



Phone: (619) 588-3050
Fax: (619) 588-3663

Thursday, August 27, 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:

Link: <https://cajonvalley.zoom.us/j/92005655127?pwd=YkVmb0psQXR4UUNuOHd5Yk9tSUIYdz09>
Dial in: 1-213-338-8477
Meeting ID: 920 0565 5127
Password: 310270

Employees and the public may comment regarding items on this agenda or matters related to Commission business. Please email comments to bishopa@cajonvalley.net no later than 10:00 a.m. on August 27, 2020. Comments will be read aloud to the Personnel Commission during the Public Comment section of the agenda.

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
- b. Pledge of Allegiance
- c. Roll Call/Establishment of Quorum

Virginia Levenson, Chairperson	<input type="checkbox"/> present	<input type="checkbox"/> absent
Victor Garcia, Co-Chairperson	<input type="checkbox"/> present	<input type="checkbox"/> absent
Timothy McKay, Member	<input type="checkbox"/> present	<input type="checkbox"/> 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 August 27, 2020

Motion by: _____, Seconded by _____ . Vote: _____

Cajon Valley Union School District Personnel Commission Meeting

August 27, 2020

Page 2

4. APPROVAL OF MINUTES

- a. Approve the unadopted minutes of the Regular Meeting on July 23, 2020

Motion by:_____ , Seconded by_____ . Vote:_____

- b. Approve the unadopted minutes of the Special Meeting on August 13, 2020

Motion by:_____ , Seconded by_____ . Vote:_____

5. CORRESPONDENCE

- a. The Personnel Director will provide information to the Commission regarding correspondence related to Commission matters.

6. ACTION ITEMS

- a. Approval of New Classification and Reclassification Recommendation

1. Approve job description of Planning Assistant and allocate classification to range 27 on the Classified Employees' Salary Schedule, Technical/Paraprofessional job family.

2. Reclassify position #5633, along with the incumbent, Empl ID #122420, from Administrative Assistant I (Range 24) to Planning Assistant (Range 27), effective following Governing Board approval.

Motion by:_____ , Seconded by_____ . Vote:_____

- b. Approval of New Classification and Job Description

1. Approve job description of Manager, Extended Day Programs and allocate classification to Range 4 on the Classified Administrators' Salary Schedule.

Motion by:_____ , Seconded by_____ . Vote:_____

- c. Approval of Dual Certifications

1. Approve the dual certification of candidates from the Director-Fiscal Services eligibility list.

Motion by:_____ , Seconded by_____ . Vote:_____

2. Approve the dual certification of candidates from the Manager-Extended Day Programs eligibility list.

Motion by:_____ , Seconded by_____ . Vote:_____

7. INFORMATION/DISCUSSION ITEMS

- a. Rules and Regulations Update/Revision

1. First Reading of Proposed Revision to Chapters 20 – The Personnel Commission and Chapter 30 – Position Classification Plan

- b. Vacancies/Recruitments/Personnel Activity

1. Staff will review status of current vacancies, ongoing recruitment, and establishment and status of eligibility lists.
-

Cajon Valley Union School District Personnel Commission Meeting

August 27, 2020

Page 3

- c. Minimum Wage Classification Study
 - i. The Personnel Director will provide information to the Commission regarding classifications that will be affected by the minimum wage increase beginning January 1, 2021.
- d. Update on Requests for New/Revised/Reclassification of Positions
 - 1. Instructional Assistant/Special Education Classroom Assistant
 - 2. Child Nutrition Lead – Serving Kitchen reclassification requests
 - 3. Request for New Classification – Educational Services
- e. Negotiations Activity
 - 1. Staff will provide information on current negotiations with CSEA and its Chapter 179:
 - i. Staff will review Memorandum of Understanding – Opening of the 2020-201 School Year, dated August 6, 2020 and CSEA Exhibit A – COVID-19 Safety Protocols
 - ii. Staff will review Memorandum of Understanding, dated July 24, 2020

8. REPORTS/COMMUNICATION

- a. Commission Members' Report(s)
- b. Personnel Director Report
- c. Cajon Valley Union School District Report(s)
- d. CSEA

9. ADJOURN TO EXECUTIVE SESSION

10. EXECUTIVE SESSION: The Personnel Commission will adjourn to Executive Session

- a. Public Employment – Title: Director-Classified Personnel (Gov. Code § 54957)

11. RECONVENE TO OPEN SESSION

- a. Report of Action, if any, from Executive Session

12. NEXT PERSONNEL COMMISSION MEETING

- a. September 24, 2020

13. ADJOURNMENT

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: July 23, 2020

Zoom Meeting

MEMBERS PRESENT:

Virginia Levenson, Commission Chair
Victor Garcia, Co-Chairperson
Timothy McKay, Member

STAFF REPORTING:

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

1. REGULAR MEETING OPEN SESSION:

The July 23, 2020 Personnel Commission meeting was called to order at 4:00 p.m., by Virginia Levenson, Chair. She welcomed the audience.

- a. Victor Garcia, Co-Chairperson, 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:

Virginia Levenson, Chairperson, announced a change to the proposed agenda. Item 5.c.1. was removed from the agenda; the item will be corrected and presented at the August meeting. Motion was made to approve proposed agenda for the July 23, 2020 Personnel Commission meeting.

Motion: Victor Garcia

Second: Tim McKay

Vote: Unanimous

4. APPROVAL OF MINUTES:

The minutes of the meeting for June 25, 2020 were presented for approval.

Motion was made to approve minutes for June 25, 2020

Motion: Tim McKay

Second: Victor Garcia

Vote: Unanimous

5. ACTION ITEMS

a. Approval of Organizational Memberships

1. California Schools Personnel Commissioners Association – San Diego Chapter

No comments.

Motion to approve membership for California Schools Personnel Commissioners Association – San Diego Chapter.

Motion: Tim McKay
Second: Victor Garcia
Vote: Unanimous

b. Reinstate and Reallocate Grounds Supervisor Classification and Approve Revised Job Description

No comments.

Motion to approve the reinstatement and reallocation of Grounds Supervisor classification.

Motion: Tim McKay
Second: Victor Garcia
Vote: Unanimous

c. Approval of Reclassification Recommendations

2. Reclassify Special Education Classroom Assistant-Trainee, 25 positions along with the incumbents, to Special Education Classroom Assistant, effective August 19, 2020.

Angela Bishop, Director, commented that the reclassification has minimal fiscal impact and is valuable for recruitment in pay with comparison districts. Ms. Bishop also informed this also addresses the minimum wage increase and is a positive move for classified employees.

Michelle Hayes, Assistant Superintendent – Personnel Services, stated the Special Education Classroom Assistants return on August 14, 2020 and requested that the Commission change the date from August 19, prior to their vote. Ms. Bishop indicated the date was based on the Memorandum of Understanding (MOU). Ms. Hayes expressed there would be payroll implications if the reclassification takes place on the August 19 as opposed to the August 14. Ms. Bishop affirmed her agreement. Ms. Hayes stated that a correction to the MOU can be worked on and requested that the Commission to make the reclassification effective August 14, 2020. Ms. Bishop stated rules would allow the Commission to set a prospective date.

Motion to approve reclassification effective August 14, 2020.

Motion: Tim McKay
Second: Victor Garcia
Vote: Unanimous

Ms. Hayes expressed her appreciation and Mrs. Levenson commented it was nice not to impact the Payroll department.

- d. Consideration and Action on Salary Study Request, Child Nutrition Services Lead – Serving Kitchen

Ms. Levenson stated her recommendation would be to assign the study to Ms. Bishop, who will then provide the study results and recommendation to the District and CSEA. Mr. McKay, Commissioner, referenced blank pages on the reclassification request forms; Ms. Bishop clarified there is an attachment that states the incumbents' reason for request.

Ms. Bishop stated the Rules require the Commission to consider the request and provide direction to conduct the study.

Motion to approve the Director to commence the reclassification study.

Motion: Virginia Levenson

Second: Tim McKay

Vote: Unanimous

- e. Second Reading of Proposed Revision to Rule 10.100, Definitions, General (Probationary Period) and Rule 60.100.1, Duration of Probation

- f. Consideration and Action on Proposed Revision to Rule 10.100, Definitions, General (Probationary Period) and Rule 60.100.1, Duration of Probation

Kerry McNally, Counsel to the Commission, stated the item is listed for review to the revisions of the rule related to the initial probationary period. The First Reading was provided at the June meeting and input from that First Reading has been incorporated as proposed revisions. Ms. McNally stated it is her recommendation to approve the revision of the rules.

Mr. McKay affirmed the revision states COVID-19; however, it was his understanding the change was going to refer to the reason as a pandemic. Ms. McNally stated in reviewing the MOU the rule revision recommended states the issue, COVID-19, as well as a sunset date ending in the 2020-21 school year. Ms. McNally stated the language was narrowly drafted to assure the rule was applied appropriately. Ms. Bishop clarified the revision states "included, but not limited to" to address the concern of specificity related to COVID-19. Mr. McKay concurred.

