# Introductions

**Superintendent, Arturo Delgado, Ed.D.**

## Board of Education
- **Douglas Boyd**  
  Board President
- **Rudell S. Freer**  
  Board Vice President
- **Gabriella Holt**  
  Board Liaison to PC
- **Katie Braude**
- **Maria Reza**
- **Thomas A. Saenz**
- **Rebecca J. Turrentine, Ed.D.**

## Personnel Commission
- **Michael Rosenberg** (Chair)  
  - CSEA appointee
- **Anita Ford** (Vice Chair)  
  - Board appointee
- **Michael Henry** (Member)  
  - Co-appointee
- **Rod Freudenberg** (Director)
Responsibilities of the Commission

1. Classified Recruitment, Examination, Employment Certification

2. Job Classification and Salary Structure

3. Disciplinary and Examination Appeals

4. Coordinate/Authorize Temporary Assignments
Our Strategic Framework

GOALS
- Quality
- Timeliness
- Satisfaction

VALUES
- Transparency
- Collaboration
- Communication

STRATEGIES
- Technical Excellence
- Competency Modeling
- Leveraging Technology
- Process Improvement
- Team Structure
## Our Promises

### To LACOE Employees and Candidates

1. You will be treated with dignity and respect.
2. You will receive a fair and job-related assessment of your skills and abilities.
3. Your personal information will be handled confidentially and securely.
4. You will receive timely and useful information.
5. Your suggestions for how we may improve will be welcomed and valued.

### To Customer Departments and Divisions

1. We will understand your staffing needs and priorities.
2. We will recruit and assess for competencies that drive exceptional job performance.
3. We will find solutions to your staffing problems.
4. You will receive timely and useful information.
5. Your suggestions for how we may improve will be welcomed and valued.
PC Staff Organizational Structure

Themes: “Customer Focused”, “One-stop-shop”

- **Two department-aligned teams**
  - 22 departments divided across two teams
  - Focus on unique organizational needs and specialized classes
  - Objective: Rapid response, forecasting, reduce cycle time
  - Leverage consulting skills, collaboration, and communication
  - One-stop-shop for these departments

- **One broad-based / school-based classifications team**
  - Clerical, administrative, school-based
  - Annual calendar and continuous recruitments
  - Objectives: always have viable eligibility lists, minimize vacancies, and obviate provisional assignments
  - Leverage virtual class consolidations, computerized assessment, score banking
  - One-stop-shop for these classifications
Challenges in 2011

1. LACOE-wide budget reductions and consolidation of work roles
   - Increased classification work

2. RIFs and Lay-Offs
   - Re-employment lists to fill many vacancies

3. Hiring Frost (February-June)
   - Hold on filling vacancies
   - Superintendent/Cabinet appeal
# Output Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Recruitments conducted</td>
<td>67</td>
<td>46</td>
<td>68</td>
</tr>
<tr>
<td>Applications Received (includes continuous)</td>
<td>17,527</td>
<td>10,763</td>
<td>11,314</td>
</tr>
<tr>
<td>Eligibles on lists (includes continuous)</td>
<td>2,523</td>
<td>1,739</td>
<td>1,855</td>
</tr>
<tr>
<td>Requisitions filled (includes re-employment)</td>
<td>665</td>
<td>544</td>
<td>774</td>
</tr>
<tr>
<td>New Classifications Established</td>
<td>7</td>
<td>13</td>
<td>16</td>
</tr>
<tr>
<td>Classifications Revised</td>
<td>43</td>
<td>59</td>
<td>38</td>
</tr>
<tr>
<td>Position Studies</td>
<td>8</td>
<td>5</td>
<td>17</td>
</tr>
<tr>
<td>Disciplinary Hearings</td>
<td>7</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>
A. Competency-oriented examinations
B. Standardization of examination development tools and techniques
C. Partnering relationship with departments
D. Computer-based Project Tracking System
E. Cycle-time targets and metrics
F. Weekly team review of project status

2009: 38.4 days from (52% reduction from 2007-08)
2010: 36.2 days
2011: 33.3 days
Paraeducators

1. Maintained low vacancy levels (<5%)
   - Most vacancies filled through re-employment lists
   - Reduced vacancies in hard-to-fill specialties (sign language interpreter) and locations by 50% compared to previous year

2. Continued recruitments and testing
   - Primarily for hard-to-fill specialties and locations
   - Maintain substitute pool
Broad-Based Testing

- Single Test Battery for 27 clerical/secretarial classifications (different weights and pass points) and 15 administrative/professional classifications
  - Administrations reduced due to RIFs and re-employment hires
  - Scheduling changed to as-needed
Mobile Clerical Support Unit

**Purpose**: Reduce number and cost of temporary office support assignments

- Cabinet initiative
- Permanent ITCs assigned to longest duration office temp assignments
- Internal “Temp Agency” - Cost-recovery funding model
- Improved tracking by the PC and increased monitoring and review by Cabinet
- Safety net for laid off clerical staff
For 2009 and 2010, the MCSU has 5 M-ITCs
  • Substantial reductions in utilization and cost of temps resulted

In July, 2011, expanded to 15 members
  • However, RIF holds prevented filling new positions until January
  • Most positions filled by RIF’d employees who would have been laid off

Target for 2012 is to reduce utilization of all categories of temporary employment through leveraging a fully staffed MCSU
  • A specific FCMAT recommendation
Projections and Challenges for 2012

- **FCMAT, PARS Retirement Incentive, Budget Cuts**
  - Re-organization and process re-engineering
  - “Desk Audits” (management levels and staff workloads)
  - Analysis and management of temporary/contract workforce

- **PC Role**
  - Substantial classification analytic work and related examination processes to fill positions
  - Related compensation structure issues
  - Expanded role in oversight of temps
  - Active participation in LACOE-wide planning

- **Voluntary PC Budget Reduction (6%)**