



Thursday, November 19, 2020, 4:00 p.m.

Pursuant to Governor Newsom’s Executive Order N-71-20, the Personnel Commission’s regular meeting will be held virtually, and all Commissioners will attend the meeting via teleconference. Members of the public may participate in the meeting via Zoom, as follows:

Zoom Link: <https://cajonvalley.zoom.us/j/96705825384?pwd=SkRnSHdCNDhOTUFYZzltZkxUMjRCUT09>
Meeting ID: 967 0582 5384
Passcode: 314518
Dial-in: 16699009128,,96705825384#,,,,,0#,,314518#

Employees or members of the public who wish to make a public comment regarding items on this agenda must submit comments to hayesm@cajonvalley.net, **no later than 12:00 p.m. on November 19, 2020**. Please label all comments submitted for public comment as “FOR PUBLIC COMMENT.” Comments will be read aloud to the Personnel Commission during the Public Comment section of the agenda or before action on the item if the public comment submission indicates preference for the comment to be read before the specific item.

The Personnel Commission will accommodate individuals with disabilities who wish to submit public comments. If you require accommodation, please email Maritza Diaz at diazm@cajonvalley.net.

MEETING AGENDA

1. REGULAR MEETING OPEN SESSION

- a. Call to Order/Pledge of Allegiance
- b. Roll Call/Establishment of Quorum

Victor Garcia, Co-Chairperson	_ present	_ absent
Timothy McKay, Member	_ present	_ absent

2. PUBLIC COMMENT – Members of the public shall have the opportunity to address the Personnel Commission regarding items on the agenda or matters directly related to the Commission’s business. In accordance with the Brown Act, the Commissioners may not act upon, or engage in a discussion of, non-agenda items or issues raised during public comment except to: 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

3. APPROVAL OF PROPOSED AGENDA

- a. Approve the agenda of the Regular Meeting on November 19, 2020
Motion by:_____ , Seconded by_____ . Vote:_____

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4. APPROVAL OF MINUTES

- a. Approve the unadopted minutes of the Special Meeting on September 17, 2020
Motion by: _____, Seconded by _____ . Vote: _____
- b. Approve the unadopted minutes of the Special Meeting on September 23, 2020
Motion by: _____, Seconded by _____ . Vote: _____
- c. Approve the unadopted minutes of the Special Meeting on October 14, 2020
Motion by: _____, Seconded by _____ . Vote: _____
- d. Approve the unadopted minutes of the Regular Meeting on October 22, 2020
Motion by: _____, Seconded by _____ . Vote: _____

5. ACTION ITEMS

- a. Approval of New Classification
 - i. Approve job description of Administrative Assistant II Bilingual and allocate classification to range 30 on the Classified Employees' Salary Schedule, Secretarial job family.
Motion by: _____, Seconded by _____ . Vote: _____
- b. Approval 2019-2020 Annual Report
 - ii. Approve presented 2019-2020 Annual Report.
Motion by: _____, Seconded by _____ . Vote: _____

6. INFORMATION/DISCUSSION ITEMS

- a. Update on Requests for New/Revised/Reclassification of Positions
 - i. Child Nutrition Lead–Serving Kitchen reclassification requests
 - ii. Request for Classification Study–Secretary (Bilingual), Student Services
 - iii. Instructional Assistant/Special Education Classroom Assistant
- b. Vacancies/Recruitments/Personnel Activity
 - i. Staff will review status of current vacancies, ongoing recruitment, and establishment and status of eligibility lists.

7. REPORTS/COMMUNICATION

- a. CSEA
 - b. CVAA/CVSA
 - c. Cajon Valley Union School District Report(s)
 - i. Staff will provide update information on current negotiations with CSEA and its Chapter 179.
 - d. Personnel Director Report
 - e. Commission Members' Report(s)
-

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8. NEXT PERSONNEL COMMISSION MEETING

a. December 17, 2020

9. ADJOURNMENT

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Special Meeting

P E R S O N N E L C O M M I S S I O N

Date: September 17, 2020 Zoom Meeting

MEMBERS PRESENT: Virginia Levenson, Commission Chair
Victor Garcia, Vice Chair
Timothy McKay, Member

STAFF REPORTING: Angela Bishop, Director
Michelle Hayes, Assistant Superintendent/Director
Maritza Diaz, Personnel Specialist-Classified
Kerrie E. McNally, Attorney, Adams Silva & McNally, Counsel to the
Commission

1. SPECIAL MEETING OPEN SESSION:

The September 17, 2020 special meeting of the Personnel Commission was called to order at 4:00 p.m., by Virginia Levenson, Chair. She welcomed the audience.

- a. Angela Bishop, Personnel Director, led the salute to the flag.
- b. Roll Call/Establishment of Quorum
Virginia Levenson, Chairperson – Present
Victor Garcia, Co-Chairperson – Present
Timothy McKay, Member - Present

2. PUBLIC COMMENTS:

No comments.

3. APPROVAL OF PROPOSED AGENDA:

Motion was made to approve the proposed agenda for the August 27, 2020 Personnel Commission meeting.

Motion: Tim McKay
Second: Victor Garcia
Vote: Unanimous

4. DISCUSSION / INFORMATION ITEMS:

- a. Presentation of questions and answers regarding the Personnel Commission and Merit System

Virginia Levenson, Chair, stated that she emailed the questions and answers to classified staff through District email.

b. Presentation by Phillip Gordillo regarding Personnel Director job description and salary allocation

Phillip Gordillo, CSPCA Executive Director, provided a presentation on the salary study conducted for the Personnel Director. Mr. Gordillo explained in detail the comparison district salaries, minimum salary, maximum salary, and comparison of longevity.

