

2016 -2017

# ANNUAL REPORT

## PERSONNEL COMMISSION

750 E. Main Street  
El Cajon, CA 92020  
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www.cajonvalley.net

Personnel Commission meetings are held in the District Board Room at 4:00 p.m. on the fourth Thursday of the month and are open to the public. Meeting agendas are posted on the web site.

## Personnel Commission Staff



*Angela Bishop*  
Director, Classified Personnel



*Maritza Diaz*  
Personnel Specialist



*Michelle Hayes*  
Assistant Superintendent



Cajon Valley Union School District

## Personnel Commission

SELECTION · ADVANCEMENT · SUCCESS THROUGH MERIT

Cajon Valley has long had a reputation as a District where staff feel valued, supported and proud to work. Our progressive school district has been nationally recognized for its innovative practices, including personalized digital learning, TED-Ed Presentation Literacy, and most recently the World of Work program designed to help students develop their strengths and interests into career goals.

This year, the Personnel Commission celebrates its 50th year of recruiting, hiring and retaining highly qualified and dedicated Classified staff within our instructional programs as well as a variety of central offices services to support these initiatives.

In the past year, Commission efforts resulted in attracting 2,750 applicants, conducting 121 examinations, on-boarding 201 new contract employees, 198 new substitutes, and establishing 5 new job classifications. We'd like to extend our appreciation to the subject matter experts that assisted in our examination processes; our hiring practices couldn't be successful without their participation and invaluable expertise.

The Personnel Commission staff is proud of our efforts to ensure unparalleled Classified service within the Cajon Valley Union School District and contribute to the "Cajon Valley Advantage" in making a positive impact for employees, students and the community.

## 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.

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# OUR PERSONNEL COMMISSION

## Mr. John Jarboe – Chairperson Classified Employees' Appointee

The classified employees first nominated Mr. Jarboe to the Personnel Commission on December 1, 1983. Prior to that, Mr. Jarboe served as a member of the Cajon Valley Union School District (CVUSD) Board of Trustees from 1975-79. Mr. Jarboe received his Bachelor's of Arts degree in Mathematics from San Diego State University and his Juris Doctor degree from the University of San Diego's School of Law.

Mr. Jarboe actively promotes the principles of the Merit System by serving on the State Board of Directors for the California School Personnel Commissioners Association (CSPCA) from 1985 -1993, President in 1992 and 2010, and the position of Past President.

John's children and grandchildren attended our schools, and presently five of his great-grandchildren currently attend our schools.



## Mrs. Virginia Levenson – Co-Chairperson Joint Appointee



Virginia Levenson was first appointed to the Personnel Commission in August, 1977. Mrs. Levenson has an extensive background in a variety of educational matters. She earned her Bachelor of Arts Degree in Education at San Diego State University and undertook graduate studies at both San Diego State University and the University of Colorado at Boulder. She received a lifetime teaching credential and taught elementary school.

Mrs. Levenson has been very active in multiple aspects of education. Over the years she served on various councils for both the Cajon Valley Union School District and the Grossmont Union High School district. She has been honored by the Cajon Valley Educational Foundation with its Volunteer of the Year award and was named a Lifetime Member of the Emerald Middle School PTA. She was a founding member of the California School Personnel Commissioners Association of San Diego County and served as a legislative representative for the San Diego Chapter and as a state legislature board member.

During her career, Mrs. Levenson was an active member on the Cajon Valley Education Foundation (CVEF) for more than 25 years and served as its President from 1996-98. She also has been a member of the board for the Olaf Wieghorst Museum Foundation since 2000 and served as its President for four years.

A known advocate for excellence in education, Mrs. Levenson actively supports the Cajon Valley classified employees who exemplify the best that can be selected to serve the District's students.

## Mr. Victor Garcia – Co-Chairperson Board Appointee

The Governing Board first appointed Mr. Garcia to the Personnel Commission on December 1, 2002. Mr. Garcia currently serves on the Board of Directors for the California School Personnel Commissioners Association (CSPCA) as Legislative Director, the Cajon Valley Union School District Citizens' Oversight Committee and the El Cajon Valley High School Boosters Club.

Mr. Garcia was also Past President of the East County Latino Association and has served on a number of community and school committees, including El Cajon Police Department advisory/review panels, Grossmont Union High School District Bilingual Advisory Committee (DBAC) and was Coordinator for the Computer for Kid's Program.

