶ Ask the PC a Question via Email

and much, much more...

Just visit: personnel.lausd.net

THIS ISSUE'S FEATURED RESOURCE FOR MANAGERS & ADMINISTRATORS

Now available on the web (www.oetraining.net) and in printable form is the Personnel Commission's Guide on **Selecting the Right Person for the Job**. This 16 page resource guide offers practical guidelines for how best to plan and conduct an effective and legal interview. We recommend that every District manager and supervisor read this before interviewing job candidates.



Personnel Commission's Organizational Excellence Branch Issues Supervisory Program Certificates to 89 Bus Drivers!



At a ceremony recently held at the Transportation Branch Media Center, numerous Bus Drivers proudly received their certificates of completion for finishing the eight-session Exceptional Supervisor Certificate Program. Among those offering congratulations were Antonio Rodriguez, Transportation Branch Director; Dave Palmer, Deputy Transportation Branch Director; Wendy Macy, Personnel Director; Karla Gould-Jackson, Organizational Excellence Chief HR Specialist; and a host of Regional Transportation Managers. Bus Driver Tanya Walters provided a highlight of the ceremony with her testimony. Tanya raved about the importance of this training opportunity in terms of preparing to become a supervisor and continuing to grow and develop professionally as a District employee.

This program delivery was a partnership between the Transportation Branch and the Personnel Commission's Organizational Excellence Classified Training Branch. Through this partnership, Bus Drivers were able to attend the certificate program at a convenient time (between their am and pm routes) and in a convenient location (at one of three regional transportation offices). The completion rate of the program was excellent (over 90% completing all eight sessions) and the outcome impressive. Completion of this certificate program qualifies Bus Drivers to meet a portion of the entrance qualifications required for promotion to Assistant Area Bus Supervisor and Area Bus Supervisor. We applaud these Bus Drivers for achieving this professional development milestone!



The Personnel Commission's Focus on Customer Service

The Personnel Commission (PC) has identified customer service as a top priority for the upcoming year. Staff members from every PC branch are undertaking several key customer service initiatives designed specifically to better meet the needs of the internal customers of the District as well as the external customers that we serve. One of these initiatives is helping you to more easily access Personnel Commission staff and resources. Here is a listing of offices and numbers to help you navigate your way to getting the information and services that you need.

- Personnel Commission Web Address: personnel.lausd.net
- Personnel Commission Administrative Office (213) 241-7800
- Classification and Compensation Branch (213) 241-7800
- Classified Employment Transaction Services Branch (213) 241-3900
- Classified Personnel Selection Branch (213) 353-4211
- Classified Recruitment Branch (213) 353-4200
- Organizational Excellence Classified Training Branch (213) 353-4300
- Campus Aide Training (213) 353-4310
- Mid-Cities Classified Employment Office (323) 752-2673
- Office Technician Training Program (213) 353-4203/4204
- On-line Workplace Harassment Prevention Training (213) 353-4307
- Reasonable Accommodations for Testing (213) 353-4215
- Tuition Reimbursement (213) 353-4313
- Valley Classified Employment Office (818) 609-1012

Please let us know what you would like to see covered in future issues of this newsletter by emailing your suggestions to stacy.edwards-adrian@lausd.net.