Motion to approve rule revisions.

Motion: Tim McKay

Second: Victor Garcia

Vote: Unanimous

6. INFORMATION/DISCUSSION ITEMS:

- a. Recruitment Plan for Director-Classified Personnel

Ms. Bishop stated the California Schools Personnel Commission Association (CSPCA) provides recruitment services for member districts. Ms. Bishop introduced Phillip Gordillo, CSPCA Executive Director.

Mr. Gordillo introduced himself to the Commission and provided a summary of the Director recruitment services and process provided by CSPCA. He indicated he would provide and present a recruitment plan with timeline for Commission's consideration.

Mrs. Levenson stated it would be her preference to have CSPCA conduct the recruitment for Director. Mrs. Levenson will be discussing the recruitment with Ms. Bishop, Ms. McNally and Commissioners to discuss overlap.

Ms. McNally recommended the Commission take action to appoint a Director by the November meeting. Mr. Gordillo added that a Special Meeting could be scheduled to allow sufficient overlap as well as provide a potential candidate the ability to submit their two-week notice.

Maritza Diaz, Personnel Specialist, asked a clarifying question regarding Mr. Gordillo's statement on posting the recruitment for 15 days. Ms. Diaz stated recruitments only post for 10 business days. Ms. Bishop clarified that weekends also count as posting days. Mr. Gordillo stated recruitment would be 15 business days, three (3) workweeks. Ms. Diaz also asked what type of eligibility list the recruitment would be: Dual, Promotional, or Open. Ms. Diaz stated recruitments and eligibility lists for Director positions in the past have varied between Promotional Only, Dual and Promotional/Open. Ms. Bishop stated it is a practice for higher-level and technical positions to post as Dual, with the Commission taking action to initially designate the Dual certification.

Ms. Diaz asked if the Commission would like her to provide a list of Director postings for consideration. Ms. McNally responded that a list would be helpful and stated she, Mr. Gordillo, Ms. Bishop and Ms. Levenson would be working together for the recruitment. Mr. Gordillo stated the number of applicants would need to be considered when determining the recruitment type with the objective of getting three ranks.

- b. Request for New/Revision/Reinstatement of Position Classifications.
 - 1. Status Update: Manager-Extended Day Program and Instructional Assistant/Special Education Classroom Assistant
 - 2. Counseling Technician – Los Coches Creek Middle School

Ms. Bishop indicated that, per request of the Commission, these items are being presented formally as updates on the agenda. Last month, Ms. Bishop reported working on Grounds Supervisor, which was presented today. The Assistant Superintendent of Student Services is currently reviewing the draft of the Manager-Extended Day Program job description, which Ms. Bishop anticipates will be presented to Commission at the August meeting. Ms. Bishop shared she will be working with the Assistant Superintendent-Student Services on the Instructional Assistant/Special Education Classroom Assistant job description. Ms. Bishop reported a reclassification request form was sent to the Counseling Technician at Los Coches Creek Middle School, in response to the incumbent's request for Bilingual compensation.

- 3. Administrative Assistant I – Long Range Planning Department

Ms. McNally reported that Ross Hessler of Eric Hall & Associates, had completed the reclassification study for Administrative Assistant I in Long Range Planning. She reported his recommendation is to create a new classification titled Planning Assistant, establish a new job description and place the position on salary range 27. His recommendation also included placement on the salary schedule based on job

family. Ms. McNally informed that the District and CSEA have been provided the report and will be negotiating on this item.

c. Vacancies/Recruitments/Personnel Activity

1. Staff will provide information on current vacancies, ongoing recruitment, and establishment and status of eligibility lists.

Ms. Diaz reported that there were several changes in vacancies reported from the previous month. Ms. Diaz shared examinations have resumed with social distancing guidelines. She shared that candidates were appreciative of the opportunity to test. Recruitments and eligibility lists were established; eligibility list information reflected removal of any expired lists.

2. Classified Bumping/Layoff

- i. The Personnel Director will provide information to the Commission regarding the layoffs approved by the Governing Board on May 12, 2020 and the bumping that occurred as a result

Ms. Bishop provided an update on layoffs. Ms. Bishop reported that there are few employees affected. One employee facing layoff has accepted another position in the District.

d. Communications

1. The Personnel Director will provide information to the Commission regarding correspondence related to Commission matters

Ms. Bishop informed the Commissioners of the activities she worked on during the month in communicating with individuals on the eligibility lists and newly promoted administrators.

e. Personnel Commission Rules and Regulations Revisions – Project Timeline

Ms. Bishop addressed the attachment of the outlined rules and regulations. Ms. Bishop will be working on and presenting recommending changes. Ms. Bishop stated two chapters would be updated each month.

f. Negotiations Activity

1. Staff will provide information on current negotiations with CSEA and its Chapter 179
 - i. Staff will review Memorandum of Understanding – Summer Enrichment Program and Opening of the 2020-2021 School Year, dated June 16, 2020

Ms. Hayes reported the District would be meeting with CSEA on Friday, July 28 to discuss the following topics: new information provided by the Governor's office, reclassification of Administrative Assistant I, and salary structure.

Ms. Hayes shared on the Summer Enrichment Program is running at all school sites. Ms. Hayes recognized Ms. Diaz for her work in staffing for that program as the majority of the staff working are classified employees. Certificated and Administrators are also participating in the program. Ms. Hayes shared this program gives an opportunity to have students back on campus, as well as reviewing all safety practices in preparation for the fall. She shared the recent updates provided by the Governor announcing specific criteria the County must meet in order to offer on-campus learning. The District intends to continue to provide childcare services, including free childcare to employees. Ms. Hayes

shared on her recent Summer Enrichment program site visits and the instructional plans for the Fall. She also informed the Commission on the increased number of interactive process (ADA) meetings being conducted and the Assistant Principal interviews for Bostonia and Hillsdale.

7. REPORTS/COMMUNICATION

a. Commission Members' Report(s)

Mr. McKay commented on the number of children being dropped off at Crest Elementary.

b. Personnel Director Report – No comments.

c. Cajon Valley Union School District Report(s) – No comments.

d. CSEA

Mark Regales, CSEA Chapter 179 President, stated he is working on gathering information regarding terminating the merit system.

8. NEXT PERSONNEL COMMISSION MEETING:

August 27, 2020

9. ADJOURNMENT:

The meeting was adjourned at 4:53 p.m.

Respectfully submitted,



Angela Bishop, Director-Classified Personnel



Virginia Levenson, Commission Chair



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: August 13, 2020

Zoom Meeting

MEMBERS PRESENT:

Virginia Levenson, Chairperson
Victor Garcia, Vice-Chairperson
Timothy McKay, Member

STAFF REPORTING:

Michelle Hayes, Assistant Superintendent/Director
Angela Bishop, Director
Kerrie E. McNally, Attorney, Adams Silva & McNally, Counsel to the
Commission

1. SPECIAL MEETING OPEN SESSION:

The August 13, 2020 Personnel Commission Special Meeting was called to order at 4:03 p.m., by Virginia Levenson, Chairperson. She welcomed the audience.

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

2. PUBLIC COMMENTS:

No comments.

3. APPROVAL OF PROPOSED AGENDA:

Timothy McKay, Member, indicated he thought the special meeting was convened only for the purpose of reviewing the Director job description and recruitment plan, not to address other items. Virginia Levenson, Chair, responded the intent was to also include the Mental Health Clinician reclassifications pulled from the previous meeting agenda. Angela Bishop, Director, clarified the dual recruitment items required prior Commission approval and were submitted to expedite recruitment processes. Mr. McKay indicated he was not ready to discuss the dual certification process for Director-Fiscal Services item. Mrs. Levenson suggested discussion for that item take place at the time the item is reviewed. Mr. McKay affirmed his agreement. Motion was made to approve proposed agenda for the August 13, 2020 Personnel Commission meeting.

Motion: Victor Garcia

Second: Tim McKay

Vote: Unanimous

4. ACTION ITEMS

a. Approval of Reclassification Recommendations

- i. Reclassify three (3) positions, along with the incumbents from Mental Health Clinician I (Range 40) to Mental Health Clinician II (Range 46), retroactive to the first of the month following submission of licensure.

Ms. Bishop reviewed the distinguishing characteristics between the two classifications and reviewed the provision in the Mental Health Clinician I class description that allows for reclassification of incumbents meeting the licensing requirement of the higher classification. Ms. Bishop shared how pleased the District is that three current employees have completed the requirement and submitted evidence of licensure.

Motion to waive commission rule and approve reclassification of position #5703 and #5710, along with incumbents #631788 and #631463, respectively, effective July 1, 2020 and position #5706, along with incumbent #631828, effective August 1, 2020.