Mr. Gordillo also provided the results of the study he conducted for the job description of the Personnel Director position. He stated he emailed with Michael Breyette, CSEA Senior Labor Relations Representative, and spoke with Michelle Hayes, Assistant Superintendent – Personnel Services. Mr. Gordillo specified the position would be a “single hat” position, his recommendations of changes were provided on the CSPCA input job description attached to the agenda.

c. CSEA input and comment regarding Director-Classified Personnel job description and recruitment process

Mr. Breyette stated he submitted a public comment. Ms. Bishop stated the comment was not received the before 10:00 a.m. deadline and explained CSEA has a slot allotted for comments. Ms. Levenson informed Mr. Breyette that public comments are due before 10:00 a.m., and that CSEA is next in providing input and comments regarding the job description and recruitment process.

Mr. Breyette introduced himself and addressed the following concerns: commissioners refusing to meet or talk with constituents; email sent with inaccurate, misleading information and false propaganda; emails regarding this situation from the Personnel Director to others in the state; and alleged deferment of duties to an attorney at Districts’ expense.

Kerrie McNally, Counsel to the Commission, interrupted Mr. Breyette to remind him that his comments needed to relate to the posted agenda items because this is a special meeting.

Mr. Breyette stated his comments regarding the job description were provided in writing and were attached to the agenda. Mr. Breyette defined the need for a “bright line” between the District and the Personnel Commission. Mr. Breyette also asserted that failure to do so is a violation of Education Code 45109.

Mr. Reagles declared it has been a practice in the District to retain a median pay rate in comparison to other districts and that being at the top of the maximum is not the practice.

d. District input and comment regarding Director-Classified Personnel job description and recruitment process

Ms. Hayes stated that many of the recommendations provided by the District were not included in the revised job description provided by Mr. Gordillo. Ms. Bishop clarified that the input by CSPCA, District and CSEA are represented separately.

Ms. Hayes asked for clarification on the input provided by Mr. Gordillo. Ms. Levenson explained the Commission would consider the input from all.

e. Classified employee comment regarding Personnel Director job description and recruitment process

Ms. Levenson called for public comments. Ms. Bishop confirmed no comments were received.

f. Commissioner discussion regarding Personnel Director job description and recruitment process

Ms. Levenson asked Mr. McKay if the job description should be discussed later. Mr. McKay responded that Commissioners should meet to discuss every part of the job description, to review and protect the Classified employees. Mr. Garcia and Ms. Levenson agreed with Mr. McKay.

Ms. McNally stated the Commission could have a workshop to discuss the job descriptions suggestions.

Mr. McKay asserted he would like to hear more from members.

Maritza Diaz, Personnel Specialist, shared there may be confusion from the classified employees in attendance regarding their ability to provide public comment on the job description since she didn't realize so herself.

Michaela Verran, Special Education Classroom Assistant (SECA)t, affirmed Ms. Diaz was correct; Ms. Verran stated she was also unaware of her opportunity to speak. Ms. Diaz inquired if there is still the opportunity to comment. Mr. McKay and Ms. Levenson allowed the comment.

Ms. Diaz commented on item 4. E. as a classified employee. Ms. Diaz asked why the salary study had not been conducted in the October 2019 revision removing bargaining and discipline. She asserted that typically, when significant duties are removed from a job description, a salary study will be conducted. Mr. McKay also stated he does not know why that was not done and that the District and CSEA should have requested it at that point.

Ms. Bishop commented stated her role in negotiations was neutral available to both the district and CSEA, removal of this did not affect her duties. Ms. Bishop stated other management employees are part of negotiations team, including Mr. Guertin, Chief Technology Officer and Mr. Buxbaum, Assistant Superintendent – Business Services.

Ms. Levenson interrupted and stated there will be a workshop to discuss this item.

Christina Cooperman, SECA, stated Mr. Reagles speaks for them. Ms. Levenson countered that he does not speak for all classified employees and the Commission would like to hear from all classified employees not just those represented by CSEA.

David Miyashiro, Ed.D., Superintendent, stated the comments made by the two classified employees demonstrates their confusion on their ability to address concerns. Mr. Miyashiro stated the presentation, preparation and lack of transparency for all members does not allow for that to happen.

Mr. McKay and Ms. Levenson disagreed with Mr. Miyashiro's statement.

Mr. McKay stated he expected to hear from classified employees, not only CSEA, during item 4 E.

Ms. Diaz reiterated that there may have been a confusion on their ability to comment. She added that some classified employees have just begun to hear about these meetings and may not be aware they have a forum to speak.

Maria Morales-Jimenez, Administrative Assistant I–Bilingual (Spanish), also stated classified staff have just started hearing about Commission.

Michelle Loibl, School Bus Driver, stated she submitted a question via email. Ms. Bishop indicated that she responded to Ms. Loibl's email as she did not realize it was intended for public comment.

Naomie Rodrigues, Executive Coordinator–Superintendent's Offices, asked that the public comments pertaining to today's meeting be read. Mr. McKay agreed.

Ms. Bishop read Mr. Breyette's public comment stating that he had a public comment and report for the meeting.

Ms. Bishop read Ms. Loibl's public comment inquired why the Director recruitment was posted Dual instead of Promotional only

Ms. Bishop read aloud the response she provided to Ms. Loibl via email, which included a detailed explanation for determining appropriate recruitment processes necessary to establish valid eligibility lists.

The Commissioners discussed a study/discussion meeting to review the Director –Classified Personnel job description. Commissioners agreed to host a Commission workshop at 4:00 p.m. on Wednesday, September 23, 2020

Ms. Levenson informed attendees that any questions may be submitted to Ms. Bishop or Ms. Diaz prior to the beginning of the special meeting.

