



**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

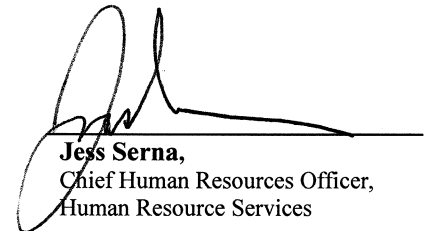
**DATE:** November 2011

**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<br>CONCAPS - SPLITS |
|---|---|-----|----|------|-----------|----------|----------|--|---|---|---|---|---|---|---|------------|-----------|------------------------------------|
| ROOM                                      | S | M/F | EC | NAME |           |          |          | 1  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
|   |   |     |    |      |           |          |          |  |   |   |   |   |   |   |   |            |           |                                    |
| 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      | =      | --         | <b>1 hour</b>         |
| .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      | =      | --         | <b>2 hours</b>        |
| .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      | =      | --         | <b>3 hours</b>        |
| .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      | =      | --         | <b>4 hours</b>        |
| .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      | =      | --         | <b>5 hours</b>        |
| .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      | =      | --         | <b>6 hours</b>        |
| .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      | =      | --         | <b>7 hours</b>        |
| .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   | =      | --       | =      | --         | <b>8 hours</b>        |