Motion: Tim McKay
Second: Victor Garcia
Vote: Unanimous

b. Approve Recruitment Plan for Director-Classified Personnel

Mrs. Levenson welcomed Philip Gordillo, Executive Director of the California School Personnel Commissioners Association (CSPCA). Mr. Gordillo introduced the recruitment plan and began his presentation which included the proposed timeline, advertising and schedule. After reviewing the proposed timeline, Mr. Gordillo called for questions from the Personnel Commission. Mrs. Levenson indicated it looked excellent and confirmed the November meeting falls within the proposed timeline for selections. Mr. McKay agreed with the timeline as well and inquired of the Director if the dates work for a smooth transition. Ms. Bishop acknowledged the timeline was well planned.

Michelle Hayes, Assistant Superintendent – Personnel Services questioned the proposed appointment date relative to the Board meeting date of November 17; Ms. Hayes stated the Board typically appoints Directors through that process. Ms. Hayes also inquired as to when and how the District (herself) and Superintendent Miyashiro, would be involved in the selection process, stating they have not been consulted to date. Mr. McKay responded that while the Commission welcomes the District's input, it is the Commission's authority to appoint the Director. Kerrie McNally, Counsel to the Commission, interrupted in an effort to bring the public meeting back to the agenda presentation. Ms. McNally indicated the Commission's willingness to discuss and work through any concerns directly with CSEA or the District in the appropriate forum outside of the public meeting.

Motion to approve the recruitment plan for Director-Classified Personnel.

Motion: Victor Garcia
Second: Tim McKay
Vote: Unanimous

c. Approval of Dual Certification

- i. Approve the dual certification of candidates from the Director-Fiscal Services eligibility list.

Mr. McKay questioned the reason for dual certification. He requested the matter be tabled to a later date to allow time to consider more thoroughly. Mrs. Levenson inquired to determine whether tabling the item would delay the recruitment process; Ms. Bishop responded that a decision by the August 27 meeting would allow sufficient time.

Motion to table the dual certification of candidates from the Director-Fiscal Services eligibility list.

Motion: Victor Garcia
Second: Tim McKay
Vote: Unanimous

- ii. Approve the dual certification of candidates from the Director-Classified Personnel eligibility list.

No comments.

Motion to approve the dual certification of candidates from the Director-Classified Personnel eligibility list.

Motion: Tim McKay
Second: Victor Garcia
Vote: Unanimous

Mr. Reagles requested to comment; he acknowledged the item was already approved but wanted expressed his concern that recruitments should be Promotional/Open. Mrs. Levenson confirmed the process was appropriate for Director-Classified Personnel and invited Mr. Reagles to comment regarding the Director-Fiscal Services at the next meeting. Ms. Bishop informed Mr. Reagles the recruitment is actually a Promotional/Open process; however, the certification is based on scores which included seniority points for internal candidates.

Mr. Reagles stated other Director positions in Maintenance, Purchasing & Warehouse have been Promotional/Open or Promotional only. Ms. Bishop responded his concerns to assure him the process for Dual certification has been consistent.

5. NEXT PERSONNEL COMMISSION MEETING:

August 27, 2020

6. ADJOURNMENT:

The meeting was adjourned at 4:31 p.m.

Respectfully submitted,



Angela Bishop, Director-Classified Personnel / Recording Secretary



Virginia Levenson, Chairperson



July 15, 2020

Ms. Angela Bishop
Director, Personnel Commission
Cajon Valley Union School District
P.O. Box 1007
El Cajon, CA 92022-1007

Dear Ms. Bishop:

In accordance with the provisions of Education Code 45253, the County Superintendent of Schools has approved the 2020-21 Personnel Commission budget for the Cajon Valley Union School District in the amount of \$430,681.

The budget submitted reflects an increase over the Personnel Commission's 2019-20 budget. If during the year, the school board approves any budget amendments for the Personnel Commission, please forward a copy of the changes to our office.

Your district has indicated that the amount of \$430,681 has been included in the 2020-21 regular general fund adopted budget.

Sincerely,

Brent Watson
Executive Director
District Financial Services

BW:VS

cc: Scott Buxbaum, Assistant Superintendent, Business Services, Cajon Valley USD
Louise Gibson, Fiscal Services Director, Cajon Valley USD

APPROVAL OF NEW CLASSIFICATION AND RECLASSIFICATION

Administrative Assistant I – Long-Range Planning

At its June 25, 2020 meeting, the Personnel Commission approved to contract with Eric Hall & Associates (EH&A) to conduct a classification study of the Administrative Assistant I position in the Long-Range Planning Department.

Attached is an abridged copy of the consultant's report, which outlines the scope of the study, provides background and analysis, and specifies recommendations.

The recommendations and proposed job description have been negotiated and agreed upon through a Memorandum of Understanding (MOU) between the District and the Classified School Employees' Association (CSEA) and its Chapter 179 (Association).

The consultant confirmed the incumbent's gradual accretion of duties, and, thereby, the incumbent meets the Education Code requirement for reclassification with the position.

Based on the findings detailed in the consultant's report, the following recommendations are submitted for your consideration.

ADMINISTRATIVE RECOMMENDATION:

In accordance with Commission Rule 30.300.1 and 30.300.3 (A), the following recommendations are submitted for your approval:

1. Establish new classification of Planning Assistant and approve proposed job description as negotiated; and,
2. Allocate the new classification to range 27 on the Classified Employees' Salary Schedule within the Technical/Paraprofessional job family; and,
3. Reclassify position #5633, along with the incumbent Empl ID #122420, effective on the date following action taken by the Governing Board to approve the new position and job description.

CAJON VALLEY UNION SCHOOL DISTRICT



Classification Study of Administrative Assistant I (Long-Range Planning Dept.)

Ross Hessler, Associate



HELPING SCHOOL DISTRICTS MEASURE UP

Eric Hall & Associates

5245 Avenida Encinas, Suite A, Carlsbad, CA 92008

Office 760.602.9352, Cell 760.519.8531

ross@ehanda.com



Introduction

In June 2020, the Cajon Valley Union School District (CVUSD) contracted with Eric Hall and Associates (EH&A) to provide a classification study of their Administrative Assistant I position in the Long-Range Planning Department (LRPD). Associate Ross Hessler with EH&A conducted the study. The decision to seek the assistance of a consultant came as a result of discussion by the district's Personnel Commission at their meeting of May 28, 2020, and action at their June 25, 2020 meeting.

Scope of Study

To accomplish the goals of the study, EH&A undertook the following tasks:

- Conducted a preliminary meeting over Zoom on June 30, 2020 with the incumbent, Victoria Hayman. The steps and timeline of the study were introduced and questions were answered. A Classification Study Questionnaire was sent out the same day for Ms. Hayman to complete. The approximate timeline for return was one week.
- Conducted an interview with the incumbent, as well as her supervisor, Sharon Dobbins, Director – Long Range Planning Department.
- Prepared a revised job description and sent out a first draft to the incumbent and her supervisor.
- Reviewed and revised the first draft of the job description.
- Drafted this Report for the District, the Personnel Commission and the bargaining unit for review, discussion and forwarding to the Board of Trustees for review and action.

Information Reviewed and Research Conducted

- Job descriptions
- Employee Classification Study Questionnaire
- District salary schedule
- Personnel Commission Rules and Regulations

Background and Analysis

The Administrative Assistant I position studied is in the Long-Range Planning Department (LRPD). It is one of only four positions in the department, including the department director. The LRPD is responsible for facilities planning and financing, and for management of the district's bond/capital improvement program. The department is also responsible for demographics, enrollment projections, school boundary changes, school facility (developer) fees, and redevelopment agency agreements. The enrollment piece includes handling and reviewing transfer requests.

The incumbent has the main responsibility, working fairly independently, for handling the student transfer process in the district. This involves meeting with, or discussing with by phone, parents who are considering a transfer of their child between schools within the district (intra-district) or to a school outside the district (inter-district). The incumbent works with parents to answer questions and provide information on options available. She will try to find the best fit, providing "school choice" as much as space allows. The goal in the process is to get the best outcome for the student and parent, while keeping the student in the district if possible. The supervisor is updated on activity in this primary area, and the Planning Technician provides input at times with difficult situations. It is estimated that Ms. Hayman spends as much as 90% of her time on duties involving transfers and enrollment.



Report on the Classification Study of Administrative Assistant I (Long-Range Planning Dept.)

The increased responsibility for student transfers has been occurring over the last 12 years or so, with more duties moving from the Planning Technician position to the Administrative Assistant I position. In fact, there are several other duties listed on the Planning Technician job description which are now performed, at least to a significant degree, by the incumbent. These are shown on the attached revised job description, and include the following areas: working at a higher level with student data; planning and conducting research; and working more frequently with a higher level of contacts to perform these duties. The position also has the duty of verifying and overseeing the processing of student transfers and overflow placement, as well as serving as the liaison between the District, school sites and parents regarding student transfers. She runs daily enrollment reports to monitor enrollment, and works with the data including compiling, analyzing, interpreting, and reporting the information. So there are several elements which have moved over time to be the responsibility of the incumbent.

There are also other, more minor, duties performed which include providing support in other areas of the department – assisting with planning and procedure revisions, involvement in marketing activities of the district, and working closely with the Family and Community Engagement Department to provide support for the department and the families it serves.