5. NEXT PERSONNEL COMMISSION MEETING:

Special meeting workshop, scheduled for Wednesday, September 23, 2020 from 4:00 p.m. to 5:30 p.m. via Zoom.

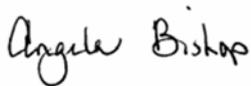
Next regular meeting scheduled for September 24, 2020 at 4:00 p.m., via Zoom.

6. ADJOURNMENT:

Motion to adjourned at 5:12 p.m.

Motion: Tim McKay
Second: Virginia Levenson
Vote: Unanimous

Respectfully submitted,



Angela Bishop, Director



Virginia Levenson, Commission Chair



Maritza Diaz, Recording Secretary

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Special Meeting

P E R S O N N E L C O M M I S S I O N

Date: September 23, 2020 Zoom Meeting

MEMBERS PRESENT: Virginia Levenson, Chair
Victor Garcia, Vice-Chair
Timothy McKay, Member

STAFF REPORTING: Angela Bishop, Personnel Director
Maritza Diaz, Personnel Specialist-Classified
Michelle Hayes, Assistant Superintendent/Director
Kerrie E. McNally, Attorney, Adams Silva & McNally, Counsel to the
Commission

1. SPECIAL MEETING OPEN SESSION:

The September 23, 2020 special meeting of the Personnel Commission was called to order at 4:08 p.m., by Virginia Levenson, Chair. She welcomed the audience.

- a. Tim McKay led the salute to the flag.
- b. Roll Call/Establishment of Quorum
 Virginia Levenson, Chair – Present
 Victor Garcia, Vice-Chair – Present
 Timothy McKay, Member – Present

2. PUBLIC COMMENTS:

Michelle Loibl commented that she reviewed the job description and thanked the Commission for the format/spreadsheet view provided for the recommended changes to the director job description.

Brooke Madden commented on the recruitment process for filling the Director-Classified Personnel's upcoming vacancy.

Naomie Rodrigues inquired as to why changes to the job description for the Director-Classified Personnel were not shared with CVAA, commented on changes to the Director-Classified Personnel job description, and requested salary history information related to the Director-Classified Personnel position, including the results of the 2010 study.

Mark Reagles commented to ask the Commission to hear from members directly.

3. APPROVAL OF PROPOSED AGENDA:

Motion was made by TIMOTHY MCKAY and seconded by VICTOR GARCIA to approve the proposed agenda for the September 23, 2020 Personnel Commission special meeting.

The motion was unanimously approved.

4. DISCUSSION ITEMS:

- a. Commission to receive comment from classified employees regarding suggested revision to the job description for Director-Classified Personnel.

Michael Breyette addressed the Commission on the requirements to ensure assigned duties maintain the impartiality of the Director, that a clear distinction of assigned duties is made to separate the director from the management of the district, including discipline and negotiations. Mr. Breyette requested that the job description reflect that the director is equally available as a technical resource to management and classified employees, including their representatives, and that the recruitment be Open/Promotional.

Maria Morales-Jimenez requested information related to the recruitment process/procedures, the pay raises for the past five years, and the supervision of the classified director.

Michelle Loibl asked for the meaning of CSPCA and “single hat,” and expressed her agreement on the recommendations provided by CSEA and the district for the changes to the Director-Classified Personnel job description.

Kerrie McNally provided definitions of CSPCA and “single hat” director in response to the comment.

Philip Gordillo clarified “dual hat” director and provided examples of the duties of a “dual-hatter.”

- b. Commission discussion regarding Director-Classified Personnel job description. The Commission will discuss the following questions/issues related to the Director-Classified Personnel position:
 - i. Consideration of input from stakeholders on job description.
 - ii. Modification of position to serve as “single-hat” position responsible to only the Personnel Commission.
 - iii. Full-time/part-time status of position.
 - iv. Review and revision of current job description

Mrs. Levenson confirmed the Commission’s interest in a “single-hat” position. Mrs. Levenson opened the discussion of the review and revision of the current job description for the Director-Classified Personnel by reading from the comparison chart, which identified current assigned job functions and recommendations submitted by CSEA, the district and CSPCA, and solicited comments from the other Commissioners.

Ms. McKay provided clarification regarding the intent of the comparison chart.

Mr. McKay shared that he spent a lot of time reviewing the comparison chart and has prepared a job description that includes suggestions from CSEA, the district and CSPCA that he feels is pertinent to the position. Mr. McKay requested to share the revised job description that he prepared. Mrs. Levenson and Mr. Garcia agreed.

Commissioners commenced discussion and consideration of Mr. McKay’s proposed revisions to the job description. Considerable discussion was given to the matter of processing disciplinary action; Ms. Bishop and Ms. McNally provided clarification to assist in clarifying that function.

After review of each provision in the job description, Commissioners made additional revisions and reached consensus on the duties. Mrs. Levenson inquired if the recruitment could begin based on the revised job description. Ms. McNally clarified that the adoption of the draft job description and revised recruitment process is scheduled to be presented for approval at the September 24, 2020 meeting.

Ms. Bishop noted that two attendees had questions and apologized for overlooking their raised hands. Commissioners agreed to answer questions pertaining to the agenda item.

Naomie Rodrigues expressed concern that attendees were unable to interact with the Commission and that the attorney was made the co-host on the meeting. Mrs. Levenson thanked Ms. Rodrigues for her input and clarified the meeting was a work session for the Commission. Mr. McKay also requested that Ms. Rodrigues not spread misinformation that employees were unable to communicate with the Commissioners.

