

2019-2020

# Annual Report



Cajon Valley Union School District

# Personnel Commission

SELECTION · ADVANCEMENT · SUCCESS THROUGH MERIT

#### PERSONNEL COMMISSION OFFICE

750 E. Main Street El Cajon, CA 92020 | 619.588.3050 | <https://www.cajonvalley.net/personnelcommission>

Personnel Commission meetings are held in the District Board Room at 4:00p.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*



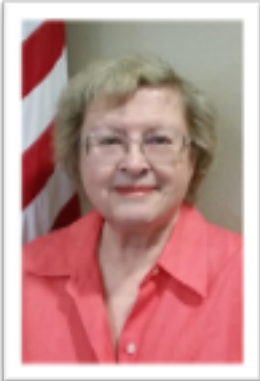
*Michelle Hayes*  
*Assistant Superintendent,  
Personnel Services*

## 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



### *Mrs. Virginia Levenson / 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. Timothy McKay / Member, CSEA Appointee*

Tim McKay joins the Personnel Commission with over forty years of service in the public schools of San Diego County. As a child, Tim attended Lexington Elementary School and, after that, moved to Lakeside, where he attended Lakeside Junior High and El Capitan High School. Later, Tim pursued occupational advancement classes, coursework in the Grossmont-Cuyamaca College District, and earned an Associate of Arts degree in Psychology at the University of Phoenix.

Tim McKay currently works in the Maintenance and Operations Department for Lakeside Union School District. Throughout his forty years for LUSD, Tim has supported district operations while advocating for classified staff. Beyond member service for the California School Employees Association, Tim served as Chapter Vice President, negotiations chair, delegate for state conference, Job Steward, Chief Job Steward, two separate terms on Regional PAC, and five years on a state committee representing San Diego, Imperial, and Orange Counties. In addition to the direct commitment to public schools, Tim dedicated nearly twenty years to the youth of the community as a representative of the El Capitan Stadium Association. His volunteerism included service as Vice President, Secretary, and Board of Directors.

Voted in by classified employees of Cajon Valley School District, Tim is known for being passionate about ensuring excellence, efficiency, transparency and public responsibility. As an objective member of the Personnel Commission, Tim will work diligently to uphold fair and equitable hiring, career advancement, and job classification practices.



## 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.

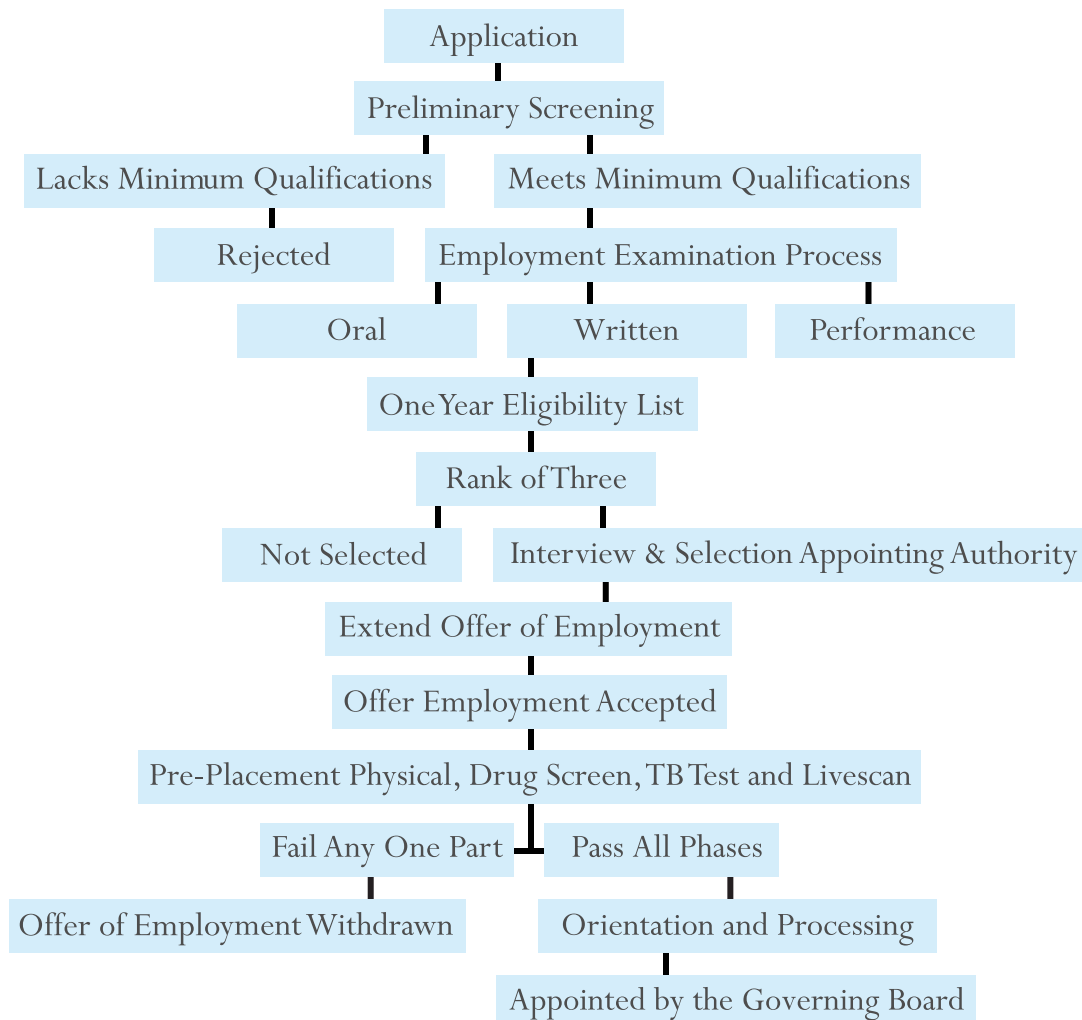
The Personnel Commission consists of a Director of Classified Personnel that reports directly to the Commission, and support staff.