The job description for Administrative Assistant I describes a secretarial position, supporting a district-level administrator, with specific department responsibilities varying, depending on the assignment. This position no longer has secretarial responsibilities to a degree where the class fits. The few clerical/ secretarial duties still being performed are minor and include opening and distributing mail, most of which is hers, ordering supplies each month which only takes a few minutes, and receiving visitors, though they are almost all there to see her. So almost all ties to the former secretarial/administrative position no longer exist.

Neither is this job a Planning Technician, which through the above described changes, is still a more technical job. Per the job description, it requires the following: research, analysis, and interpretation of data related to school facilities planning; working with demographics and higher level computerized data functions such as creating queries and extracting and manipulating information to produce records, maps, presentations, and reports; and producing a variety of narrative and statistical reports in the various areas in long-range planning.

In summary, the classification structure allows for variation in specific duties in classes which work across departments. This generally accepted approach of using “broad” classes is preferable, avoiding creating too narrow of a structure where classes may vary only slightly. However, when the differences are distinct, and relate to the essential functions of the class, as in this case, an adjustment is called for. These factors lead to a recommendation for reclassification, as this position does not fit as an Administrative Assistant I in the clerical/administrative job family.

Title Change

The updated title should reflect the responsibilities specific to the position within the LRPD. The duties fall within the general area of “planning” as the department title indicates. There is a Planning Technician position in the department, and creating multiple levels of that title is a consideration, but this position is not at that level to warrant that option. A lower level title along those lines should be considered. Also, a title specific to the significant transfer process responsibilities could be used, but that is somewhat limiting in describing the class. A more general term is favored, in keeping with the department functions, which leads to using “Planning” in the title. Two options which can be considered to capture the appropriate level are “specialist” and “assistant.” Specialist has merit, due to the responsibility level and independence of the position. However, without the requirement of a technical background in this area, it is thought that the term assistant is more appropriate. Therefore, the title of Planning Assistant is recommended.



Salary Reallocation

In reviewing the key classification factors, there appear to be increases in the following areas: scope and effect – greater impact of the various services provided; complexity – greater technical knowledge/skills required; supervision received – work is done more independently; contacts – more varied and include higher level, such as the superintendent. These increases are significant, warranting an increase in the salary range. In consideration of these significant changes in the position over the past several years, an increase of from two to four ranges was considered. The Administrative Assistant I class is at range 24. The recommendation is in the middle of this range – for an increase of three ranges, to range 27.

Additionally, there is a proposed move of the position/class from the Secretarial job family to the Technical/Paraprofessional family. This is necessary since the essential functions of the position no longer describe a secretarial position. Lastly, it is important to note that the scope of this study and salary recommendation, does not include comparison of the internal relationship of this new class with the others in this job family. The salary recommendation is based solely on the level of change in the position over time, with no comparisons made with any other current classifications in this job family.

Recommendations

1. Establish the proposed new classification of Planning Assistant and approve the draft new job description located in Appendix C.
2. Allocate the proposed new class of Planning Assistant to salary range 27 on the Classified Employees Salary Schedule.
3. Place the proposed new classification of Planning Assistant in the Technical/Paraprofessional job family.
4. Reclassify one position of Administrative Assistant I, in the Long-Range Planning Department, to the proposed new class of Planning Assistant.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PLANNING ASSISTANT

BASIC FUNCTION:

Under the direction of the Director-Long Range Planning, perform varied and responsible planning department duties related to student transfers, overflow placements, and school facility impact fees; resolve parent concerns involving student transfers; coordinate transfer information with various departments; assist in marketing activities of the District to retain and recruit students.

DISTINGUISHING CHARACTERISTICS:

The **Planning Assistant** position is the first level of the two planning-related classifications in the Long-Range Planning Department. The classification has primary responsibility for the inter-district transfer process for students and assists with intra-district transfers, applying specific knowledge to ensure compliance with pertinent laws, regulations and policies. The **Planning Technician** is the journey-level classification, with a broader scope of technical duties in the areas of school facilities planning, demographics, enrollment projections and related areas.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Process student transfers and overflow placement; coordinate related communications between Long-Range Planning, Pupil Services, Transportation and other departments as needed; serve as liaison between the District school sites and parents and provide technical information and interpretation regarding student transfers and overflow placement.

Calculate, collect, process, and record school facility fees; process agency clearance certificates and monies; prepare, assemble, and reconcile bank deposits and balance related accounts; process and issue refunds, as needed; monitor and provide interpretation of legislative issues related to school facility fees.

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.

Provide technical assistance in the data gathering, statistical analyses, and displays of data, input, extract and update a variety of data into an assigned computer system; initiate queries and generate a variety of computerized reports as requested or required; establish and maintain automated records and files; assure accuracy of input and output data.

Communicate with parents, including those with grievances and who are considering a transfer request, to evaluate their needs and offer guidance in determining enrollment options; work and communicate with District personnel, administrators, and various outside agencies to exchange information and network to determine an appropriate resolution to issues or concerns.

Assist in planning and conducting research; compile and verify a variety of information; compute statistical information for a variety of reports and assist in developing enrollment projections; develop methods of data collection and analysis for assigned projects; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as

needed.

Prepare, print, distribute, collect, sort, file, process, evaluate, and maintain a variety of data, forms, records and reports related to student registration, enrollment, student transfers, overflow placements, facilities fees and other assigned duties; assure accuracy and completeness of data, records, and reports.

Review, interpret, evaluate and provide recommendations on guidelines, policies and procedures related to student registration, enrollment, student transfers, overflow placements, facilities fees and other assigned functions.

Assist in a variety of surveys and related research and data analysis activities; review, analyze, arrange, and report data as required.

Schedule and attend a variety of meetings; take meeting notes.

Operate a variety of office equipment including a calculator, copier, fax machine, multi-line telephone system, scanner, computer and assigned software.

Receive, sort, and distribute mail; open mail and compose responses independently as appropriate.

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

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current 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.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- 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 and statistics.

ABILITY TO:

- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Type or input data accurately and at an acceptable rate of speed.
- Understand and effectively resolve issues, complaints or problems.

Maintain confidentiality of sensitive and privileged information.
Determine appropriate action within general guidelines.
Exhibit empathy with parents when addressing their concerns.
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 timelines.
Make arithmetical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by college-level coursework and two years increasingly responsible related experience in a large organization involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read, prepare and assure accuracy of a variety of documents and view a computer screen for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

CLEARANCES:

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

APPROVAL OF NEW CLASSIFICATION AND JOB DESCRIPTION

Manager-Extended Day Programs

The Cajon Valley Union School District (CVUSD) is committed to offering a safe and educationally enriching alternative for students during non-school hours that enhances the District's educational program. As recipients of the After-School Education and Safety (ASES) grant funding, the District's Extended Day Program (EDP) is charged with providing tutoring/homework assistance and enrichment activities that include positive youth development strategies, recreation and prevention activities for its participants before and after school. Program leaders work closely with school site principals and staff to integrate the program's elements with the school's curriculum, instruction and learning support activities.

To provide increased leadership and oversight of the program, and to relieve the Assistant Superintendent-Student Services of managerial responsibilities, the District has a need for a manager to support staff and oversee the implementation of program operations. The proposed Manager-Extended Day Programs will plan, organize, manage and implement the District's robust before- and after-school programs. Additionally, the proposed position will supervise, train, support and evaluate the performance of program staff, will collaborate and coordinate with community agencies to facilitate partnerships, and will participate in a wide variety of District initiatives and programs.

The scope of responsibility, including size and number of the programs managed, and number and level of direct reports, as well as the internal alignment with other Classified administrator classifications, supports allocating this position at a salary range 4, on the Classified Administrators' Salary Schedule.

Based on the foregoing, the Governing Board will take action at its meeting on August 25, 2020 to establish the new position.

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 Manager-Extended Day Programs;
- 2] Approve new class description as submitted; and,
- 3] Allocate new classification to range 4 on the Classified Administrators' Salary Schedule.

CAJON VALLEY UNION SCHOOL DISTRICT
Personnel Commission

CLASS TITLE: MANAGER-EXTENDED DAY PROGRAMS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Student Services, plan, organize and manage the District's before- and after-school programs; develop, coordinate and implement services and programs to ensure activities and operations meet District objectives and program requirements; train, supervise, support and evaluate the performance of assigned staff.

ESSENTIAL DUTIES:

Plan, organize and manage the District's Extended Day (EDP) before- and after-school programs intended to provide a safe physical and emotional environment with educational and enrichment opportunities that supplement the regular school day; develop, implement and coordinate EDP programs and services to ensure activities and operations meet District objectives and program requirements.

Collaborate with community agencies, parents, school staff and San Diego County Office of Education to ensure that activities and operations meet District and After School Education and Safety (ASES) grant requirements.

Ensure site operations meet state, federal and District compliance per Federal Program Monitoring (FPM), Americans with Disabilities Act (ADA), safety and other programmatic requirements; conduct periodic site visits to assure program standards, as necessary.