Michelle Hayes, Assistant Superintendent indicated the job description that was reviewed were not the district's recommendations, stated the suggestions were inaccurate, misinterpretations and misunderstandings of the district's feedback. Ms. Hayes indicated that a variety of other tasks were suggested to maintain the full-time status were overlooked. Ms. Hayes stated the district's intention of a single-hat position was not accurately reflected and the job description needed more changes.

Ms. McNally shared that suggestions were incorporated in the manner the Commission thought appropriate and Mrs. Levenson confirmed the Commission's intent to maintain the full-time status.

Maria Morales-Jimenez commented to explain Ms. Hayes' position related to duties to support a full-time position.

Mrs. Levenson thank both Ms. Hayes and Ms. Morales-Jimenez for their input.

5. NEXT PERSONNEL COMMISSION MEETING:

September 24, 2020

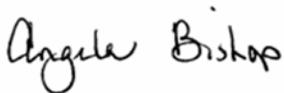
13. ADJOURNMENT:

The meeting was adjourned at 5:43 p.m.

Respectfully submitted,



Virginia Levenson, Commission Chair



Angela Bishop, Director-Classified Personnel / Recording Secretary

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Special Meeting

P E R S O N N E L C O M M I S S I O N

Date: October 14, 2020 Zoom Meeting

MEMBERS PRESENT: Virginia Levenson, Commission Chair
Victor Garcia, Vice Chair
Timothy McKay, Member

STAFF REPORTING: Angela Bishop, Director
Michelle Hayes, Assistant Superintendent/Director
Maritza Diaz, Personnel Specialist-Classified
Kerrie E. McNally, Attorney, Adams Silva & McNally, Counsel to the
Commission

1. SPECIAL MEETING OPEN SESSION:

The October 14, 2020 special meeting of the Personnel Commission was called to order at 4:00 p.m., by Virginia Levenson, Chair. She welcomed the audience.

- a. Timothy McKay, Commissioner, led the salute to the flag.
- b. Roll Call/Establishment of Quorum
 - Virginia Levenson, Chairperson – Present
 - Victor Garcia, Co-Chairperson – Present
 - Timothy McKay, Member - Present

2. PUBLIC COMMENTS:

Mark Reagles commented on the agenda action item, concerning a legal counsel and cost to general fund. Mr. Reagles remarked on the need for the Commission to listen and serve classified employees.

Tamia Gordon inquired on the agenda action item concerning a legal counsel.

Kristen Pascall commented on her support and agreement to the comment sent by Mr. Reagles.

Naomie Rodrigues inquired on the agenda action item concerning a legal counsel and budgetary impact. Ms. Rodrigues commented that Commissioners have disregarded the concerns brought to them during public comments.

Stephnie Nelson inquired on the agenda action item, concerning a legal counsel. Mr. Nelson remarked she has lost confidence in the Commission.

Cailey Rodrigues remarked on several topics including the cost and need for legal counsel starting February 2020, action item appointing an additional legal counsel, minutes indicating a Brown Act violation, consultant costs for reclassifications, and evaded questions during public meetings.

Howard Shen commented on the disconnection and archaic concept of the Personnel Commission and the need for change.

Paulette Dole, inquired on the agenda action item concerning a legal counsel cost. Ms. Dole commented legal costs funds would best serve students and employees. Ms. Dole remarked on the disconnect the Commission has demonstrated in recent meetings.

Maria Morales-Jimenez inquired on the need for legal counsel at Commission meetings. Ms. Morales-Jimenez commented on the need for Commissioners' consideration of costs when appointing an additional counsel and need to listen to classified employees.

Ms. Chelsea (complete name not provided) reiterated and agreed on the comments submitted by Mr. Reagles and Ms. Naomie Rodrigues.

3. APPROVAL OF PROPOSED AGENDA:

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve the proposed agenda for the October 14, 2020 Personnel Commission special meeting.

Vote: Motion passed with Ms. Levenson, Mr. Garcia and Mr. McKay in favor.

4. ACTION ITEMS:

a. Consideration and Approval of Letter of Engagement

Ms. Levenson reported Adams Silva & McNally withdrew as counsel to the Commission.

A MOTION was made by VICTOR GARCIA and second by TIMOTHY MCKAY to approve MusickPeeler as legal counsel to the Personnel Commission.

Vote: Motion passed with Ms. Levenson, Mr. Garcia and Mr. McKay in favor.

5. ADJOURN TO EXECUTIVE SESSION:

The Commission adjourned to Executive Session at 4:13 p.m.

6. RECONVENE TO OPEN SESSION:

The meeting was reconvened to Open Session by Virginia Levenson, Commission Chair. Time undetermined and will be provided at the next meeting.

7. REPORT OUT EXECUTIVE SESSION:

The Commission reported that no action was taken in Executive Session.

8. NEXT PERSONNEL COMMISSION MEETING:

October 22, 2020

9. ADJOURNMENT:

The meeting was adjourned.
Time undetermined and will be provided at the next meeting.

Respectfully submitted,



Michelle Hayes, Assistant Superintendent/Director

A handwritten signature in cursive script, appearing to read "Virginia Levenson".

Virginia Levenson, Commission Chair

A handwritten signature in cursive script, appearing to read "Maritza Diaz".

