

Section 24

STAFFING

One-Stop Staffing





HUMAN RESOURCE SERVICES
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Jonathan P. Raymond, *Superintendent*
Jess Serna, *Chief Human Resources Officer*

SUBJECT: 2012-2013 CERTIFICATED AND CLASSIFIED ONE STOP STAFFING **HR-06**

TO: All School Site Principals
All High School Assistant Principals

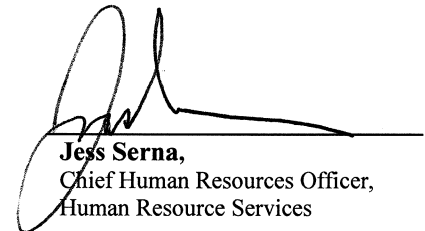
DATE: November 2011

PREPARED BY: Terri Lauzon, Team 1
Kia Moua, Team 2
Cindy Nguyen, Team 3 and
Priority Schools

DEPARTMENT: Human Resource Services

REVIEWED BY: Roxanne Findlay
Cancy McArn
Carol Mignone Stephen
Gerardo Castillo

APPROVED:



Jess Serna,
Chief Human Resources Officer,
Human Resource Services

In preparation for the 2012-2013 school year, it is necessary for Principals and High School Assistant Principals to update their Position Control Reports, provided by the Budget Department, to reflect the following changes:

- A. **CLOSED** (eliminated) positions
- B. **Replacement Personnel for VACANT** positions
- C. **NEW** Positions to be created
- D. **BILINGUAL** needs for English Language Learners
- E. Positions to be **REDUCED**

The following complimentary Resources/Reports are included to assist you in this process:

1. Personnel Team Roster, which specifies your Team HR Analyst by School Site:

Team 1: Terri Lauzon

Ext. 7490 or e-mail

Team 2: Kia Moua

Ext. 7495 or e-mail

Team 3 and Priority Schools: Cindy Nguyen

Ext. 7489 or e-mail

2. Elementary School Classification Report (if applicable)
3. Credential Report
4. Seniority Report (Certificated Only)
5. Decimal / Hours Conversion Chart for **Classified Segment**

If you have questions or need assistance, please e-mail or call your HR Analyst directly for support as they are a very valuable resource to complete this process.

JS:RF:CM:CMS:tl/km/cn

cc: Jess Serna, Chief Human Resources Officer
Area Assistant Superintendents (3)
Chief Accountability Officer
Chief Financial Officer
ROP Office



Human Resource Services

Elementary School Enrollment - Classification Report

School Year: _____

School _____

Principal's Signature _____

Date _____

Regular Program

Special Education

Alternative Program

TEACHER INFORMATION				SPEC CRED	KGN A.M.	KGN P.M.	NUMBER OF STUDENTS – Primary, Intermediate, Middle								PUPIL PRMT	OPEN ENRL	COMMENTS/NOTES CONCAPS - SPLITS	
ROOM	S	M/F	EC				NAME				1	2	3	4				5
Total Number of Students in Each Column								→								↔		
TOTAL ACROSS AND TOTAL DOWN SHOULD BE EQUAL ↔																		

S – Status: **T** = Temporary; **P** = Probationary or Permanent; **S** = Substitute; **LTA** = Limited-Term Assignment (Please include name of regular teacher in parenthesis underneath or VACANCY.)
M/F – Gender Code for Continuing Staff: **M** = Male; **F** = Female
EC – Ethnic Code for Continuing Staff: **A** = American Indian/Alaskan Native; **B** = Black; **C** = White; **R** = Asian/Pacific Islander; **S** = Hispanic

- Pupil Permit and Open Enrollment counts are not needed for first and third-day reports.**
- Please include Pupil Permit and Open Enrollment counts on eighth and end-of-month reports for all NON-Special Education Teachers.**



Budget Services

Decimal / Hours Conversion Chart

Classified Segment

Decimal	Equals	Fraction	Equals	Minutes	Total Hours & Minutes
.1250	=	1/8	=	--	1 hour
.15625	=	5/32	=	15 minutes	1 hour & 15 minutes
.1875	=	3/16	=	30 minutes	1 hour & 30 minutes
.2000	=	1/5	=	36 minutes	1 hour & 36 minutes
.21875	=	7/32	=	45 minutes	1 hour & 45 minutes
.2250	=	9/40	=	48 minutes	1 hour & 48 minutes
.2500	=	1/4	=	--	2 hours
.28125	=	9/32	=	15 minutes	2 hours & 15 minutes
.3125	=	5/16	=	30 minutes	2 hours & 30 minutes
.34375	=	11/32	=	45 minutes	2 hours & 45 minutes
.3500	=	7/20	=	48 minutes	2 hours & 48 minutes
.3750	=	3/8	=	--	3 hours
.4000	=	2/5	=	12 minutes	3 hours & 12 minutes
.40625	=	13/32	=	15 minutes	3 hours & 15 minutes
.4375	=	7/16	=	30 minutes	3 hours & 30 minutes
.46875	=	15/32	=	45 minutes	3 hours & 45 minutes
.4750	=	19/40	=	48 minutes	3 hours & 48 minutes
.5000	=	1/2	=	--	4 hours
.53125	=	17/32	=	15 minutes	4 hours & 15 minutes
.5625	=	9/16	=	30 minutes	4 hours & 30 minutes
.59375	=	19/32	=	45 minutes	4 hours & 45 minutes
.6000	=	3/5	=	48 minutes	4 hours & 48 minutes
.6250	=	5/8	=	--	5 hours
.65625	=	21/32	=	15 minutes	5 hours & 15 minutes
.6875	=	11/16	=	30 minutes	5 hours & 30 minutes
.71875	=	23/32	=	45 minutes	5 hours & 45 minutes
.7250	=	29/40	=	48 minutes	5 hours & 48 minutes
.7500	=	3/4	=	--	6 hours
.78125	=	25/32	=	15 minutes	6 hours & 15 minutes
.8000	=	4/5	=	24 minutes	6 hours & 24 minutes
.8125	=	13/16	=	30 minutes	6 hours & 30 minutes
.84375	=	27/32	=	45 minutes	6 hours & 45 minutes
.8500	=	17/20	=	48 minutes	6 hours & 48 minutes
.8750	=	7/8	=	--	7 hours
.90625	=	29/32	=	15 minutes	7 hours & 15 minutes
.9375	=	15/16	=	30 minutes	7 hours & 30 minutes
.96875	=	31/32	=	45 minutes	7 hours & 45 minutes
.9750	=	39/40	=	48 minutes	7 hours & 48 minutes
1.000	=	--	=	--	8 hours