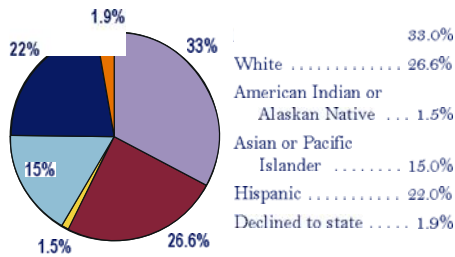
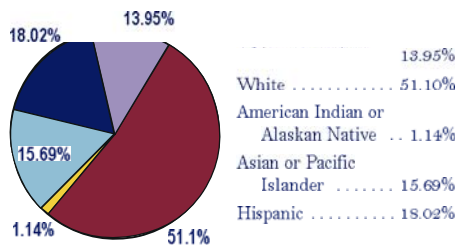


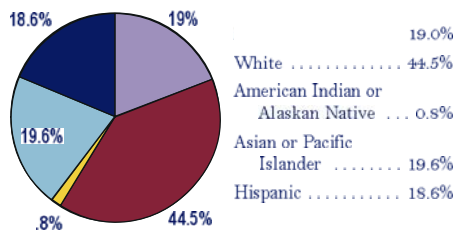
Applicants



ACOE Classified Employees



2000 Census— Alameda County



A Word of Thanks

The Personnel Commissioners and the staff of the Human Resources Division thank all of you who supported and assisted us in accomplishing the Commission's activities during the past fiscal year. Special thanks to the following departments and agencies that authorized the release of employees from their usual duties to serve as subject matter experts on our oral board examinations:

- Alameda County Office of Education**
 - Bay Area School Leadership Center
 - Bay Region IV School Support Center
 - Business Services Administration
 - California Healthy Kids Resource Center
 - California Technology Assistance Project
 - Communications & Public Affairs
 - Curriculum & Instruction
 - Education Services Administration
 - Educational Technology
 - External Business Services
 - Human Resources
 - Information Technology Services
 - Internal Business Services
 - Maintenance & Operations
 - Student Programs & Services
 - Superintendent's Office

- Alameda Unified School District**
- Chabot/Las Positas Community College District**
- Fremont Unified School District**
- Hayward Unified School District**
- Larkspur School District**
- Martinez Unified School District**
- Newark Unified School District**
- San Leandro Unified School District**
- San Lorenzo Unified School District**
- San Mateo County Office of Education**
- Santa Clara County Office of Education**

Special Projects, Programs, & Services

- Classification Study for All Classified Job Families implemented over 3 Years, effective 7/1/01.
- Developed & Implemented Recruitment & Selection Procedures & Training.
- Created & Updated 4 Examinations.
- Facilitated Health Plan Changes with the Employees' Health Benefits Committee.
- Provided 4600 LiveScan Fingerprinting Services for approximately 200 different Educational, Public, & Private Entities.
- Completed Remodeling of the Human Resources Office.



**Alameda County
Office of Education**



**Personnel Commission
Annual Report
2001-2002**



Classification Services

Completed Classification Study for All Classified Job Families
 Updated Classified Internal Alignment Chart
 Created 3 New Classification Specifications
 Revised 5 Classification Specifications

Recruitment & Testing Services

	1998-1999	1999-2000	2000-2001
Positions Announced	37	52	31
Applications Considered for Employment			365
Applicants Invited to the Written/Technical Exam			80
Applicants Who Passed the Written/Technical Exam			48
Applicants Invited to the Oral Interview			136
Applicants Who Passed the Oral Interview			121
Exam Segments Administered			68
Eligibility Lists Certified			27
Number of Eligibles on Lists			121
Continuous Testing Classifications			2
Removals from Eligibility Lists			45

Employment Services

	1998-1999	1999-2000	2000-2001
Personnel Authorization			
Requests Received			131
Transfer Requests Received			5
Transfer Employment Selections	3	4	4
Promotional Employee Selections	4	17	14
Career Ladder Advancements	4	1	0
Reclassifications	3	4	5
Probationary Appointments	23	27	24
Out-of-Class Assignments	10	13	5
Reassignments	0	2	0
Provisional Appointments	12	15	8
Limited Term Appointments (incl. Summer School)	70	83	89
Retiree Assistance	3	5	3
Substitutes	27	15	13
Student Assistants (exempt)	0	10	2
Leaves of Absence	0	1	1
Retirements	3	4	2
Resignations (15 promotion, 8 pursuing other interests, 5 relocations)	8	15	28
Layoffs	0	0	4
Terminations	2	2	3

Personnel Commission Mission Statement

It is the mission of the Personnel Commission to provide a Merit System for the employees of the Alameda County Office of Education — a system based on the principle of employment and promotion on the basis of merit for the purpose of obtaining the highest efficiency and assuring the selection and retention of the best qualified persons in the service of the Office of the Alameda County Superintendent of Schools.

The Personnel Commission was established in the Alameda County Office of Education on July 1, 1976, and is composed of three persons appointed for three-year staggered terms. One member of the Commission is appointed by the Alameda County Board of Education and one member is appointed by the California School Employees Association (CSEA). These two members appoint the third member.



Jack Weinstein, Chairperson
 Mr. Jack Weinstein serves on the Alameda County Personnel Commission as the ACOE Board of Education representative, appointed in December, 1997. Mr. Weinstein retired from the Hayward Unified School District as Assistant Superintendent of Personnel in 1988, after 36 years of service as a Teacher, Site Administrator, and Personnel Administrator. He continues to serve California school districts in his role as a Human Resources Management Consultant.



Deborah McHenry, Vice Chairperson
 Ms. Deborah McHenry serves on the Commission as the "joint appointee," appointed by the other two Commissioners in December, 1998. Ms. McHenry currently serves the City of Alameda as the Director of Human Resources. Ms. McHenry has previous experience as the Business/Human Resources Manager for the Hayward Area Parks and Recreation District and as a labor representative at IEDA (Industrial Employers and Distributors Association). She served on the City of Hayward Personnel Board for eight years.



Carol Lyda, Member
 Ms. Carol Lyda serves on the Personnel Commission as the representative for the classified employee group, CSEA (California School Employees Association), appointed in December, 1999. Ms. Lyda has served the San Lorenzo Unified School District over the past twelve years and is currently the Adult School Office Manager. Ms. Lyda has been active in the California School Employees Association, serving as the local chapter Secretary, Vice President, and President.

The Personnel Commission regularly meets on the third Thursday of each month at 1:00 p.m. at the Alameda County Office of Education, 313 West Winton Avenue, Hayward, unless otherwise posted. Classified employees as well as the public are encouraged to attend.

Personnel Commission Administrators

Rick Minnis
 Chief Human Resources Officer

Lynne Vanlandingham
 Human Resources Director