

Placing People First

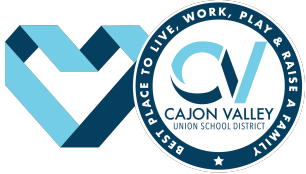
2021- 2022 ANNUAL REPORT

Cajon Valley Union School District
PERSONNEL COMMISSION

750 E. Main St, El Cajon, CA

619.588.3050

www.cajonvalley.net/personnelcommssion



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PERSONNEL COMMISSION

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.

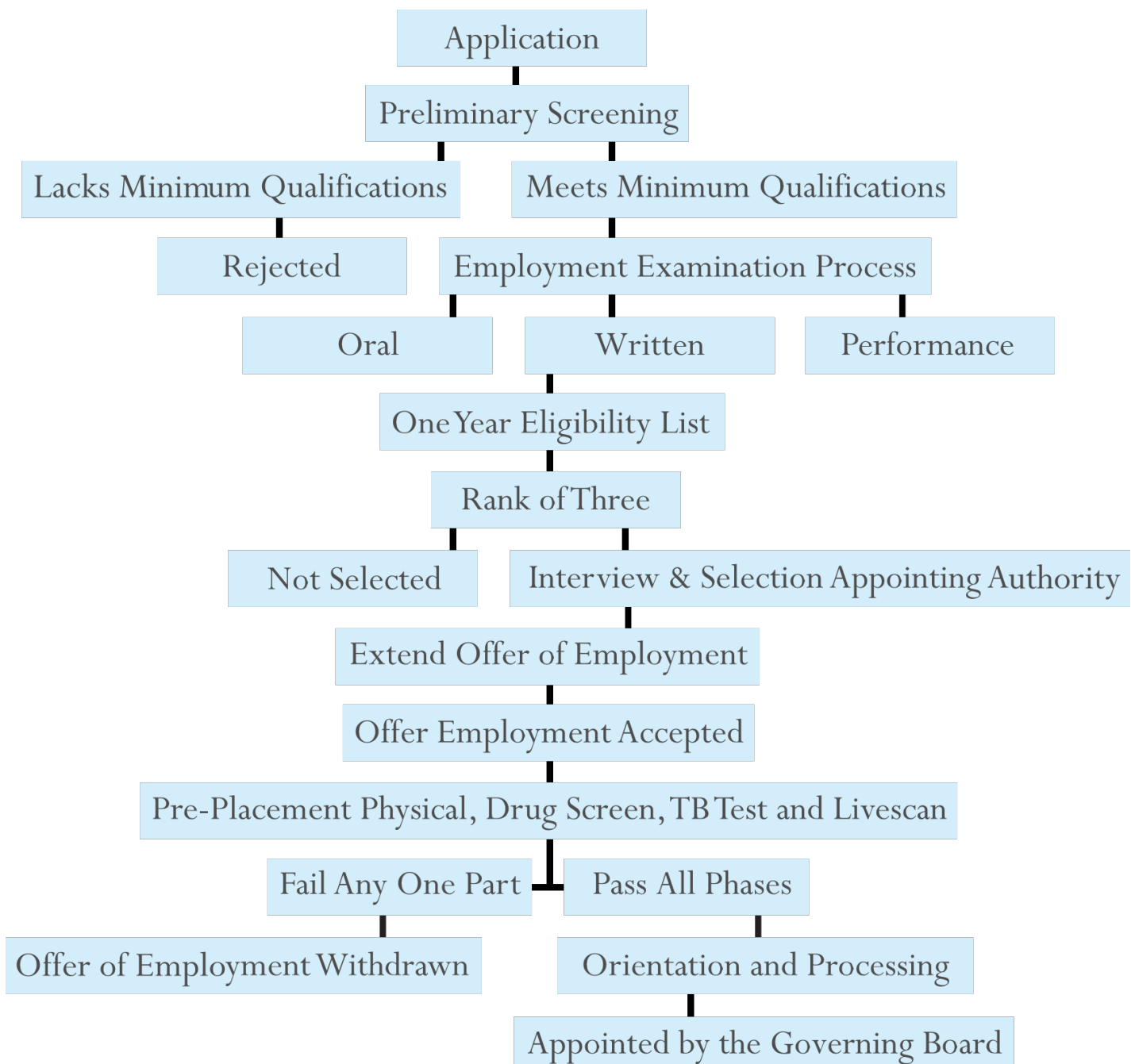
MERIT PRINCIPLES

The Merit System encompasses these basic principles and concepts:

- 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.

