

2018 -2019

Annual Report

PERSONNEL COMMISSION OFFICE

750 E. Main Street
El Cajon, CA 92020
619.588.3050
www.cajonvalley.net
Click on Departments

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,
Personnel Services



Cajon Valley Union School District

Personnel Commission

SELECTION · ADVANCEMENT · SUCCESS THROUGH MERIT

The Personnel Commission of the Cajon Valley Union School District oversees the activities of Commission staff, and gives of their time and talents to serve the district, and its classified employees, students and community.

In supporting the District's latest vision of "Happy Kids, Healthy Relationships, on a Path to Gainful Employment," in this past year, the Personnel Commission proudly welcomed 104 Campus Aides, formerly non-represented noon duty aides, as newly contracted employees. We are pleased that Campus Aides will now be afforded all the same benefits and protections enjoyed by other classified employees under the Merit System. Additionally, the Commission established new classifications that support site safety and security. The contributions these positions have made in supporting a positive school climate have been invaluable!

The relentless efforts by Commission staff in promoting District employment opportunities through social media marketing and career fair participation resulted in attracting 3,225 applicants; conducting 123 Examinations; welcoming 396 highly qualified contract employees and 133 substitutes; establishing seven (7) new job classifications; and reclassifying six (6) positions.

The Personnel Commission wishes to thank our dedicated Classified staff for continuing to support our mission and unwavering dedication to the Merit System, which ensures a hiring practice that is impartial, free of favoritism or political coercion, and assures Selection, Advancement and Success Through Merit for every Classified employee.

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 Board of Directors for the California School Personnel Commissioners Association (CSPCA) from 1985 -1993, President in 1992 and 2010 and currently holds the position of Past President.

John's children and grandchildren attended our schools, and presently his great-grandchildren 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.



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.

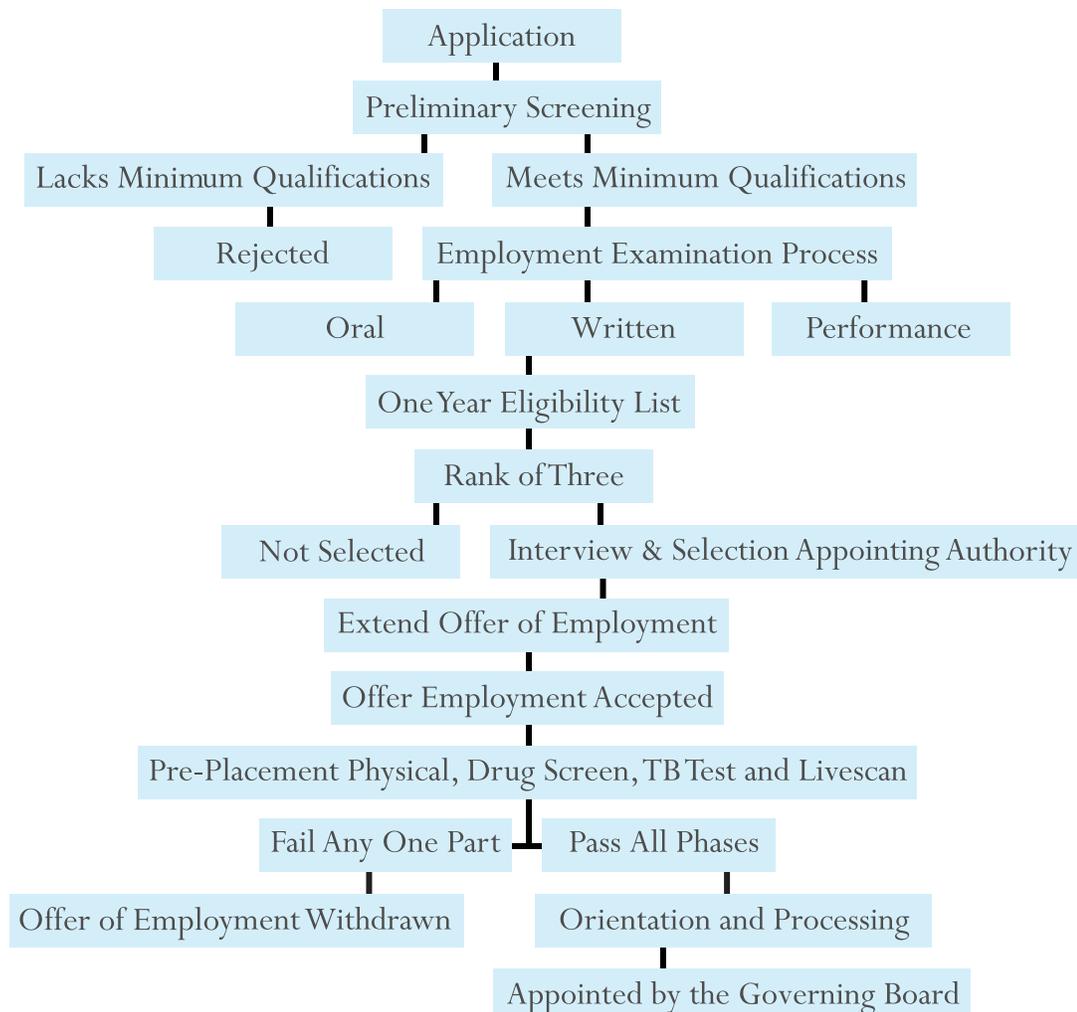
The Personnel Commission consists of a Director of Classified Personnel that reports directly to the Commission, and support staff.