Mr. Garcia currently serves as President on the State Board of Directors for CSPCA.



## Commissioner Responsibilities

Commissioners have a threefold responsibility:

- The Personnel Commission ensures that classified employees receive fair and equitable treatment.
- Personnel Commissions represent the public's interest by providing a personnel system dedicated to the hiring and retaining of the best qualified employees.
- Personnel Commissions work in cooperation with the governing board and administrators in the quest for competent employees and good personnel administration.

*The Personnel Commission is composed of three individuals who must be registered voters, reside in the Cajon Valley Union School District, and be "known adherents to the principle of the merit system." (Education Code §45244)*

# Merit System

The goal of a Merit System is to provide a personnel management system which reflects the practice of “efficiency, fairness and impartiality in the selection, retention and promotion” of classified employees.

The Merit System is legislated through the California Education Code and governed by the Personnel Commission. The Commission consists of three appointed Cajon Valley residents who are registered voters, and are “known adherents to the principle of the merit system.”

The Cajon Valley Union School District (CVUSD) has been a Merit System School District since 1966. CVUSD is committed to the goal of fair and equitable employment practices and is one of approximately 100 school districts in California to utilize the Merit System in the administration of the classified personnel program.

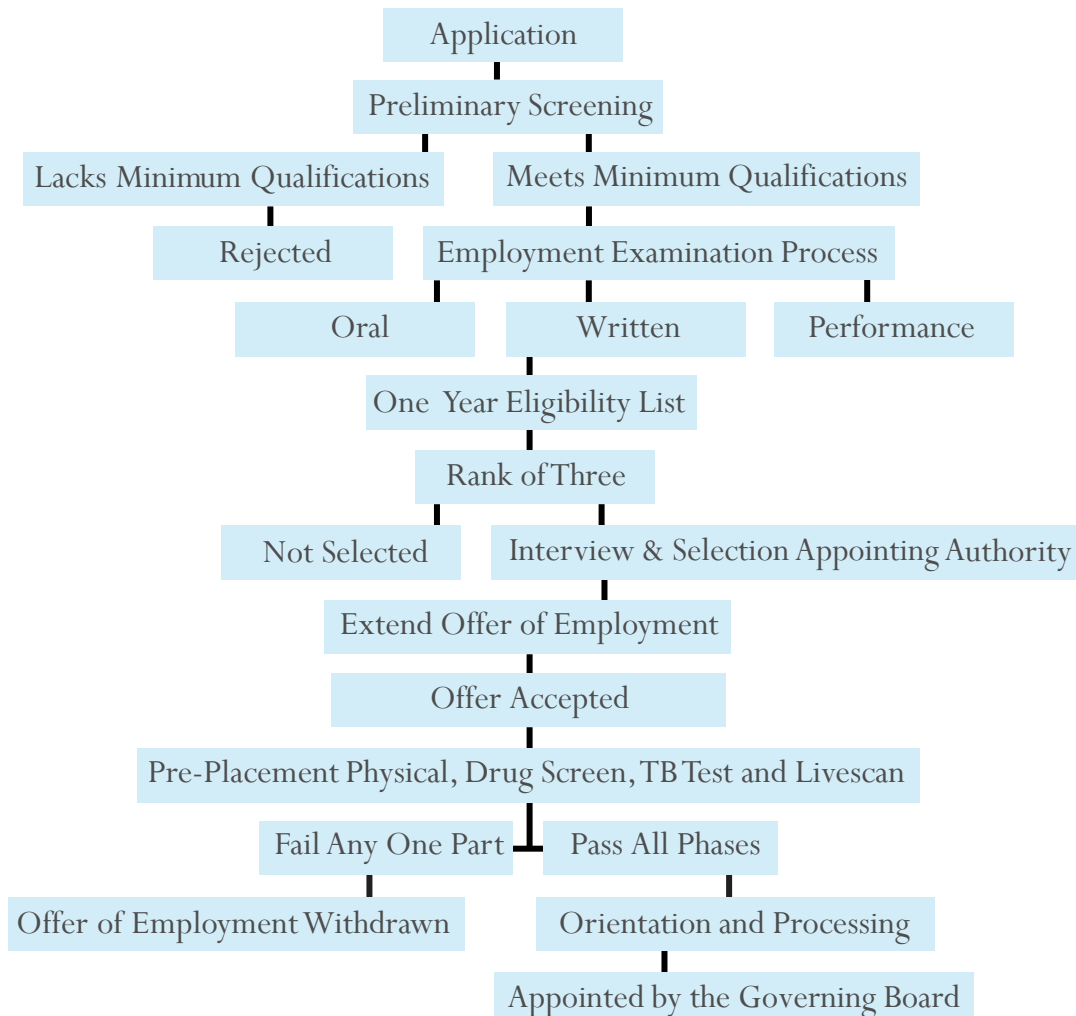
The Personnel Commission consists of a Director of Classified Personnel that reports directly to the Commission, and support staff.