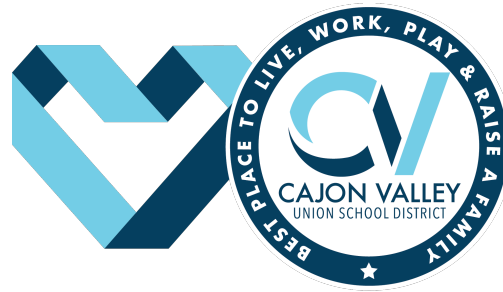
RECRUITMENT & SELECTION

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.



RECRUITMENTS:

- Accountant
- Accounting Assistant I
- Accounting Assistant II
- Accounting Assistant III
- Administrative Assistant I
- Administrative Assistant I (Spanish)
- Administrative Assistant II
- Behavior Intervention Specialist
- Bilingual - Bicultural Interpreter (Spanish)
- Bus Attendant
- Campus Aide
- Campus Safety Assistant
- Campus Safety Lead
- Child Nutrition Services Lead - Distribution
- Child Nutrition Services Lead - Production
- Child Nutrition Services Lead - Serving Kitchen
- Child Nutrition Worker I
- Child Nutrition Worker II
- Community Liaison Bilingual (Farsi)
- Computer Network Technician I
- Computer Network Technician II
- Computer Support Technician
- Counseling Technician
- Day Custodian
- Delivery Driver/Warehouse Worker
- Director - Facilities, Maintenance & Operations
- English Language Development Assistant (Farsi)
- English Language Development Assistant (Pashto)
- English Language Development Assistant (Arabic)
- English Language Development Assistant (Spanish)
- Extended Day Program Aide
- Extended Day Program Assistant
- Extended Day Program Site Lead
- Graphics Assistant Installer
- Groundkeeper II
- Guidance Technician
- Health Assistant
- HVAC & Refrigeration Technician
- Instructional Assistant
- Licensed Vocational Nurse
- Licensed Vocational Nurse (Arabic)
- Library Media Technician I
- Media & Communications Specialist
- Mental Health Clinician I
- Mental Health Clinician II
- Night Custodian
- Occupational Therapist
- Office Assistant II
- Office Assistant II (Arabic)
- Office Assistant II (Spanish)
- Office Technician
- Office Technician (Arabic)
- Personnel Assistant I
- Personnel Assistant II
- Planning Technician
- Registered Nurse - Classified
- School Administrative Assistant
- School Bus Driver I
- Special Education Adaptive Equipment Technician
- Special Education Classroom Assistant
- Special Education Classroom Assistant (Arabic)
- Special Education Classroom Assistant (Spanish)
- Special Education Technician
- Speech-Language Pathology Assistant (Spanish)
- Storekeeper I
- Storekeeper II
- Transportation Operations Assistant
- Van Driver Student Transportation



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	2020-2021	2021-2022
New Hires	52	231
Promotion	39	62
Transfers	87	124
Reinstatement	2	3
Rehire	0	2
Resignations & Terminations	64	146
Retirements	30	43
Leave Of Absence (LOA)	53	42
Return from LOA	19	20
Total Applicants	1647	1786
Total Classified Employees	1219	1256
Total Classified Substitutes	490	527

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 1 A & B studied a total of 41 classifications:

Salary Reallocations – 33

Positions Retitled – 8

New Positions – 4

Phase 2 is currently studying 29 classifications



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PERSONNEL COMMISSION STAFF



*Paul Stephens
Chair
CSEA Appointee*



*Terina Brooms
Member
Board Appointee*



*Louie Michael
Vice Chair
Joint Appointee*

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



(left to right)

Leah Varley, Personnel Assistant I

Maritza Diaz, Classified Personnel Director

Linda Gudiño, Classified Personnel Analyst

Ashley Anacker, (former) Personnel Assistant I

Michelle Hayes, Assistant Superintendent - Personnel Services (Not pictured)