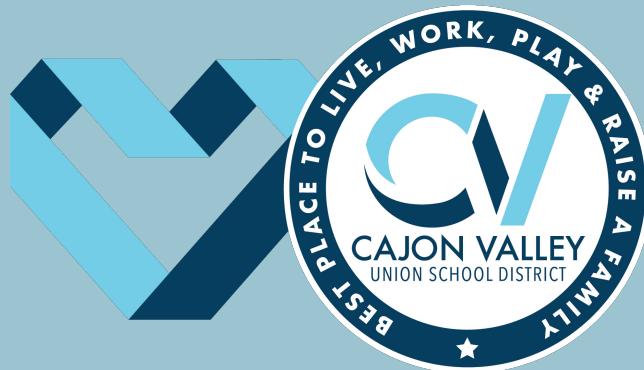


# 2022- 2023 ANNUAL REPORT

Cajon Valley Union School District

## PERSONNEL COMMISSION



*Placing People First*

750 E. Main St, El Cajon, CA

619.588.3050

[www.cajonvalley.net/personnelcommssion](http://www.cajonvalley.net/personnelcommssion)

# 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.

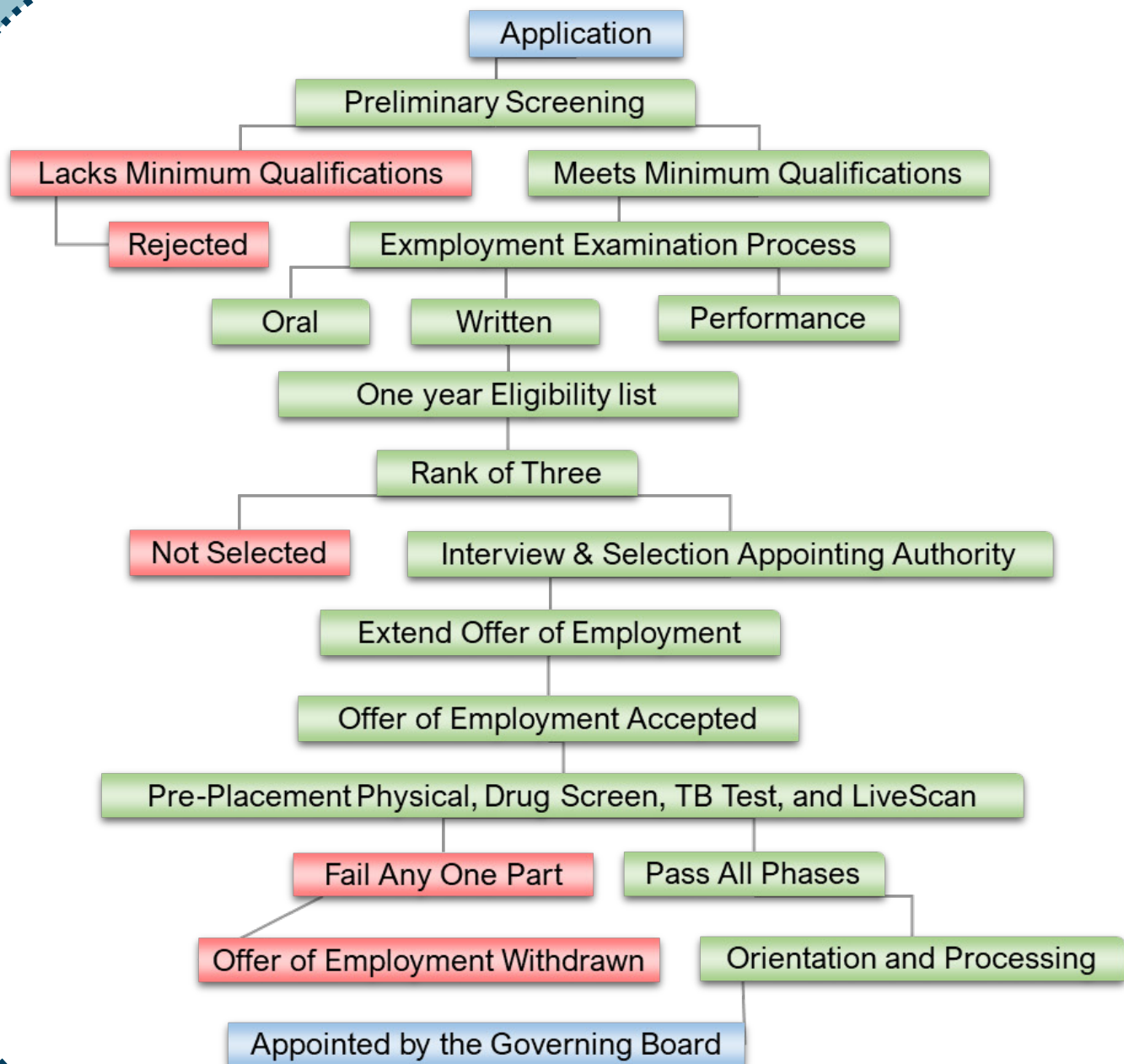
## MERIT PRINCIPLES

**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.



## 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
<b>New Hire</b>	231	229
<b>Promotion</b>	62	106
<b>Transfer</b>	124	174
<b>Reinstatement</b>	3	15
<b>Rehire</b>	2	1
<b>Resignation &amp; Termination</b>	146	137
<b>Retirement</b>	43	16
<b>Leave of Absence (LOA)</b>	42	37
<b>Return from LOA</b>	20	8
<b>Total Applicants</b>	1786	3154
<b>Total Classified Employees</b>	1256	1381
<b>Total Classified Substitutes</b>	527	591

### 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.*