

2022- 2023 annual report

Personnel Commission

PERSONNEL COMMISSION



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The Personnel Commission is the foundation of the merit system. It is an independent body composed of three persons appointed for three-year staggered terms. The Personnel Commission is 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. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters, and protests involving examinations, selection and appointment procedures; and prescribe rules related to a variety of personnel practices.

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- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing for compensation.
- Retaining employees on the basis of performance.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.



RECRUITMENT & SELECTION

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on the Merit System provisions of the Education Code and other relevant Federal and State laws and regulations. The flow chart shown below describes the typical steps taken to fill a contract position.





EMPLOYMENT ACTIONS

RECRUITMENTS:

- Accounting Assistant III
- Accounting Technician
- Administrative Assistant I
- Administrative Assistant I (Arabic)
- Administrative Assistant I (Spanish)
- Administrative Assistant II
- Administrative Assistant II (Spanish)
- Assistant Buyer
- Behavior Intervention Specialist
- Bench Technician
- Bilingual - Bicultural Interpreter (Arabic)
- Bilingual - Bicultural Interpreter (Farsi)
- Bilingual - Bicultural Interpreter (Spanish)
- Bus Attendant
- Buyer
- Campus Aide
- Campus Safety Assistant
- Campus Safety Lead
- Child Nutrition Services Supervisor
- Child Nutrition Worker I - Central Kitchen
- Child Nutrition Worker I - School Site
- Child Nutrition Worker II
- Community Liaison (Pashto)
- Community Liaison (Spanish)
- Computer Network Technician I
- Computer/Network Services Supervisor
- Counseling Technician
- Curricular Materials Services Assistant
- Custodial Supervisor
- Data & Assessment Technician
- Day Custodian
- Delivery Driver/Warehouse Worker
- Director, Child Nutrition Services
- Director, Information Services
- Director, Network Services
- Early Childhood Education Assistant
- Early Childhood Education Assistant (Arabic)
- Early Childhood Program Lead I
- Electrician
- English Language Development Assistant (Arabic/Chaldean)
- English Language Development Assistant (Pashto)
- English Language Development Assistant (Spanish)
- Executive Assistant
- Executive Coordinator
- Extended Day Program Aide
- Extended Day Program Assistant
- Extended Day Program Site Lead
- Graphics Assistant Installer
- Groundskeeper II
- Guidance Technician
- Guidance Technician (Spanish)
- Health Assistant
- Health Assistant (Spanish)
- Health Technician
- Help Desk Technician
- Infrastructure Engineer
- Instructional Assistant
- Library Media Technician I
- Licensed Vocational Nurse
- Maintenance Service Technician
- Manager, Information Services
- Manager, Network Services
- Mental Health Clinician I/II
- Night Custodian
- Occupational Therapist
- Office Assistant I
- Office Assistant II
- Office Assistant II (Arabic)
- Office Technician (Arabic)
- Operations Supervisor
- Paraeducator
- Payroll & Benefits Technician
- Personnel Assistant I
- Registered Nurse
- School Administrative Assistant
- School Administrative Assistant - Lead
- School Administrative Assistant (Arabic)
- School Administrative Assistant (Spanish)
- School Bus Driver I
- Senior Buyer
- Student Data Technician
- Student Data Technician (Spanish)
- Transportation Operations Assistant
- Transportation Operations Supervisor
- Van Driver - Student Transportation
- Warehouse Supervisor

	2021-2022	2022-2023
New Hire	231	290
Promotion	62	106
Transfer	107	174
Reinstatement	3	15
Rehire	2	1
Resignation & Termination	146	137
Retirement	43	16
Leave of Absence (LOA)	72	37
Return from LOA	20	34
Total Applicants	1786	2154
Total Classified Employees	1250	1281
Total Classified Substitutes	517	501

Compensation & Classification Study

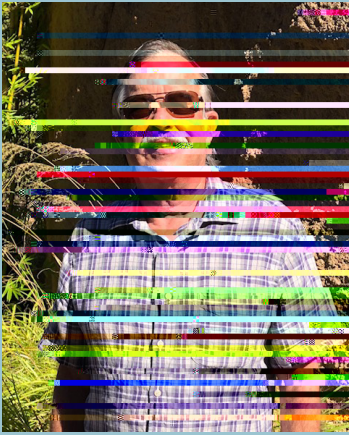
In June 2020, the Classified School Employee Association (CSEA) Chapter 179 and the District approved a District-wide, three and half year classification study for all Classified positions. The study is being conducted by Eric Hall & Associates.

Phase 2 studied a total of 20 classifications:

- Salary Reallocations - 7
- Positions Retitled - 2
- New Positions - 1

Phase 3 is currently studying 31 classifications.

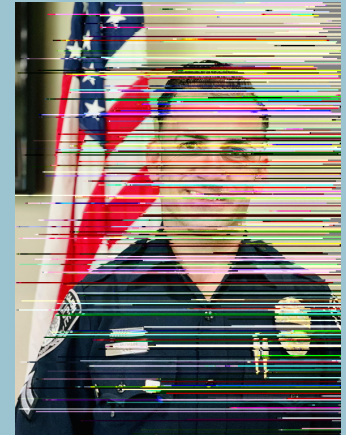
PERSONNEL COMMISSION Staff



Paul Stephens
Chair
CSEA Appointee



Terina Brooms
Vice Chair
Board Appointee



Louie Michael
Member
Joint Appointee

Maritza Diaz, *Classified Personnel Director*

Linda Gudino, *Classified Personnel Analyst*

Stephanie Sanchez Ponce, *Personnel Assistant I*

The Personnel Commission thanks our employees, Personnel Services, the District and CSEA Chapter 179 for their continued dedication to our Cajon Valley students