Maritza Diaz, Recording Secretary

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Regular Meeting

P E R S O N N E L C O M M I S S I O N

Date: October 22, 2020 Zoom Meeting

MEMBERS PRESENT: Virginia Levenson, Chair
Victor Garcia, Vice-Chair
Timothy McKay, Member

STAFF REPORTING: Angela Bishop, Personnel Director
Maritza Diaz, Personnel Specialist-Classified
Michelle Hayes, Assistant Superintendent/Director
Kristine E. Kwong, Attorney, Musick, Peeler & Garrett, Counsel to the
Commission

1. REGULAR MEETING OPEN SESSION:

The October 22, 2020 meeting of the Personnel Commission was called to order at 4:00 p.m., by Virginia Levenson, Chair. She welcomed the audience.

a. Philip Gordillo, CSPCA Executive Director, led the salute to the flag.

b. Roll Call/Establishment of Quorum

Virginia Levenson, Chair – Present
Victor Garcia, Vice-Chair – Present
Timothy McKay, Member – Present

2. PUBLIC COMMENTS:

Kyle Bullis inquired about in-person Personnel Commission meetings.

Howard Shen commented on the disconnection and archaic concept of the Personnel Commission and the need for change.

Kristen Pascall commented to address the conversations of Special Education Classroom Assistants reclassification, and asked that Commissioners consider skills, knowledge and strengths when reviewing the reclassification and to reflect an appropriate title and pay.

Michelle Loibl commented on Commissioners' conduct during the meetings of October 14, 2020. Ms. Loibl urged Commissioners to listen to constituents, and perform the duties they have voluntarily accepted to perform for classified employees.

Paulette Dole commented on the Commission and Director's actions and disregards to Classified employees comments addressed during meetings.

Courtney Kane, inquired on the public comment submission process. Ms. Kane stated employment process and employee rights are protected by laws, and communicated her endorsement of decommissioning the Personnel Commission.

Maritza Diaz commented in regards to concerns of the California State Personnel Commission Association and Personnel Commissioners. Ms. Diaz informed on the collaborative work of the District and the union.

Ms. Chelsea (complete name not provided) commented on the breakout rooms that occurred during the meeting of October 14, 2020.

Akilah Pineda, thanked Angela Bishop for answering her questions. Ms. Pineda inquired of changing the public meeting comment deadline to half-hour before a meeting begins. Ms. Pineda commented on her research and questioned the motive of removing the Personnel Commission.

3. APPROVAL OF PROPOSED AGENDA:

A MOTION was made by VICTOR GARCIA and second by TIMOTHY MCKAY to approve the proposed agenda for the October 22, 2020 Personnel Commission meeting.

Vote: Motion passed with Ms. Levenson, Mr. Garcia and Mr. McKay in favor.

4. APPROVAL OF MINUTES:

a. A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve the minutes for the August 27, 2020 Personnel Commission regular meeting.

Vote: Motion passed with Ms. Levenson, Mr. Garcia and Mr. McKay in favor.

b. Minutes for the September 17, 2020 Special Meeting will be corrected and presented at the next regular meeting.

c. Minutes for the September 23, 2020 Special Meeting will be corrected and presented at the next regular meeting.

d. A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve the minutes for the September 24, 2020 Personnel Commission regular meeting.

Vote: Motion passed with Ms. Levenson, Mr. Garcia and Mr. McKay in favor.

5. ACTION ITEMS:

a. Rules and Regulations Update/Revisions

Virginia Levenson stated the Commission has been made aware the District and CSEA are negotiating language.

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to table rule revisions until negotiations have completed.

Vote: Motion passed with Ms. Levenson, Mr. Garcia and Mr. McKay in favor

6. INFORMATION/DISCUSSION ITEMS

a. Response to Public Comment – Commission Meeting of September 24, 2020

Virginia Levenson informed the comments have been attached to the agenda.

b. Update on Requests for New/Revised/Reallocation of Positions

i. Child Nutrition Lead – Serving Kitchen

Ms. Bishop informed the Commissioners that she recently met with incumbents, and will

providing her recommendation to administration and CSEA. Ms. Bishop informed the recommendation will be presented to the Commission in November's meeting.

- ii. Request for New Classification – Educational Services
Ms. Bishop stated she met with Karen Minshew, Assistant Superintendent, and informed there is no plan to move forward with the new classification.
- iii. Request for Classification Review – Secretary-Bilingual, Student Services
Ms. Bishop informed the Commission she has reached out to the incumbent, and a study will be conducted.
- iv. Instructional Assistant/Special Education Classroom Assistant
Ms. Bishop corrected comments made at last month's meeting, based on her calendar the two committee meetings were conducted in August 2019. Ms. Bishop has provided notes from those meetings to Jeremy Boerner, Director II, Educational Services, and is pending to hear back from him.

Ms. Bishop also reported she received notice on eliminations that have been negotiated. Ms. Bishop stated establishing seniority lists and bumping notices for those classifications affected would be the next priority.

- c. Vacancies/Recruitments/Personnel Activity
Maritza Diaz summarized the information regarding eligibility list, vacancies and hiring activity. Ms. Diaz reported current testing accommodations to meet social distancing guidelines.

7. REPORTS/COMMUNICATION

- a. CSEA
Mark Reagles, CSEA Chapter President, thanked Commissioners for agreeing to table rule revision item on the agenda.
- b. CVAA/CVSA
Naomie Rodrigues, CVAA/CVSA Representative, thanked Commissioners for the opportunity to actively participate in meetings. Ms. Rodrigues asked the Commission to address the factors considered for the Dual certification for the new position of Manager – Extended Day Programs. Ms. Rodrigues stated she sent a cure and correct demand to Director and Personnel Commissioners.
- c. Cajon Valley Union School District Report(s)
Ms. Hayes reported the District is negotiating with CSEA on rules and revisions as well as other items. Ms. Hayes stated she has been working with Mr. Reagles and Paulette Dole, CSEA Job Steward on employee concerns. She reported she has met with various departments and sites on effects of COVID and discussed what the outlook is for staff and students in the future. Ms. Hayes reported Cajon Valley has been at the forefront of school reopening during the time of COVID with many districts nationwide looking at the work the district is doing.