Merit principles include:

- Recruitment of applicants based on job-related knowledge, skills and abilities
- Retention and promotion of employees based on merit
- Fair and equitable treatment for all employees and applicants
- Equal pay for work of equal value
- Protection of employees from arbitrary action, personal favoritism or political coercion

## Recruitment and Selection Process

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

<b>Classification Studies</b>	<b>2015/16</b>	<b>2016/17</b>
Job Classes Studied	4	4
Reclassifications	1	0
Creation of New Classifications	5	4
No Change in Salary	0	0
Reallocations	4	0
<b>Employment Activity</b>		
Transfers	95	77
Promotions	34	31
New Hires	180	201
Reinstatements	14	5
Reemployment	5	1
Partial Reemployment	2	0
Return from Leave of Absence	5	7
Resignations & Terminations	64	82
Layoffs	1	1
Retirements	21	27
Leaves of Absence	18	14
<b>Testing</b>		
Total Applicants	1988	2750
Eligibility Lists Produced	45	60
<b>Types of Examinations</b>		
Open	16	18
Promotional	3	6
Open/Promotional	41	79
Dual Certification	10	17
Unranked	0	1
Total Classified Employees	1024	1040
Total # Classified Substitutes	596	550

## Job Classifications Actions

### New Job Classifications

Behavior Intervention Specialist – Bilingual  
 Bench Technician  
 Chief Innovation and Engagement Officer  
 Custodial Crew Leader

## Recruitments:

Accountant  
 Accounting Assistant II  
 Accounting Assistant III (2)  
 Administrative Assistant I  
 Behavior Intervention Specialist (5)  
 Behavior Intervention Specialist – Bilingual Arabic  
 Behavior Intervention Specialist – Bilingual Spanish  
 Bench Technician (2)  
 Bus Attendant (3)  
 Campus Safety Assistant (2)  
 Carpenter  
 Certified Occupational Therapy Assistant  
 Chief Innovation and Engagement Officer  
 Child Nutrition Services Supervisor  
 Child Nutrition Worker I (6)  
 Community Liaison – Bilingual Arabic (2)  
 Community Liaison – Bilingual Spanish  
 Community Liaison – Bilingual Pashto/Farsi  
 Computer Network Technician I  
 Computer Support Technician (2)  
 Computer/Network Services Supervisor  
 Counseling Technician (2)  
 Custodial Crew Leader  
 Day Custodian  
 Delivery Driver/Warehouse Worker  
 District Receptionist  
 Electronics Technician  
 English Language Development Assistant – Bilingual Arabic (2)  
 English Language Development Assistant – Bilingual Spanish (3)  
 Executive Assistant  
 Extended Day Program Aide (5)  
 Extended Day Program Assistant  
 Extended Day Program Site Lead (4)  
 Guidance Technician – Bilingual Spanish  
 Health Assistant  
 Health Assistant – Bilingual Arabic  
 Health Care Specialist (LVN)  
 Instructional Assistant (4)  
 Library Media Technician I (2)  
 Locker Room Attendant  
 Maintenance Service Technician  
 Network Analyst  
 Night Custodian  
 Occupational Therapist (4)  
 Office Assistant I (2)  
 Office Assistant I – Bilingual Arabic (3)  
 Office Assistant II (3)  
 Office Assistant II – Bilingual Arabic (3)  
 Office Assistant II – Bilingual Spanish  
 Payroll & Benefits Technician (4)  
 Personnel Assistant  
 Planning Technician  
 School Office Manager (3)  
 Secretary  
 Secretary – Bilingual Arabic  
 Secretary – Bilingual Spanish  
 Special Education Classroom Assistant Trainee  
 Special Education Classroom Assistant Trainee – Bilingual American Sign Language (6)  
 Special Education Classroom Assistant Trainee – Bilingual Arabic (2)  
 Special Education Classroom Assistant Trainee – Bilingual Spanish (3)  
 Van Driver - Student Transportation (5)