



A Staff Development Mini-conference presented by  
**The Personnel Commissions Association of Southern California**  
(PCASC)

## **Building a Foundation for Merit**

Friday, June 2, 2017

8:00 AM to 3:30 PM

Paradise Pier Hotel — Anaheim, California

### Schedule of Events

- 7:30 am – 8:30 am**      **Registration and Continental Breakfast**
- 8:30 am – 8:45 am**      **Welcome by *Bernie Konig***, PCASC President and Personnel Director, Centinela Valley Union High School District
- Presentation of Colors — United States Army Southern California Recruiting Battalion, Fullerton Company**
- National Anthem — *Nora Roque***
- 8:45 am – 9:15 am**      **Keynote Presentation — *Anthony P. De Marco, Esq.***  
*Atkinson, Andelson, Loya, Ruud & Romo*
- 9:15 am – 10:00 am**      **Merit Family Feud — *Anthony P. De Marco, Esq.***  
Work with your team to answer questions regarding the rules and regulations that affect merit system agencies. Earn prizes as well as learn critical information that may impact your district.
- 10:00 am – 10:15 am**      **Networking Break**
- 10:15 am – 11:30 am**      **Breakout Session 1 — Conducting a Comprehensive Salary Study — *Brandon Tietze***  
Understanding the analysis behind salary recommendations is critical as compensation-related decisions can be highly impactful, difficult, and controversial. This session will demonstrate step-by-step how to gather and analyze salary data, develop recommendations to maintain alignment, and effectively present findings and cost estimates for approval. Special topics to be covered include benefits analysis, the market combined minimum qualification, and Google Docs integration.
- Breakout Session 2 — Building Trust — *Joan Stiegelmar and BethAnn Arko***  
Communication, collaboration, and your team's effective success begin with TRUST in the workplace. This workshop will explore how to build it among your staff, how to strengthen it with others, and what to do when you lose it!
- 11:30 pm – 12:15 pm**      **Luncheon**
- 12:30 pm – 1:45 pm**      **Breakout Session 1 — Best Practices of Test Construction — *Marianne Tonjes and Jess Aguirre***  
Learn the methodology to choose the right employee assessment materials and tools for each classified position in your school system by using CODESP's products and services. This workshop will demonstrate working effectively with job experts and analyzing post-test data to improve employee selection materials. You will also see the possibilities of online testing to make your exams more efficient.
- Breakout Session 2 — Applying Motivational Strategies — *Nora Roque***  
We all struggle with reaching an employee who may have the basic skills set to do the job, but is not a part of the team and engages in behavior that negatively impacts their performance and the performance of others. This interactive workshop will provide you with tools to develop intervention strategies that will engage employees in the improvement process.
- 1:45 pm – 2:00 pm**      **Networking and Refreshment Break**
- 2:00 pm – 2:15 pm**      **Special Recognition**
- 2:15 pm – 3:30 pm**      **"The Falling Leaves" — *Kristine E. Kwong, Esq.***  
This presentation discusses the various leaves of absence for K-12 and community college districts and how federal and state laws intersect with leaves of absences under the education code. The new parental leave laws will also be discussed.

## BIOGRAPHIES OF OUR PRESENTERS

### **Jess Aguirre — Business Marketing Officer**

#### **Cooperative Organization for the Development of Employee Selection Procedures (CODESP)**

Jess grew up in Huntington Beach, CA and graduated from Huntington Beach High School. He graduated from California State University at Long Beach with a degree in Finance. He worked for seven years at the City of Huntington Beach in community services. He joined CODESP in 2014 as an intern and is currently the Business Marketing Officer. He has provided demonstrations for CODESP products, services, and online testing. He has also conducted online webinars and live trainings at conferences on a variety of testing topics.

### **BethAnn Arko — Director, Classified Human Resources, Downey Unified School District**

BethAnn is currently Director of Classified Human Resources for Downey Unified School District (DUSD). Prior to working at DUSD, she was the Director of Classified Personnel for the Vista Unified School District, Personnel Analyst with Garden Grove Unified School District, and started her career as the Classified Personnel Technician with the Fountain Valley School District. She has over twenty-five years in the field of human resources. She has a Bachelor's Degree in Business Management. She has held several leadership positions in organizations such as the Cooperative Organization for the Development of Employee Selection Procedures (CODESP), Personnel Testing Council (PTC), and the California School Personnel Commissioners Association (CSPCA).