Ms. Levenson commended the work Cajon Valley is doing.

- d. Personnel Director Report
 - i. The Personnel Director will provide information on AB 2234 – Act to Amend Education Code §45313
Ms. Bishop informed the bill passed. Ms. Bishop stated the bill allows any Commissioner to declare conflict with the District and retain legal counsel.

Philip Gordillo provided an updated on the Director Classified Personnel recruitment. He shared there will be five panelists for the general fitness panel which consist of two members of CESA, one member of CVAA, one member of CVSA and one district representative. Mr. Gordillo thanked the district for their assistance with advertisement. He stated he is working on completing

the technical panel; both examinations will be conducted through Zoom.

Ms. Levenson thanked Philip for his assistance.

e. Commission Members' Reports

No Report.

8. ADJOURNMENT TO EXECUTIVE SESSION:

The Commission adjourned to Executive Session at 4:39 p.m.

9. RECONVENE TO OPEN SESSION:

The meeting was reconvened to Open Session by Virginia Levenson, Commission Chair. Time undetermined and will be provided at the next meeting.

10. REPORT OUT EXECUTIVE SESSION:

The Commission reported that no action was taken in Executive Session

11. NEXT PERSONNEL COMMISSION MEETING:

November 17, 2020

12. ADJOURNMENT:

The meeting was adjourned.
Time undetermined and will be provided at the next meeting.

Respectfully submitted,



Michelle Hayes, Assistant Superintendent/Director



Virginia Levenson, Commission Chair



Maritza Diaz, Recording Secretary

NEW POSITION

ADMINISTRATIVE ASSISTANT II-BILINGUAL

The Administrative Assistant II-Bilingual classification is responsible for performing varied and responsible secretarial work to plan, coordinate and organize office activities and coordinate the flow of communication for a District-level director managing three or more district wide unrelated programs. The ability to communicate orally, and in writing, in English and a specified second language is often crucial for some positions in order to facilitate communication between the department and parents. Presently, there is not an Administrative Assistant II job classification that addresses the bilingual skills required to perform these duties.

Upon negotiated agreement with CSEA, the position of Administrative Assistant II-Bilingual will be presented to the Governing Board for approval at their meeting on December 15, 2020, and the job description is attached for your review and approval.

DIRECTOR'S RECOMMENDATION

In accordance with Commission Rule 30.200.9, the following recommendations are submitted for your consideration:

- 1] Establish a new classification of Administrative Assistant II-Bilingual;
- 2] Approve the new job description as submitted; and,
- 3] Allocate the new classification at salary range 30 on the Classified Employees' Salary Schedule.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: ADMINISTRATIVE ASSISTANT II-BILINGUAL

BASIC FUNCTION:

Under the direction of the Director, perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; **provide support in primary language as required; translate (both to proper English and primary language) a variety of written documents as well as interpret for conferences, meetings and phone calls; greet and assist visitors.**

DISTINGUISHING CHARACTERISTICS:

Administrative Assistant positions perform complex and responsible secretarial duties for a District-level administrator. Administrative Assistant II positions report to a Director of a large District wide program of three or more unrelated programs. Administrative Assistant I positions report to the Director of a District-wide program involving homogeneous functions related to the program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications; ensure smooth and efficient office operations.

Serve as secretary to the assigned administrator of a large district-wide program of three or more unrelated programs; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take and relay messages as appropriate; schedule and arrange interviews, appointments, conferences and other events.

Provide support in primary language as required; translate (both to proper English and primary language), a variety of written documents as well as interpret for conferences, meetings, telephone calls and other events.

Receive visitors, including administrators, staff and the public and provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues and refer difficult issues to the administrator as necessary; provide technical information and assistance related to office or program operations, policies and procedures.

Input a variety of data into an assigned computer system; initiate queries and generate a variety of computerized reports as requested; establish and maintain automated records and files; assure accuracy of input and output data.

Research, compile and verify a variety of information; compute statistical information for a variety of reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, contracts, letters,

memoranda, bulletins, flyers, brochures, agenda items and other materials; review and proofread a variety of documents.

Prepare and maintain a variety of data, records and reports related to office programs, financial activity, student information, personnel and assigned duties; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; take, transcribe and distribute minutes as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Prepare, process and code purchase orders and invoices for assigned office or program as directed; monitor office or program expenditures and budgets; reconcile assigned accounts; prepare and assure accuracy of bank deposits; maintain auditable records.

Receive, sort and distribute mail; open mail and compose responses independently as appropriate; prepare and distribute informational packets and bulk mailings as directed.

Monitor inventory levels of office supplies; order, receive and maintaining inventory of office supplies.

Coordinate travel arrangements and hotel reservations as necessary; prepare and assure proper completion of reimbursement forms.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Policies and objectives of assigned program and activities.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping techniques.

Vocabulary and correct oral and written usage, grammar, spelling and punctuation of English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Basic arithmetic.

ABILITY TO:

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Serve as secretary to the administrator of a large district-wide program of three or more unrelated programs and coordinate communications between administrators, personnel, parents, students and the public.

Serve as an interpreter for conferences, meetings and other events.

Assure smooth and efficient office operations.

Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Work independently with little direction.
Compose correspondence and written materials independently or from oral instructions.
Type or input data at 45 words per minute from clear copy.
Understand and resolve issues, complaints or problems.
Maintain confidentiality of sensitive and privileged information.
Determine appropriate action within clearly defined guidelines.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and files.
Compile and verify data and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Complete work with many interruptions.
Plan and organize work.
Meet schedules and time lines.
Make arithmetical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by secretarial training and three years increasingly responsible secretarial experience in a large organization involving frequent public contact, **including experience translating materials and interpreting in English and designated second language.**

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen

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.

