

Placing People First

2020 - 2021 ANNUAL REPORT

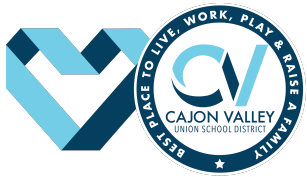
Cajon Valley Union School District

PERSONNEL COMMISSION

750 E. Main St, El Cajon, CA

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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.

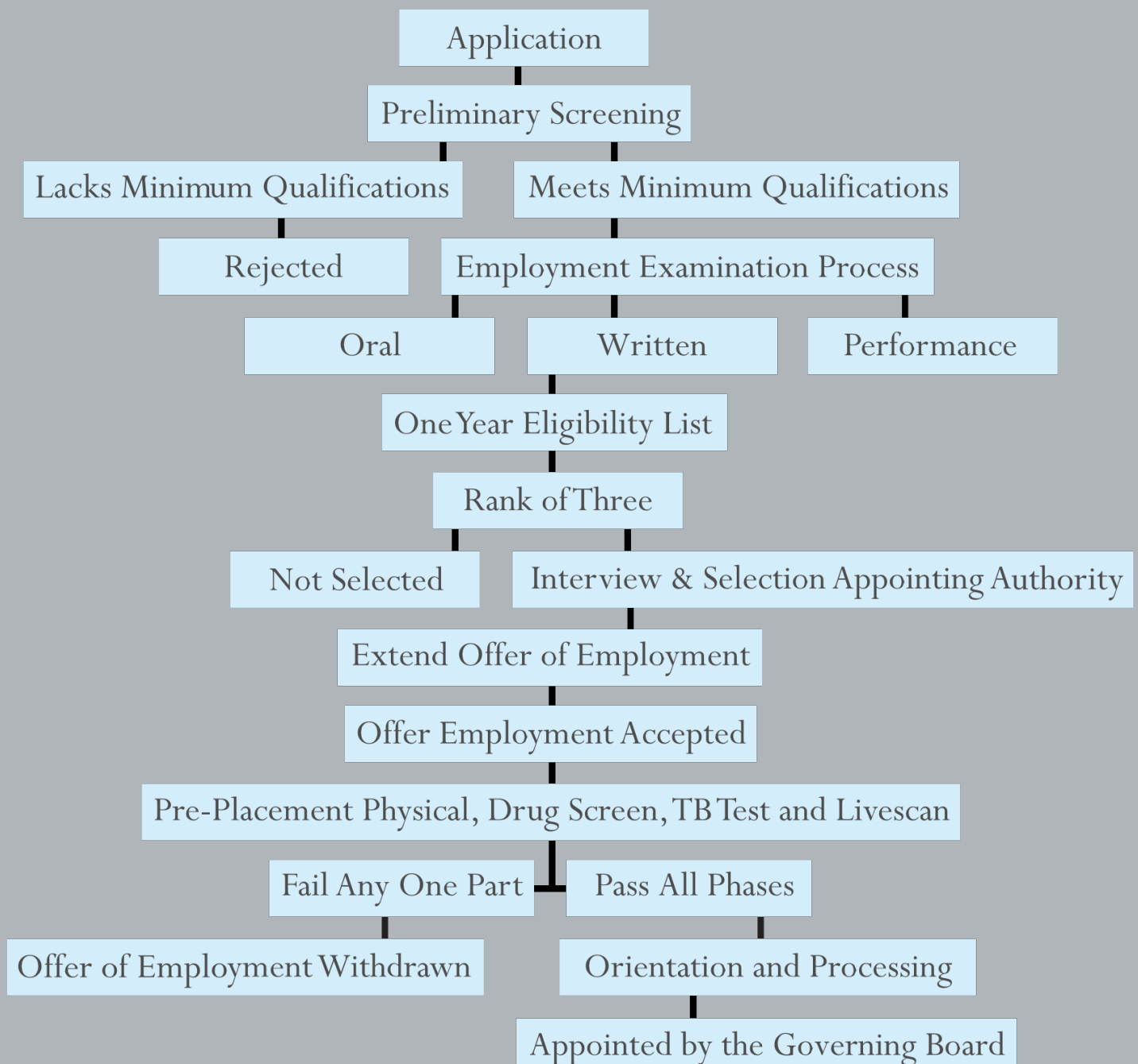
MERIT PRINCIPLES

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.