Train, supervise, support and evaluate the performance of assigned staff; provide feedback and coaching that results in improved performance; provide leadership to develop and retain highly competent, service-oriented program staff and teams through training and management practices that support District objectives and quality expectations; participate in programs and provide activities that promote positive employee relations and work environment.

Facilitate and participate in the planning, organization and oversight of ongoing professional development for program staff, including but not limited to District and ASES grant requirements.

Collaborate and communicate with site administrators, District office leaders and program staff to facilitate the integration of District initiatives, curriculum and instructional practices, and to address and resolve program concerns.

Develop, implement and monitor processes for identifying and providing reasonable accommodations and supports for students with specialized needs, including but not limited to students with disabilities; attend student assessment meetings, as necessary.

Develop and implement office and program procedures consistent with an efficient and effective operations.

Manage and oversee the adoption and implementation of the District's electronic registration and billing system for EDP and JumpStart! programs.

Prepare and/or manage the preparation and maintenance of a variety of narrative and statistical records and reports; compose and respond to a variety of correspondence.

Ensure adherence to fiscal policies and budget requirements; assist in the development of the annual preliminary program budget and work collaboratively with fiscal services to manage program funds; review budgetary and financial data; control and authorize expenditures in accordance with established limitations; support staff in resolution and collection of delinquent program fees.

Collaborate with the Personnel Department to develop processes and procedures related to the recruitment, hiring and evaluation of program staff.

Provide technical expertise, information and assistance to District leadership regarding current legislation, licensing, funding, policies and best practices in before- and after-school programs.

Develop, implement and monitor policies and procedures related to parent/employee complaints and emergency situations that occur outside the regular school day

Operate a computer, assigned software and other office equipment; drive a vehicle to various sites to conduct work.

Attend and participate in meetings, in-service trainings, workshops and conferences; serve on District and County committees, as assigned.

OTHER DUTIES:

Relieve the Assistant Superintendent-Student Services of the administrative responsibilities related to the development, oversight and operations of the program.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.

District organization, operations, regulations, policies and objectives related to position.

Principles and practices of supervision, training and staffing.

Theory and practice of child growth/development and child behavior characteristics, curriculum and general, developmentally appropriate instructional techniques and strategies related to before- and after-school programs.

Positive Behavior Interventions and Supports (PBIS) behavior management and motivation techniques.

Safe practices in classroom and outdoor activities.

Health and safety practices and procedures.

Conflict resolution techniques and practices.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Oral and written communication skills.

Arithmetic calculations.

ABILITY TO:

- Plan, organize and manage district-wide implementation of policies and procedures related to before- and after-school programs.
- Interpret, explain and apply rules, regulations, policies and procedures related to area of specialty.
- Supervise, train and evaluate the performance of assigned staff.
- Effectively provide feedback and coaching that results in improved performance.
- Analyze situations quickly and accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Create a positive work environment and support staff in connecting with District and Programs' mission and goals.
- Communicate effectively, both orally and in writing, with employees, parents, children and administrators.
- Demonstrate cultural competence and communicate with students, families and staff in a manner that demonstrates respect, tact, diplomacy, sensitivity, patience and professionalism.
- Demonstrate commitment to quality public service and advance the District and Programs' mission and goals in all interactions with staff, students and parents.
- Observe health and safety regulations.
- Plan, prioritize and organize work to effectively meet daily schedules and project timelines.
- Maintain accurate records and prepare narrative and statistical reports related to assigned activities.
- Maintain confidentiality.
- Work independently with minimal direction.
- Operate standard office equipment, including a computer and a variety of assigned software.
- Maintain up-to-date CPR and First Aid certifications.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in education, child development or related field and five years of relevant, recent, increasingly responsible experience an after-school or similar enrichment program, including at least two (2) years' working in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's License and ability to maintain qualification for automobile insurance coverage.
- Possession of current certification in infant, child and adult cardiopulmonary resuscitation (CPR) and certified Multimedia First Aid is required from an EMSA certified provider. Online certifications are not accepted.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office or classroom/playground environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard and other assigned equipment.

Seeing to read a variety of materials, view a computer monitor, monitor the work environment, and drive a vehicle.

Sitting or standing for extended periods of time.

Walking over rough or uneven surfaces during site visits.

Lifting, carrying and/or moving moderately heavy objects or children.

Reaching overhead, above the shoulders and horizontally to retrieve and store materials or assist students.

Bending at the waist, kneeling or crouching.

Physical ability to act swiftly in an emergency situation.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug/Alcohol Screen

APPROVAL OF DUAL CERTIFICATION

Director-Fiscal Services

With the upcoming retirement of the incumbent in December, it will be necessary to begin the process to recruit and establish an eligibility list for Director-Fiscal Services. Based on the administrative responsibilities assigned, the professional and technical nature of the work performed, including but not limited to accounting, budgeting, payroll, and other fiscal functions, and the requisite qualifications of the position, specialized knowledge and experience are required. After reviewing the internal candidate pool, and to ensure the strongest, most viable eligibility list, it is recommended that the certification be designated as dual.

The Personnel Commission rule, for your reference, is as follows:

50.200.2 Dual Certification

When an open competitive examination and a promotional examination for a particular class are held at the same time the Commission may, prior to the examination, authorize dual certification from the resultant eligibility list. The three ranks certified shall be those of open and promotion eligibles who have the highest examination scores, without veterans' credit and including seniority credit for promotional eligibles. When all promotional eligibles have been removed from the list through appointment or otherwise, veterans' credit shall be added to the scores of the remaining open eligibles, and their rank shall be adjusted accordingly.

DIRECTOR'S RECOMMENDATION

In accordance with Rule 50.200.2, it is recommended that the Personnel Commission approve the dual certification of candidates from the Director-Fiscal Services eligibility list.

APPROVAL OF DUAL CERTIFICATION

Manager-Extended Day Programs

With the establishment of this new classification, it will be necessary to begin the process to recruit and establish an eligibility list for Manager-Extended Day Programs. Consistent with the the recruitment process for other administrative positions and to ensure the strongest, most viable eligibility list, it is recommended that certification be designated as dual.

The Personnel Commission rule, for your reference, is as follows:

50.200.2 Dual Certification

When an open competitive examination and a promotional examination for a particular class are held at the same time the Commission may, prior to the examination, authorize dual certification from the resultant eligibility list. The three ranks certified shall be those of open and promotion eligibles who have the highest examination scores, without veterans' credit and including seniority credit for promotional eligibles. When all promotional eligibles have been removed from the list through appointment or otherwise, veterans' credit shall be added to the scores of the remaining open eligibles, and their rank shall be adjusted accordingly.

DIRECTOR'S RECOMMENDATION

In accordance with Rule 50.200.2, it is recommended that the Personnel Commission approve the dual certification of candidates from the Manager-Extended Day Programs eligibility list.

RULES AND REGULATIONS UPDATE/REVISION

Chapters 20 and 30

In accordance with Personnel Commission Rules and Regulations (PCRR's) for the Classified Service, update/revisions to Chapters 20 – 30 are being submitted for a First Reading. The recommended changes are being made to reflect the Personnel Commission's request to assure PCRR's reflect the most current laws, negotiated agreement and classified personnel practices.

DIRECTOR'S RECOMMENDATION

It is recommended that the proposed changes to the Commission Rules and Regulations listed for Chapters 20 and 30, on the attached document, be set for action at the next Commission meeting. The Personnel Director will refer the proposal to the District and CSEA for comment and recommendation to be received by the Personnel Director no later than September 14, 2020.

**RULES AND REGULATIONS
FOR THE
CLASSIFIED SERVICE**



**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION
ESTABLISHED IN CAJON VALLEY 1967
REVISED 6/87**

(CSEA recognized 04/30/76; Agency Shop 10/82; Janus v. AFSCME 6/27/18)

CHAPTER 20

THE PERSONNEL COMMISSION

20.100 ORGANIZATION OF COMMISSION

- 20.100.1 Terms
- 20.100.2 [Qualifications and Restrictions](#)
- ~~20.100.3~~ Officers
- ~~20.100.4~~ Quorum and Majority

Deleted: 3

20.200 MEETINGS

- 20.200.1 Regular Meetings
- 20.200.2 [Special Meetings](#)
- ~~20.200.3~~ Adjourned Regular Meetings
- ~~20.200.4~~ Public Meetings
- ~~20.200.5~~ [Closed/Executive Sessions](#)
- ~~20.200.6~~ Amendment, Deletion, or Addition to Rules
- ~~20.200.7~~ Minutes

Deleted: 3

Deleted: 4

Deleted: 5

Deleted: 6

20.300 COMMISSION EMPLOYEES

- 20.300.1 Status of Commission Employees
- 20.300.2 General Duties of the Personnel Director
- ~~20.300.3~~ [Legal Counsel](#)

20.400 MISCELLANEOUS PROVISIONS

- 20.400.1 Communications
- 20.400.2 Budget
- 20.400.3 Annual Report
- 20.400.4 AD HOC Committee of One Commissioner

CHAPTER 20

THE PERSONNEL COMMISSION

20.100 ORGANIZATION OF COMMISSION

20.100.1 Appointment and Terms of Personnel Commissioners

In any school district which has a three-member personnel commission, one (1) member of the Commission shall be appointed by the Governing Board of the district and one (1) member, nominated by the classified employee representative of the District, shall be approved by the Governing Board. Those two (2) members shall, in turn, appoint the third 3rd member. The term of each of the three Commissioners is for three years and expires at noon, December 1. The term of one (1) Commissioner expires each year. On or about September 1 of each year, the Personnel Director shall notify the Governing Board of the name and home address of the Commissioner whose term will expire and whether or not they will accept reappointment. The notification shall also list the appointing authority and indicate that the Board must follow the provisions of Education Code Sections 45245, 45246, (b) (2), 45247, and 45248.