SELECTION · ADVANCEMENT · SUCCESS THROUGH MERIT

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.

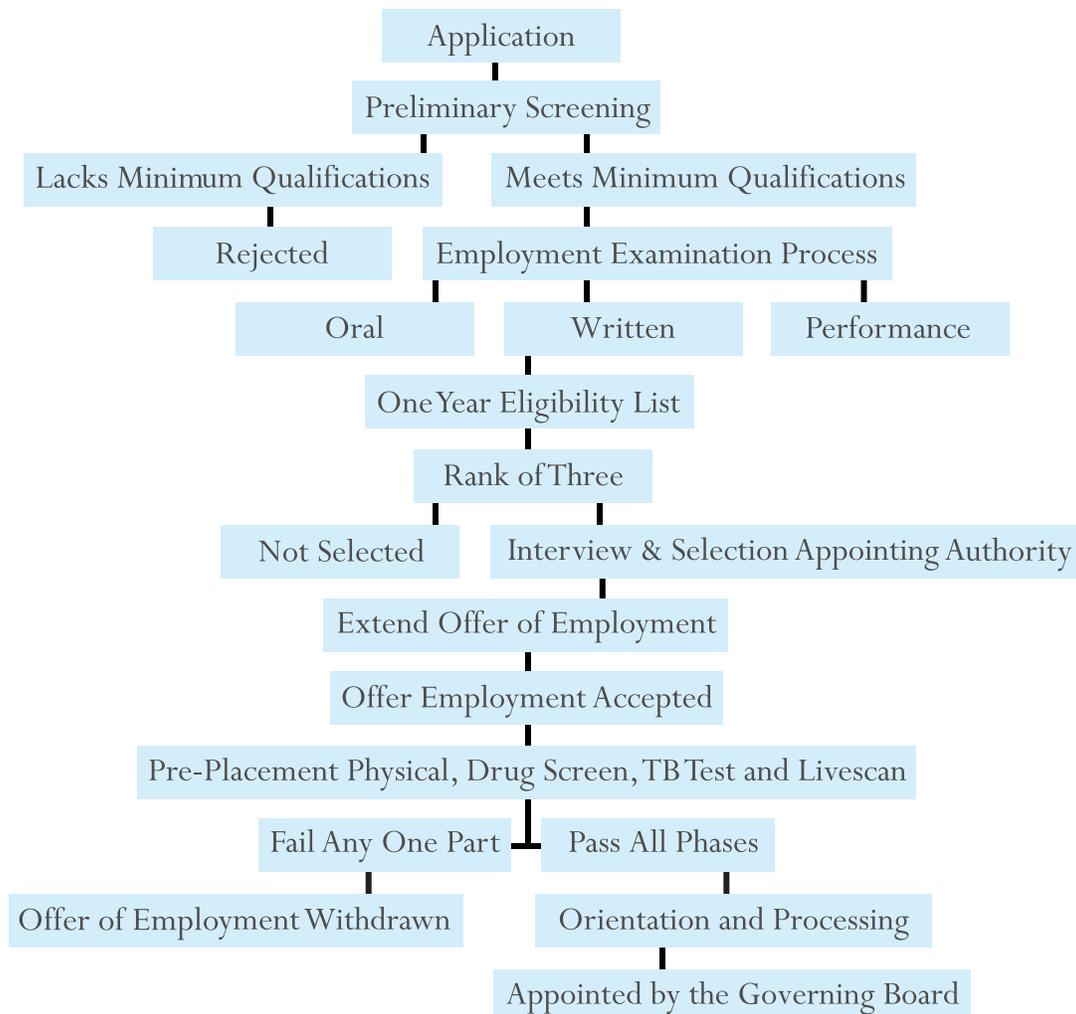
The Personnel Commission consists of a Director of Classified Personnel that reports directly to the Commission, and support staff.

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

Classification Studies	2018/19	2019/20
Job Classes Studied	6	6
Reclassifications	6	5
Creation of New Classifications	9	2
Revised Job Description	7	3
Reallocations	1	3
Employment Activity	2018/19	2019/20
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
Testing	2018/19	2019/20
Total Applicants	3225	1584
Eligibility Lists Produced	65	53
Types of Examinations	2018/19	2019/20
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