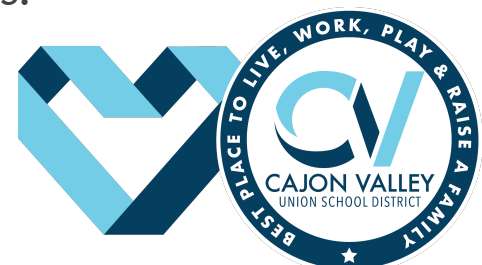


RECRUITMENTS

Accountant	Promotional / Open
Accounting Assistant I	Promotional / Open
Accounting Assistant II	Promotional / Open
Accounting Assistant III	Promotional / Open
Administrative Assistant I (Spanish)	Promotional / Open
Administrative Assistant II	Promotional
Administrative Assistant II (Spanish)	Promotional
Behavior Intervention Specialist	Dual & Promotional / Open
Bench Technician	Promotional / Open
Bilingual - Bicultural Interpreter (Spanish)	Promotional / Open
Budget & Special Programs Analyst	Promotional / Open
Bus Attendant	Promotional / Open
Buyer	Promotional / Open
Campus Aide	Open
Campus Safety Lead	Promotional / Open
Child Nutrition Services Lead - Distribution	Promotional / Open
Child Nutrition Worker I	Promotional / Open
Child Nutrition Worker II	Promotional
Computer Network Technician I	Promotional
Computer Network Technician II	Promotional
Computer Support Technician	Promotional / Open
Counseling Technician	Promotional / Open
Custodial Crew Leader	Promotional
Database Specialist	Promotional / Open
Day Custodian	Promotional / Open
Delivery Driver/Warehouse Worker	Promotional / Open
Director, Classified Personnel	Dual
Director, Fiscal Services	Promotional / Open
English Language Development Assistant (Arabic)	Promotional / Open
Extended Day Program Aide	Promotional / Open
Extended Day Program Assistant	Promotional / Open
Extended Day Program Site Lead	Promotional / Open
Extended Day Programs Supervisor	Promotional
Graphics Assistant Installer	Promotional / Open
Grounds Supervisor	Promotional
Guidance Technician	Promotional / Open
Health Assistant	Promotional / Open
Health Assistant (Spanish)	Promotional / Open
Health Assistant (Arabic)	Promotional / Open
Health Care Specialist	Promotional / Open
Heavy Duty Mechanic	Promotional / Open
Instructional Assistant	Promotional / Open
Irrigation Technician	Promotional
Library Media Technician I	Promotional / Open
Library Media Technician I (Spanish)	Promotional / Open
Manager - Extended Day Programs	Dual
Mental Health Clinician I	Promotional / Open
Mental Health Clinician II	Promotional / Open
Night Custodian	Promotional / Open
Occupational Therapist	Promotional / Open
Office Assistant I	Promotional / Open
Office Assistant II	Promotional / Open
Office Assistant II (Arabic)	Promotional / Open
Office Assistant II (Spanish)	Promotional / Open
Payroll & Benefits Supervisor	Dual
Payroll & Benefits Technician	Promotional / Open
Personnel Analyst	Promotional / Open
Personnel Assistant I	Promotional / Open
Print Shop Assistant	Promotional / Open
School Administrative Assistant	Promotional / Open
School Administrative Assistant (Spanish)	Promotional / Open
School Bus Driver I	Promotional / Open
Special Education Classroom Assistant	Promotional / Open
Special Education Classroom Assistant (Arabic)	Promotional / Open
Special Education Classroom Assistant (ASL)	Promotional / Open
Special Education Classroom Assistant (Spanish)	Promotional / Open
Storekeeper I	Promotional
Systems Analyst/Programmer	Promotional

	<u>2019/20</u>	<u>2020/21</u>
Job Classes Studied	6	3
Reclassifications	5	2
Creation of New Classifications	2	0
Revised Job Descriptions	3	0
Reallocations	3	9
Transfers	71	87
Promotions	28	39
New Hires	161	52
Reinstatements	7	2
Reemployment	0	0
Partial Reemployment	0	0
Return from Leave of Absence	15	19
Resignations & Terminations	75	64
Layoffs	0	2
Retirements	18	30
Leaves of Absence	17	53
Total Applications Received	1584	1647
Total Classified Employees	1458	1219
Total Classified Substitutes	452	490

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.



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PERSONNEL COMMISSION STAFF



(left to right)
Ashley Anacker, Personnel Assistant I
Maritza Diaz, Classified Personnel Director
Linda Gudiño, Classified Personnel Analyst
Michelle Hayes, Assistant Superintendent
- Personnel Services

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



Paul Stephens
Chair
CSEA Appointee



Terina Brooms
Vice Chair
Board Appointee



Louie Michael
Member
Joint Appointee