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>2018/19</b>	<b>2019/20</b>
Job Classes Studied	6	6
Reclassifications	6	5
Creation of New Classifications	9	2
Revised Job Description	7	3
Reallocations	1	3
<b>Employment Activity</b>	<b>2018/19</b>	<b>2019/20</b>
Transfers	86	71
Promotions	49	28
New Hires	396	161
Reinstatements	8	7
Rehires	1	0
Partial Rehires	0	0
Return from Leave of Absence	14	15
Resignations & Terminations	86	75
Layoffs	1	0
Retirements	22	18
Leaves of Absence	24	17
<b>Testing</b>	<b>2018/19</b>	<b>2019/20</b>
Total Applicants	3225	1584
Eligibility Lists Produced	65	53
<b>Types of Examinations</b>	<b>2018/19</b>	<b>2019/20</b>
Open	2	1
Promotional	12	1
Open/Promotional	88	76
Dual Certification	11	6
Unranked	0	0
Total Classified Employees	1458	1255
Total # Classified Substitutes	452	434

## 2019-2020 Recruitments:

Accounting Assistant III  
 Administrative Assistant I – Bilingual Spanish  
 Alternative Learning Program Assistant (2)  
 Assistant Buyer  
 Behavior Intervention Specialist (3)  
 Bilingual-Bicultural Interpreter – Spanish  
 Bus Attendant  
 Campus Aide (2)  
 Campus Safety Lead (3)  
 Child Nutrition Services Lead – Serving Kitchen  
 Child Nutrition Worker I  
 Community Liaison – Bilingual Arabic  
 Community Liaison – Bilingual Spanish  
 Computer Support Technician  
 District Receptionist  
 Early Childhood Program Lead I  
 English Language Development Assistant – Bilingual Arabic (2)  
 English Language Development Assistant – Bilingual Spanish (2)  
 Executive Assistant  
 Extended Day Program Aide (3)  
 Extended Day Program Assistant (4)  
 Extended Day Program Site Lead (5)  
 Graphics Arts Technician  
 Health Assistant (2)  
 Health Care Specialist (LVN) (3)  
 Heavy Duty Mechanic  
 Instructional Assistant (2)  
 Lead Heavy Duty Mechanic (3)  
 Library Media Technician I  
 Mental Health Clinician I  
 Mental Health Clinician II  
 Occupational Therapist  
 Office Aide  
 Office Assistant I  
 Office Assistant II (2)  
 Office Assistant II – Bilingual Arabic (2)  
 Office Assistant II – Bilingual Spanish (4)  
 Personnel Assistant II  
 School Bus Driver (2)  
 Special Education Classroom Assistant Trainee (3)  
 Special Education Classroom Assistant Trainee – Bilingual Arabic  
 Special Education Classroom Assistant Trainee – Bilingual ASL (6)  
 Special Education Classroom Assistant Trainee – Bilingual Spanish (2)  
 Speech-Language Pathology Assistant – Bilingual Spanish  
 Transportation Operations Assistant  
 Transportation Operations Supervisor  
 Transportation Safety and Training Supervisor (3)  
 Transportation Scheduler/Dispatch

# Job Classifications Actions

## New Job Classifications

Campus Safety Lead  
 District Receptionist – Bilingual

## Reinstated Position

Lead Heavy Duty Mechanic