Personnel Commissioners

The Personnel Commission is an independent body responsible for maintaining a Merit System for classified employees of the school district and for fostering the advancement of a career service for such employees.

**DR. SHARON DEZUTTI—UNION APPOINTEE**

Dr. Sharon Dezutti nomination by SEIU was approved by the County Superintendent, December 2015.

**MICHAEL J. HENRY—JOINT APPOINTEE**

Mr. Michael J. Henry was appointed by the State Superintendent of Public Instruction to serve an interim appointment effective April 11, 2002. He was jointly appointed by the other two Commission positions effective December 1, 2002. Mr. Henry was reappointed for a three-year term effective December 1, 2014

**ANITA FORD—SUPERINTENDENT APPOINTEE**

Mrs. Anita M. Ford was re-appointed by the County Superintendent effective December 1, 2016 for a three-year term. Ms. Ford has been an active member of the LACOE Personnel Commission since 1990.

Personnel Commission Staff

Scott B. Pilch……………..Exec. Dir., Classified HR
Shirley Chang……………..Coord., Classified HR
Frank Olmos……………..Senior HR Analyst
Eric Rowen……………..Senior HR Analyst
Josh Kahn………………..HR Analyst II
Pauline Bourne…………..HR Analyst
Jung Park…………………HR Analyst
Jennifer Robles………..HR Analyst
Jeffery Henderson……..HR Analyst
Karen Leon………………Administrative Asst.
Linda Smith………………Sr. HR Specialist
Brenda Coney………………Sr. HR Specialist
Ruby Querubin………..HR Specialist
Jennifer Ocho…………….HR Specialist
Erikka Youngblood……HR Specialist
Gwyn Stephens……………Int. Typist Clerk

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Personnel Commission
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Downey, CA 90242-2890
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www.lacoe.edu/pc

2016—2017 Annual Report

As required by the California State Education Code Section 45266, the Personnel Commission of the Los Angeles office of Education respectfully presents the report of its activities during the 2016-2017 fiscal year.

The Merit System

The Merit System, as defined by the California State Education Code, is based on the premise of fairness in all activities, functions, and decisions that are related to employment in the classified service. Originally, codified into law in 1936, the Merit System assures that all employment decisions are free from political interference, vacancies are widely circulated to interested qualified applicants, qualified applicants for employment and promotion are competitively evaluated against job related standards, and career paths are established.

The Personnel Commission

The Personnel Commission is comprised of three members who reside within the boundaries of Los Angeles County and who are known proponents of the Merit System and the principles of merit on which the system is based. They serve on three year staggered terms and hold open meetings in the Board Room on the third Thursday of every month at 3:30 p.m.

MISSION & GUIDING PRINCIPLES

The Personnel Commission is committed to providing a quality classified workforce for LACOE and the communities they serve. We believe in:

- Fair treatment in all personnel administration matters.
- Equal pay for work of equal value.
- Recruitment from all segments of society and advancement on the basis of ability, knowledge, and skill under fair and open competition.
- High standards of integrity, conduct, and concern for the public interest.
- The retention of employees who perform well.
- Improved performance through effective education and training.
- Protection of employees from arbitrary action, personal favoritism, or political coercion.
- The protection of employees against reprisal for lawful disclosure of information.
Staff conducted one salary allocation study on the following classification:

**SALARY ALLOCATION**

Fourteen requests for positions studies were received and addressed. One of which resulted in reclassification.

**POSITION STUDY REQUESTS & RECLASSIFICATION**

During the 2016-2017 fiscal year, the Personnel Commission created six new classifications:

- Accountant
- Business Services Consultant
- Counselor Assistant
- Custodian
- Data Processing Specialist
- Database Analyst II
- Distance Learning Resources Spec.
- E.B.S. Implem. Expert—Financials
- E.B.S. Implem. Expert—HR
- E.B.S. Implem. Expert—Payroll
- E.B.S. Proc. Engineer—Financials
- E.B.S. Proc. Engineer—HR
- E.B.S. Proc. Engineer—Payroll
- E.B.S. Proc. Engineer—Technical
- Financial Advisory Services Officer
- Facilities Planning Officer
- Head Start Child Dev. & Ed. Consultant
- Head Start Child Dev. & Ed. Consultant
- Head Start Child Dev. & Ed. Consultant
- Head Start Child Dev. & Ed. Consultant
- Human Resources Specialist
- Informational Media Specialist
- Language Interpreter/Translator
- Sr. Dir. Acct. & Budget Development
- Sr. Dir. Acct. & Budget Development
- Sr. Lang. Interpreter/Translator
- Transportation Scheduler

**CLASS DESCRIPTION CHANGES**

The following 40 classifications were revised during 2016-2017:

- Accounting Technician
- Asst. Dir., Administrative Services
- Braille Transcriber
- Business Services Consultant
- Custodian
- Data Processing Specialist
- Database Analyst II
- Distance Learning Resources Spec.
- E.B.S. Implem. Expert—Financials
- E.B.S. Implem. Expert—HR
- E.B.S. Implem. Expert—Payroll
- E.B.S. Proc. Engineer—Financials
- E.B.S. Proc. Engineer—HR
- E.B.S. Proc. Engineer—Payroll
- E.B.S. Proc. Engineer—Technical
- Financial Advisor
- Facilities Planning Officer
- Head Start Child Dev. & Ed. Consultant
- Head Start Child Dev. & Ed. Consultant
- Head Start Child Dev. & Ed. Consultant
- Head Start Child Dev. & Ed. Consultant
- Human Resources Specialist
- Informational Media Specialist
- Language Interpreter/Translator
- Sr. Dir. Acct. & Budget Development
- Sr. Dir. Acct. & Budget Development
- Sr. Lang. Interpreter/Translator
- Transportation Scheduler

**POSITION STUDY REQUESTS & RECLASSIFICATION**

Fourteen requests for positions studies were received and addressed. One of which resulted in reclassification.

**SALARY ALLOCATION**

Staff conducted one salary allocation study on the following classification:

- Director, Head Start

**ABOLISHED CLASSIFICATIONS**

101 classifications were abolished during 2016-2017. For a full list of abolished classifications, view the October 2016 minutes located on the Personnel Commission website: [www.lacoe.edu/pc](http://www.lacoe.edu/pc)