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

Classification Studies	2017/18	2018/19
Job Classes Studied	10	6
Reclassifications	8	6
Creation of New Classifications	6	9
Revised Job Description	1	7
Reallocations	0	1
Employment Activity		
Transfers	71	86
Promotions	52	49
New Hires	218	396
Reinstatements	7	8
Rehires	0	1
Partial Rehires	0	0
Return from Leave of Absence	9	14
Resignations & Terminations	123	86
Layoffs	4	1
Retirements	41	22
Leaves of Absence	26	24
Testing		
Total Applicants	3194	3225
Eligibility Lists Produced	68	65
Types of Examinations		
Open	9	2
Promotional	8	12
Open/Promotional	101	98
Dual Certification	13	11
Unranked	0	0
Total Classified Employees	1024	1458
Total # Classified Substitutes	596	458

Job Classifications Actions

New Job Classifications

Campus Aide
 Coordinator, Public Information
 Maintenance Supervisor
 Manager – Mental Health Services
 Mental Health Clinician I
 Mental Health Clinician II
 Planning Technician – Bilingual
 Personnel Assistant I
 Speech Language Pathology Assistant – Bilingual

Reinstated Positions

Personnel Clerk

2018-2019 Recruitments:

Accountant
 Accounting Assistant I (3)
 Accounting Assistant III (3)
 Alternative Learning Program Assistant (4)
 Behavior Intervention Specialist (2)
 Bench Technician
 Bus Attendant (3)
 Campus Aide
 Child Nutrition Services Lead – Serving Kitchen
 Child Nutrition Worker I (3)
 Child Nutrition Worker II (2)
 Community Liaison – Bilingual Arabic (2)
 Community Liaison – Bilingual Dari
 Computer Network Technician
 Computer Support Technician (2)
 Coordinator – Public Information
 Coordinator – Safety & Security
 Counseling Technician (2)
 Database Administrator
 Database Specialist
 Day Custodian
 Delivery Driver / Warehouse Worker
 Director, Transportation
 District Receptionist (2)
 Early Childhood Program Lead I
 English Language Development Assistant – Bilingual Arabic (2)
 English Language Development Assistant – Bilingual Spanish (2)
 Executive Assistant (2)
 Extended Day Program Aide (2)
 Extended Day Program Assistant (2)
 Extended Day Program Site Lead (5)
 Family Liaison – Bilingual Arabic
 Fleet Maintenance Supervisor (2)
 General Maintenance Repair Mechanic
 Graphics Assistant/Installer (3)
 Groundskeeper II (2)
 Guidance Technician
 Guidance Technician – Bilingual Spanish
 Health Assistant – Bilingual Spanish
 Health Assistant (2)
 Health Care Specialist (LVN) (3)
 Instructional Assistant (2)
 Inventory Control Technician
 Library Media Technician I
 Library Media Technician I (2)
 Maintenance Service Technician
 Maintenance Supervisor
 Manager – Mental Health
 Mental Health Clinician I
 Mental Health Clinician II
 Night Custodian
 Occupational Therapist
 Office Assistant I (3)
 Office Assistant II – Bilingual Arabic (3)
 Office Assistant II – Bilingual Spanish (5)
 Office Assistant II (3)
 Parent Facilitator – Bilingual Spanish
 Personnel Assistant (2)
 Personnel Services Supervisor (2)
 Planning Technician – Bilingual Spanish
 Print Shop Assistant
 Purchasing Assistant (2)
 School Bus Driver (2)
 School Office Manager
 School Office Manager – Bilingual Spanish
 Special Education Classroom Assistant Trainee
 Special Education Classroom Assistant Trainee – Bilingual Arabic (2)
 Special Education Classroom Assistant Trainee – Bilingual ASL
 Special Education Classroom Assistant Trainee – Bilingual Spanish
 Speech-Language Pathology Assistant – Bilingual Spanish
 Storekeeper I
 Systems Analyst / Programmer
 Transportation Operations Assistant
 Van Driver - Student Transportation (3)