Deleted: d

Deleted: appointed

Deleted: of the district

20.100.2 Qualifications and Restrictions

Deleted: 20.100.2 →

A. To be eligible for appointment or reappointment to the Commission, a candidate must have the following qualifications:

1. Must be a registered voter.
2. Must be a resident of the school district.
3. Must be a known adherent to the principle of the Merit System.

B. A Personnel Commissioner may not be:

1. An employee of the same school district.
2. A board member of the same school district or the same county board of education.

C. A "known adherent to the principle of the Merit System" shall mean a person who, by nature of prior public or private service, has given evidence of supporting the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. With respect to a candidate for reappointment, it shall also mean a Commissioner who has clearly demonstrated support of the Merit System and its operation through meeting attendance and action. (EC § 45244)

20.100.3 Officers

At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairman and another member as Vice Chairman, to serve a term of one year or until their successors are duly elected. The term of the Chairman and Vice Chairman then will begin on January 1 and end on December 31 of the following calendar year.

Formatted: Strikethrough

20.100.4 Quorum and Majority

Deleted: 20.100.3

Two members shall constitute a quorum for any regular or special meeting

of the Commission. The affirmative vote of at least two (2) members of the Commission shall be necessary to carry any motion or action.

20.200 MEETING

20.200.1 Regular Meetings

Subject to cancellation or proper change, the Commission shall meet on the fourth Thursday in each month at 4:00 p.m. in the Board Room of the District Office, 750 East Main Street, El Cajon. (Rev 04/15)

The Commission may meet at other times and places, provided that at least 72-hours' notice is given to representatives of recognized employee organizations, the administration, ~~administration~~ and any persons(s) which have formally requested notification. A copy of the notice shall be posted in a location accessible to the public and sent to employees via the District's "World" email. (Rev 04/15)

20.200.2 Special Meetings

The Commission may meet at other times and places, provided that at least 24 hours' notice is given to all work sites. (EC § 45260; Gov. Code § 54956)

20.200.3 Adjourned Meetings

The Commission may adjourn any meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes. When an order of adjournment of a meeting fails to state the hour at when the meeting is to be held, it shall be held at the hour designated for regular meetings. (EC § 45260; Gov. Code § 54955)

20.200.4 Public Meetings

- A. All regular and special meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meetings of the Commission, except as provided in these rules. This rule shall not be construed as permitting employees to be absent from duty to attend Commission meetings without their supervisor's approval.
- B. Insofar as possible, at least 72 hours prior to every regular or 24 hours prior to every special Commission meeting, the agenda shall be provided to the designated representatives of all employee organizations representing District classified employees. When practical, supporting data will be furnished in advance. The agenda will also be posted on the Commissions' official bulletin board and website (if a website is maintained), and will be distributed to employees via the District email and to any news media which have requested it.
- C. Individual employees, employee organizations, and other interested parties may submit their written views on any matter before the Commission, except those matters listed in rule 20.200.5, and will be provided reasonable opportunity to present their views orally. The Commission will consider their comments and recommendations prior to arriving at a course of action. (EC § 45260; Gov Code § 54954.3)

20.200.5 Closed/Executive Sessions

Deleted:
Deleted: S
Formatted: Space After: 0 pt

Deleted: 30

Formatted: Strikethrough

Deleted: 48

Deleted: hours notice

Deleted: 2

Deleted: 3

Deleted: Rule 20.200.4

Deleted: 48

Deleted: 4

Deleted: ¶

Deleted: 4

Closed Sessions may be held at any meeting of the Commission and are closed to the public. The Commission may hold closed sessions to consider any matter permitted by law, including but not limited to the employment or dismissal of any employee or to hear complaints or charges brought against an employee. The Commission shall not consider any complaint or charge against an employee in closed session unless the employee has been notified of his or her right to a public hearing. (Gov. Code §§ 54950-54963)

Deleted: Executive

Deleted: held

Deleted: executive

Deleted: such

Deleted: , unless such employee requests a public hearing...

Deleted: matter in

Deleted: executive

Deleted: relating to an employee

Deleted: and has declined the public hearing or properly failed to request same

Deleted: The Commission may hold executive sessions also to consider administrative matters relative to its own staff and matters relative to negotiations, and to consider examination materials as provided in these rules.

Deleted: 5

20.200.6 Amendment, Deletion, or Addition to Rules

- A. All proposals, from any source, to amend, delete, or add to these rules will be considered a "first reading" at the meeting in which they are first presented to the Commission. They will not, unless a critical emergency exists, be acted upon at that meeting.
- B. At the "first reading" the Commission will set a date for Commission action on the proposal, which date shall not be less than two weeks later. It shall also instruct the Personnel Director to refer the proposal to interested persons or organizations for comment and recommendation.
- C. Insofar as possible, interested parties shall submit their reactions to proposals in writing on or before the stipulated agenda deadline date and shall have the right to present reactions to the Commission orally at the appropriate Commission meeting. (EC § 45260).

Deleted: ¶

20.200.7 Minutes

The Personnel Director shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners. When requested by a Commissioner, the Personnel Director shall record that Commissioner's dissent or approval and any expressed reasons therefore. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. Copies of the official minutes shall be distributed to the recognized employee organization representatives who have requested them. (EC § 45260)

Deleted: 6

Deleted: him

Deleted: a Commissioner's

Deleted: his reasons shall be recorded

20.300 COMMISSION EMPLOYEES

Deleted: ¶

Deleted: ¶

Deleted: →

20.300.1 Status of Commission Employees

The Personnel Director and other persons required to carry out the responsibilities of the Commission shall be appointed by and responsible to the Personnel Commission. However, they shall be considered part of the classified service, and the rules, procedures, benefits, and burdens pertinent to the classified service shall apply to Commission employees, except as the Commission may specifically direct. (EC § 45264)

Deleted: ECS

20.300.2 General Duties of the Personnel Director

- A. The Personnel Director shall perform all of the duties and carry out all of the functions imposed upon him by law and these rules. The Personnel Director, shall act as secretary to the Commission and shall issue and receive all notifications on its behalf. The Personnel Director, shall direct and supervise the employees of the Commission and conduct administrative transactions consistent with the law and necessary to the proper functioning of the office

Formatted: Strikethrough

Deleted: He

Deleted: He

and staff of the Commission.

- B. The Personnel Director shall conduct classification, salary, and rules studies and shall make such other investigations as directed by the Commission or as he or she deems necessary to his or her responsibilities.
- C. In cases where two (2) or more rules appear to be in conflict, or when no rule provides a clear-cut answer to a problem, the matter shall be decided by the Personnel Director, and the Personnel Commission notified at the next regularly scheduled meeting. (EC §§ 45260-45261, and 45266)

20.300.3. Legal Counsel

The legal counsel for the Governing Board shall also aid and represent the Personnel Commission in all legal matters. If such counsel refuses, or if the Commission or legal counsel determines that a conflict of interest may exist, the Commission may employ its own legal counsel and the reasonable cost thereof shall constitute a legal charge against the District's general funds, whether or not the costs of such legal services appear in the Commission's budget. (EC § 45313)

20.400 MISCELLANEOUS PROVISIONS

20.400.1 Communications

- A. Communications and requests shall, insofar as practicable, be in writing. Communications and requests shall be acknowledged and replied to, noting official Commission action when appropriate.
- B. Individuals or groups who wish to present proposals for action by the Commission shall be encouraged to present them to the Personnel Director for Placement on the Commission agenda. It is against the policy of the Commission to take up proposals except at open meetings, although the Commission may designate one of its members to investigate a specific subject.

C. Individuals or groups who seek interviews with particular Commissioners as to matters which may later be placed before the Personnel Commission for decision shall be referred to the Personnel Director with the explanation that it is against the policy of the Commission to take up such matters except at open meeting with the majority of the Commission present. The Commission may designate one of its members to investigate a specific subject. (EC § 45260).

20.400.2 Budget

The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the School District. The budget shall be prepared for a public hearing by the Commission to be held not later than May 31 of each year. The Commission shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the budget and shall invite Board and district administration representatives to attend and present their views. (EC § 45253 and 45260)

Deleted: ¶

Formatted: Font: (Default) Arial, 11 pt

Deleted: ¶

Formatted: Strikethrough

Deleted: 30

20.400.3 Annual Report

- A. The Personnel Director shall prepare, as required by Education Code Section 45266, an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Governing Board.
- B. The report shall be prepared for Commission approval as soon after each fiscal year as possible and no later than a meeting in November. The report shall cover Commission activities for the preceding fiscal year.