### **Anthony P. De Marco, Esq. — Partner, Atkinson, Andelson, Loya, Ruud & Romo**

Anthony is a partner of the law firm of Atkinson Andelson Loya Ruud & Romo and represents California public school districts and public agencies in all aspects of labor and employment law. His areas of practice include certificated and classified employee discipline, contract enforcement and arbitration, representation of employers before the Public Employment Relations Board, Department of Fair Employment and Housing, and the Office of Administrative Hearings, as well as general education law. He is experienced in collective bargaining and is the chief negotiator for numerous school districts throughout the State. Mr. De Marco is a member of the firm's public sector wage and hour litigation practice group.

### **Kristine E. Kwong, Esq. — Partner, Musick & Peeler**

Kristine received her BA from UC Riverside and her law degree from McGeorge School of Law (University of the Pacific). She is a business and corporate transactions attorney with particular focus on labor and employment law. She represents both private and public sector employers in federal and state courts throughout California in counseling and litigation. Ms. Kwong advises and counsels clients on a wide range of business and employment issues, and has defended class action lawsuits in wage and hour matters, discrimination, harassment and retaliation claims. In addition, Ms. Kwong is highly experienced in labor negotiations with employee associations, including SEIU, CTA, CSEA and SBPEA.

### **Nora Roque — Executive Director of Human Resources, Inglewood Unified School District**

Nora is the Executive Director of Human Resources for the Inglewood Unified School District (IUSD), a senior management position where she directs all human resources functions for the school district. Previously, she served as Director of Classified Personnel for the Newport-Mesa Unified School District (NMUSD) and Human Resources Coordinator for the Beverly Hills Unified School District. Both IUSD and NMUSD are merit systems. With over 13 years of HR leadership experience, seven years has been in merit system school districts. Nora also provides a variety of trainings in human resources management and organizational development.

### **Joan Stiegelmar — Personnel Director, Rowland Unified School District**

Joan has been the Personnel Director at Rowland Unified School District since August 2014. Joan started her Merit School District career at Los Angeles Unified School District in January 2007 as a Human Resource Specialist in the recruitment and selection branch. In June 2008, she began working at Hacienda La Puente Unified School District as an Associate Personnel Analyst and promoted to a Senior Personnel Analyst. She has a degree in Business Administration from California State University at Los Angeles. Joan has been active in leadership roles in Personnel Testing Council of Southern California (PTCSC), and has been on the conference planning committees for both California School Personnel Commissioners Association (CSPCA) and Personnel Commission Association of Southern California (PCASC).

### **Brandon Tietze — Executive Director of Personnel, Anaheim Union High School District**

Brandon has directed personnel operations at three merit system school districts and is currently the Executive Director of Personnel for the Anaheim Union High School District. He has served as a board member for the Southern California Personnel Commissioners Association, the Personnel Testing Council of Southern California, and CODESP. Brandon has focused his career on advocating for progressive HR strategies, building working relationships, and searching for creative solutions. He regularly instructs at the CSPCA Merit Academy and speaks at professional meetings on various innovative practices in classification, compensation, and test development. Brandon holds a master's degree in Industrial/Organizational Psychology from California State University, Long Beach.

### **Marianne Tonjes, IPMA-CP — Executive Director**

#### **Cooperative Organization for the Development of Employee Selection Procedures (CODESP)**

Marianne is the Executive Director at CODESP. She has a Master's Degree in Public Policy and Administration-Personnel Management from California State University, Long Beach. She has worked for CODESP for over 25 years providing public agencies with HR products and services, including employment test materials, software and training. She is a frequent speaker on HR topics such as employee assessment and selection and is a member of PTC-SC, IPMA-HR, IPAC (past Board Secretary), WRIPAC, SCPMA, SHRM and SIOP. She has also taught at the college level in the areas of HR and Organizational Psychology.

### **Thank You to PCASC Board and Committee Members**

BethAnn Arko, Downey USD #

Bernice Flatebo, Garden Grove USD\*

Sergio Garcia, Centinela Valley HSD\*

Patricia Heineke, Consultant\* #

David Iwata, Los Angeles CCD\* #

Kenneth Kato, Long Beach USD\* #

Bernie Konig, Centinela Valley HSD\* #

Anil S. Muhammed, Huntington Beach HSD\* #

Kim Papez, Charter Oak USD #

Alberto Perez, Bellflower USD\*

Nora Roque, Inglewood USD\* #

Suzu Seymour, Garden Grove USD\* #

Joan Stiegelmar, Rowland USD #

Brandon Tietze, Anaheim Union HSD #

\* Indicates Board Member  
# Indicates Committee Member