Vacancies

Position Title:	Number of positions:	Hours and Sites:
Accounting Assistant I	1	8.0 hours per day, Fiscal Services
Behavior Intervention Specialist	6	7.0-7.5 hours per day, Emerald, Empower, Greenfield and Special Education
Bus Attendant	5	5.0 hours per day. Transportation
Budget & Special Programs Analyst	1	8.0 hours per day, Fiscal Services
Campus Aide	21	.50-2.0 hours per day Anza, Bostonia, Crest, Cajon Valley, Emerald, Greenfield, Lexington, Los Coches Creek, Montgomery, Madison, Naranca and WD Hall
Child Nutrition Worker I	16	2.5-3.5 hours per day, Child Nutrition, Greenfield, Hillsdale, Meridian, Montgomery and WD Hall
Computer Support Technician	1	8.0 hours per day, Information Technology
Director, Classified Personnel	1	8.0 hours per day, Personnel Commission
English Language Development Assistant Bilingual (Arabic)	2	3.0 hours per day, Anza Preschool and Chase Preschool
English Language Development Assistant Bilingual (Spanish)	5	2.0-7.0 hours per day, Johnson Preschool Los Coches Creek, and Educational Services
Extended Day Program Aide	22	1.5-3.2 hours per day, Blossom Valley, Bostonia, Flying Hills, Hillsdale, Johnson, Lexington, Magnolia, Meridian, Naranca, and Vista Grande
Extended Day Program Site Lead	2	4.2 hours per day, Los Coches Creek and Naranca
Grounds/Irrigation Technician	1	8.0 hours per day, Maintenance & Operations
Guidance Technician	1	6.25 hours per day, Johnson
Health Care Specialist	4	7.5 hours per day, Health Services (Special Education)
Instructional Assistant	3	2.0 hours per day, Bostonia Preschool, Meridian Preschool and Sevick
Lead Heavy Duty Mechanic	1	8.0 hours per day, Transportation
Library Media Technician I	1	3.0 hours per day, Chase
Night Custodian	1	8.0 hours per day, Maintenance & Operations
Office Assistant II Bilingual (Arabic)	1	3.0 hours per day, Anza
Office Assistant II Bilingual (Spanish)	2	3.0 hours per day, Chase and Lexington
Payroll & Benefits Technician	1	8.0 hours per day, Fiscal Services
School Bus Driver I	2	5.0 hours per day, Transportation
Special Education Classroom Assistant / Trainee	28	3.5-6.5 hours per day, Anza, Chase, Crest Emerald, Flying Hills, Greenfield, Hillsdale, Johnson, Lexington, Madison, Rancho San Diego, and Sevick.
Special Education Classroom Assistant / Trainee Bilingual (Arabic)	2	6.0 hours per day, Sevick

Vacancies

Special Education Classroom Assistant / Trainee Bilingual (American Sign Language)	1	6.0 hours per day, Special Education
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Recruitments

Job Posting	Date Opened	Date Closed
Manger – Extended Day Programs – Dual	10/13/2020	10/27/2020
Budget & Special Programs Analyst – Promotional/Open	10/13/2020	10/27/2020
Special Education Classroom Assistant Bilingual (Arabic) – Promotional/Open	10/19/2020	11/02/2020
Special Education Classroom Assistant Bilingual (ASL) – Promotional/Open	10/19/2020	Continuous
Special Education Classroom Assistant – Promotional/Open	10/19/2020	Continuous
Office Assistant II Bilingual Spanish – Promotional/Open	10/19/2020	11/02/2020
Health Assistant – Promotional/Open	10/19/2020	11/02/2020
Irrigation Technician – Promotional Only	10/19/2020	11/02/2020
Night Custodian – Promotional/Open	10/19/2020	11/02/2020
Behavior Intervention Specialist – Dual	11/12/2020	12/01/2020
Payroll & Benefits Technician – Promotional/Open	11/12/2020	12/01/2020
Health Care Specialist – Promotional/Open	11/12/2020	Continuous
Campus Aide – Open	11/12/2020	Continuous

Eligibility Lists

Position:	Type of Recruitment:	Expiration:
Accounting Assistant I	Promotional / Open	October 2021
Administrative Assistant I	Promotional / Open	November 2020
Assistant Buyer	Promotional / Open	February 2021
Behavior Intervention Specialist	Dual	January 2021, March 2021
Bench Technician	Promotional / Open	November 2021
Bus Attendant	Promotional / Open	November 2020
Buyer	Promotional / Open	October 2021
Campus Aide	Open	November 2020, December 2020, January 2021, February 2021, March 2021
Campus Safety Lead	Promotional / Open	January 2021, August 2021
Child Nutrition Worker I	Promotional / Open	February 2021
Community Liaison Bilingual (Spanish)	Promotional / Open	February 2021
Computer Support Assistant	Promotional / Open	November 2021
Custodial Crew Leader	Promotional	August 2021
Director, Fiscal Services	Promotional / Open	October 2021
District Receptionist	Promotional / Open	January 2021
Extended Day Program Aide	Promotional / Open	November 2020, December 2020, January 2021, March 2021
Extended Day Program Assistant	Promotional / Open	December 2020
Extended Day Program Site Lead	Promotional / Open	January 2021, February 2021
Extended Day Program Supervisor	Promotional	October 2021
English Language Development Assistant (Spanish)	Promotional / Open	February 2021
Graphic Arts Technician	Promotional / Open	March 2021
Grounds Supervisor	Promotional	September 2021
Health Assistant	Promotional / Open	January 2021, November 2021
Health Care Specialist	Promotional / Open	February 2021, March 2021
Heavy Duty Mechanic	Promotional / Open	August 2021, November 2021,
Lead Heavy Duty Mechanic	Promotional / Open	January 2021
Library Media Technician	Promotional / Open	November 2021
Occupational Therapist	Dual	August 2021
Office Assistant II	Promotional / Open	December 2020
Office Assistant II Bilingual (Arabic)	Promotional / Open	February 2021
Office Assistant II Bilingual (Spanish)	Promotional / Open	February 2021
Payroll & Benefits Supervisor	Dual	September 2021
Personnel Assistant II	Promotional / Open	January 2021
School Bus Driver	Promotional / Open	November 2020
Special Education Classroom Assistant Trainee	Promotional / Open	November 2020, December 2020, January 2021, February 2021

Special Education Classroom Assistant Trainee Bilingual (Arabic)	Promotional / Open	November 2020
Special Education Classroom Assistant Trainee Bilingual (Spanish)	Promotional / Open	January 2021
Secretary	Promotional / Open	November 2020
Transportation Operations Supervisor	Promotional	November 2020
Transportation Operations Assistant	Promotional / Open	July 2021
Transportation Safety & Training Supervisor	Promotional / Open	December 2020, February 2021

Note: Several positions have multiple eligibility lists associated with the position because multiple recruitments were run to ensure that a complete eligibility list was established.