Deleted: c

Deleted: of Education

20.400.4 AD HOC Committee of One Commissioner

The Committee Chairperson may appoint one Commissioner to serve on working committees from time-to-time, as need arises.

CHAPTER 30

POSITION CLASSIFICATION PLAN

30.100 **THE CLASSIFIED SERVICE**

- 30.100.1 Positions Included and Restricted Positions
- 30.100.2 [Restricted Position](#)
- 30.100.3 Exemption From the Classified Service
- 30.100.4 "Part-Time" Defined
- 30.100.5 Effect of Exemption
- 30.100.6 Professional Expert Assignments

Deleted: 3

Deleted: 4

Deleted: 5

30.200 **GENERAL CLASSIFICATION RULES**

- 30.200.1 Assignment of Duties
- 30.200.2 General Nature of the Classification Plan
- 30.200.3 Class Specifications
- 30.200.4 Interpretation of Class Specifications
- 30.200.5 Allocation of Positions to Classes
- 30.200.6 Changes in Duties of Positions
- 30.200.7 Working Out of Classification
- 30.200.8 Review of Positions
- 30.200.9 Creation of New Positions

Deleted: (ECS 45276)

30.300 **RECLASSIFICATION**

- 30.300.1 Requests for Study
- 30.300.2 Effective Date of Reclassification
- 30.300.3 [Notification of Reclassification](#)
- 30.300.4 Effects on Incumbents
- 30.300.5 Reemployment List for Displaced Incumbents

Deleted: 4

[30.400](#) **SENIOR MANAGEMENT EXEMPTIONS**

- [30.400.1 Designation of Positions as Senior Management](#)
- [30.400.2 Senior Management as Part of the Classified Service](#)
- [30.400.3 Filling Senior Management Positions](#)
- [30.400.4 Impact of Senior Management Designation on Incumbents](#)
- [30.400.5 Abolition of Senior Management Position](#)
- [30.400.6 Notice of Reassignment or Dismissal](#)

Deleted: ¶

~~30.400~~ **MISCELLANEOUS RELATED RULES**

Formatted: Strikethrough

- ~~30.400.1~~ Decreases in Assigned Time

CHAPTER 30
POSITION CLASSIFICATION PLAN

30.100 THE CLASSIFIED SERVICE

30.100.1 Positions Included

All positions established by the Governing Board which are not exempt from the classified service by law shall be a part of the classified service of the District. All employees serving in classified positions shall be classified employees. The employees and positions shall be known as the classified service (EC § 45256)

Deleted: t

Deleted: ECS

30.100.2 Restricted Positions

Positions not requiring certification qualifications created by a Governing Board of a school district under any future federal or state legislative enactment, or any other special funding, and which are not a part of the regular school program shall, nevertheless, be a part of the classified service as established by Section 45256 of the Education Code.

Deleted: g

Deleted: b

Persons employed in such positions shall be classified employees and shall enjoy all of the rights, burdens, and benefits accorded other classified employees. Their selection and retention shall be made on the same basis as that of persons selected for positions as part of the regular school program.

If specially funded positions are restricted to employment of persons in low income groups, from designated impoverished areas and other criteria which restricts the privilege of all citizens to compete for employment in such positions, all such positions shall in addition to the regular class title, be classified as "restricted."

Deleted: include

If any time, after completion of six months satisfactory service, a person serving in a "restricted" position may take such qualifying examinations as are required for all other persons serving in the same class in the regular classified service. If such person satisfactorily completes the qualifying examination, he shall be accorded full rights, benefits, and burdens of any other classified employee serving in the regular classified service shall be counted from the original date of employment in the "restricted" position. (EC § 45105)

30.100.3 Exemption From the Classified Service

The following are exempt from the classified service:

Deleted: 2

- A. Positions which require certification qualifications.
- B. ~~Part-time playground positions,~~
- C. Full-time students employed part-time.
- D. Part-time students employed part-time in any college work, study program, or in a work experience education program conducted by a community college district and which is financed by state or federal funds.

Deleted: ,

Formatted: Strikethrough

Deleted: ,

Deleted: ,

- E. Apprentice positions.
- F. Positions established for the employment of professional experts on a temporary basis for a specific project by the Governing Board or by the Commission when so designated by the Commission.

30.100.4 "Part Time" Defined

A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87.5 percent of the normally assigned time of the majority of employees in the classified service. [\(EC § 45256\)](#)

30.100.5 Effect of Exemption

Any position or employee lawfully exempted from the classified service shall be excluded from the benefits and burdens imposed by these Rules, except as provided by law, or the Governing Board [or these Rules and Regulations](#).

30.100.6 Professional Expert Assignments

- A. When a professional expert assignment is to be made, the administration shall submit to the Personnel Director a description of the project, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited-term position be filled by a professional expert assignment if the duties and responsibilities fit an existing class for which reemployment or eligibility list exists.
- B. When the person is known who is to be appointed as a professional expert, his name and data relative to his qualifications shall be submitted to the Personnel Director. In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of his own profession. Evidence of professional qualifications must be presented to the Commission at the time the written request for temporary appointment is made. Authorization for service as a professional expert shall not exceed six months. Additional required service shall be submitted to the Commission for approval. [\(EC §§ 45256 and 45260\)](#)

30.200 GENERAL CLASSIFICATION RULES

30.200.1 Assignment of Duties

The Governing Board shall fix and prescribe the duties and responsibilities to be performed by all persons in the classified service, except those on the Personnel Commission staff. [When the duties being performed by an employee are found to be inconsistent with the duties officially assigned to a specific position, the Personnel Director shall report the facts to the responsible administrator in order that appropriate action may be taken.](#) [\(EC §§ 45109 and 45276\)](#)

30.200.2 General Nature of the Classification Plan

- A. The Personnel Commission shall establish and maintain a plan of classification for all positions in the classified service. Classes will be placed according to general occupational nature and shall be listed in a

Deleted: .¶

Deleted: ¶

Deleted: 3

Deleted: ,

Deleted: 4

Formatted: Strikethrough

Deleted: 5

series by specific occupation. ▼

- B. The Personnel Commission may create new classes and abolish, divide or combine existing classes within the classification plan as the needs of the Classified Service require as determined by the Personnel Commission.

Deleted: The plan shall indicate the class(es) in each series which are usually filled by open competitive examination. Those classes not so designated shall be considered as "promotional classes," provided that the Personnel Commission shall decide, when it orders an examination, whether the examination shall be open, promotional, or a combination thereof. The list of classes shall contain designation of the salary rate or range applicable to each class.

30.200.3 Class Specifications

For each class of positions, there shall be established and maintained a class specification, which shall include:

- A. The official class title;
- B. A definition of the class, indicating the type of duties and responsibilities, and the amount of supervision received and exercised.
- C. A statement of essential or representative functions to be performed by persons holding positions allocated to the class. ▼
- D. A statement of the minimum qualifications for service in the class. The minimum qualifications may include education, experience, knowledge, skills, abilities, and personal and physical traits and characteristics. ▼
- E. A statement of distinguishing characteristics which differentiates the class from other related or similar classes. ▼
- F. License or other special requirements for employment of service in the class.
- G. A statement about any physical requirements and working conditions of positions in the class.
- H. Any additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in the evaluation of his or her qualifications, even though such additional qualifications are not a prerequisite to consideration for employment. (EC §§ 45276)

Deleted: ;

Deleted: typical tasks

Deleted: ;

Deleted: ¶

Deleted: ;

Deleted: ;

Deleted: and

30.200.4 Interpretation of Class Specifications

The class specifications and their various parts are declared to have the following force and effect:

- A. The basic function and representative duties are descriptive and explanatory only and not restrictive. They indicate the kinds of positions by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as attributes to typical or descriptive of the class and does not exclude others not mentioned but of similar kind and/or quality as determined by the Personnel Commission.
- B. In determining the class to which any position shall be allocated, the specification for each class is considered as a whole. Consideration is given, not to isolated clauses, phrases, or words, apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific functions, and qualification requirements as affording a picture of the positions that the class includes.

Deleted: definition

Deleted: typical tasks

Deleted: tasks

C. Each class specification is construed in its proper relationship to other class specifications, particularly those of classes in the same series and group of classes, in such manner as to maintain a proper graduation in the series in which the class is located and proper differentiation within the group of classes.

Deleted: contoured

D. Qualifications commonly required of all positions and incumbents within the District, such as ability to perform the essential functions of the job with or without reasonable accommodation, citizenship or other legal right of employment in this country (see Labor Code Section 1940 et seq for exceptions), and honesty, sobriety, freedom from drug addiction, and personal industry, even though not specifically mentioned in the specifications, are implied in the qualification requirements.

Deleted: the

Deleted: incumbents of all or many offices or

Deleted: good physical condition, freedom from disabling defects...

E. The statement of qualification requirements, when considered with other parts of the specification, is to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualification of candidates seeking appointment to positions allocated to the class, but does not require a particular form or content of test or testing (selection) procedure.

30.200.5 Allocation of Positions to Classes

All positions substantially similar as to the duties performed and the responsibilities exercised by the incumbents of such positions and as to their qualification requirements shall be allocated to the same class.

30.200.6 Changes in Duties of Positions

When it comes to the attention of the Personnel Director there have been substantial changes in the duties of existing positions, the Personnel Director shall determine whether the positions should be allocated to different classes. Should a change in classification be warranted or necessary, the Personnel Director shall submit recommendations to the Personnel Commission for action. (EC § 45256)

30.200.7 Working Out of Classification

When an employee is required to work out of classification for any period of time which exceeds five working days within a 15-calendar day period, the fact shall be reported to the Personnel Director, who shall immediately investigate and take action as necessary based upon the facts, the notify the Personnel Commission of the facts and action taken. The rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority. (EC § 45110)

Deleted: (ECS 45110)

30.200.8 Review of Positions

The Personnel Director shall review the duties and responsibilities of positions as necessary to determine their proper classification. For the years 2024-2029, the review of positions will be conducted on a five (5) year cycle. The financial impacts of the implementation will be discussed at the onset of the study. If the Personnel Director finds that a position or positions should be reclassified, the Director shall advise the Administration of the findings. If the Administration verifies the duties of the position, or if the duties are not revised to fit within the current classification, the Director shall report the findings and recommendations to the Association and the Commission. The Personnel Director shall also report the findings in cases where the review indicates that no change in classification is necessary. (Rev 03/14)

30.200.9 Creation of New Positions (ECS 45276)

When the Governing Board or Personnel Commission creates a new position, it shall submit to the Personnel Director, in writing, the duties to be performed by the position. The Personnel Director shall present recommendations to the Commission which shall:

- A. Classify the position and determine whether the position should be allocated to an existing class or to a new class.
- B. If a new class is recommended, prepare and approve the qualification requirements for the new class, ensuring that they reasonably relate to the duties of the position and will admit an adequate field of competition.
- C. Designate the proper salary placement on the appropriate classified salary schedule if a new class is established.
- D. Notify the Governing Board of its action.

Deleted: Prepare

Deleted: position

Deleted: insuring

Deleted: range

30.300 RECLASSIFICATION

30.300.1 Requests for Study

Requests for classification study of existing positions shall be presented to the Personnel Director together with a statement of the reasons for requesting study. Such requests may be initiated by the Administration, with approval of the Superintendent, by the Commission, and by employees or employee organizations. Requests to be submitted in writing on an appropriate district form(s). (EC § 45285)

Deleted: ECS

30.300.2 Effective Date of Reclassification

Reclassification of a position shall be effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed, but for not more than three (3) months from the date of the Commission's action.

30.300.3 Notification of Reclassification:

Notification of a recommendation for the classification or reclassification of a position or employee shall be given to the employee(s) affected, their exclusive representative, the employee's supervisor, and the District Administration before the classification proposal is adopted.

30.300.4 Effects on Incumbents

Deleted: 3

- A. When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for two (2) or more years may be reclassified with their positions by the Personnel Commission without any further competitive examination process. When a portion of the positions within a class are reclassified to a higher class an incumbent who has a continuous employment record of two (2) or more years in one or more of the positions being reclassified may be reclassified with his or her position as provided by Personnel Commission rule. If a person is in a position which is being reclassified and has not been in the

Deleted:

Deleted: of two

Deleted: /

position ~~for two (2)~~ or more years, he ~~or~~ she must complete in a new examination and place in the top three ranks to be promoted.

Deleted: for two

Deleted: /

The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities.

An employee who has been reclassified with his ~~or~~ her position is ineligible for subsequent reclassification with his ~~or~~ her position for a period of at least two years from the initial action. (EC § 45285)

Deleted: /

Deleted: /

Deleted: ECS

B. When a position or group of positions is reclassified to a class with an equal or lower wage or salary range, an incumbent shall have the following rights:

1. The right to bump the employee in the same class with the lowest seniority in the class, provided that the incumbent has greater seniority in the class;
2. The right to bump the employee with the least seniority in any equal or lower class in which the incumbent formerly served, provided that he had greater seniority in the class;
3. The right to be demoted or to transfer, without examination, to the class to which his position is reclassified; and

The employee may choose to transfer, demote, or exercise bumping rights at his option, and his choice shall not affect his right under Rule 30.300.5 below.

Deleted: 4

30.300.5 Reemployment List for Displaced Incumbents

Deleted: 4

A. The reclassification of all positions in a class automatically reclassifies the mandatory reemployment list (if any) for that class. The Personnel Commission shall also review the appropriateness of the current eligibility list for the class to determine whether or not it should be reclassified. Salary reallocations of classes shall have no effect on lists unless a specific finding to the contrary is made by the Personnel Commission.

B. Any displacement of a regular employee resulting from a reclassification of a position, positions, or class of positions shall be considered a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules with regard to the period of eligibility. (EC § 45298)

Deleted: ECS

C. This rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.

Deleted: B

D. Persons laid off or who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff because of reclassification are eligible for reemployment and shall be reemployed in preference to new applicants. In addition, such laid-off persons have the right to participate in promotional examinations within the District during the reemployment period. (EC § 45298)

Formatted: Font: (Default) Arial, 11 pt

30.400 MISCELLANEOUS RELATED DUTIES SENIOR MANAGEMENT EXEMPTIONS

Formatted: Strikethrough

30.400.1 Decreases in Assigned Time

Formatted: Strikethrough

- A. ~~When a permanent position is to be reduced in assigned time per day, week, months, or year, the incumbent shall have the right to transfer into any vacant position in the class which is not greater in assigned time than his or her former position. If a vacant, permanent position of equal time is not available, the incumbent may bump the incumbent of a position with equal time who has the least seniority in the class, provided that he has greater seniority~~

Formatted: Strikethrough

~~If no such option is available, he or she may bump the employee with the least seniority among those occupying positions of less time than the original position and greater time than the reduced position, provided that he has great seniority. An employee so bumped shall have similarly bumping rights.~~

- B. ~~When an employee is faced with a reduction in assigned time, the rules on transfer and demotion shall be given a liberal interpretation in order to relieve the effect of such reduction.~~

Deleted: ¶
¶

30.400.1 Designation of Positions as Senior Management

The Governing Board may adopt a resolution designating certain positions as senior management of the Classified Service. Notwithstanding the provisions of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code (The Rodda Act), the decision of the Governing Board shall not be deemed a matter subject to negotiation with any exclusive certified employee organization. The decision of the Governing Board to make a position senior management shall be subject to review by the Public Employment Relations Board. (EC §§ 45256.5, 45260, 25261 and Gov. Code §§3540-3549.3)

- A. No position funded in whole or in part by the Personnel Commission shall be made a part of senior management of the Classified Service by the Governing Board without the concurrence of the Personnel Commission.

30.400.2 Senior Management as Part of the Classified Service

Employees whose positions are designated as senior management of the classified service shall be a part of the classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

30.400.3 Filling Senior Management Positions

Positions in the senior management of the classified service shall be filled from an unranked list of eligible persons who have demonstrated managerial ability who have been found qualified for the positions as specified by the district superintendent and determined by the personnel commission.

30.400.4 Impact of Senior Management Designation on Incumbents

Any classified employee already serving in a position which is subsequently designated senior management of the Classified Service shall retain all rights, burdens and benefits of employment in the

Classified Service, including the right to obtain or retain permanency and tenure. The incumbent's eventual successor in the position shall not be entitled to permanency rights in the senior management position.

30.400.5 Abolition of Senior Management Position

The Governing Board may adopt a resolution abolishing any or all positions of the senior management of the classified service. If the employee in the senior management of the classified or certificated service had been a member of the regular Classified Service, he or she shall be entitled to a position which is the same as, or similar to, the position to which he or she holds rights outside of the senior management of the classified service.

30.400.6 Notice of Reassignment or Dismissal

Notice of reassignment or dismissal from a position in the senior management of the classified service shall be provided in accordance with the provisions of Education Code Section 35031.

VACANCIES

Position Title:	Number of positions:	Hours and Sites:
Behavior Intervention Specialist	5	7.0-7.5 hours per day, Empower, Greenfield and Special Education
Bus Attendant	4	5.0 hours per day. Transportation
Campus Aide	16	.50-2.0 hours per day Anza, Bostonia, Crest, Cajon Valley, Emerald, Greenfield, Lexington, Los Coches Creek, Montgomery, Naranca and WD Hall
Campus Safety Lead	2	8.0 hours per day, Emerald and Hillsdale
Child Nutrition Worker I	15	2.5-3.5 hours per day, Child Nutrition, Greenfield, Hillsdale, Meridian, Montgomery and WD Hall
Custodial Crew Leader	1	8.0 hours per day, Maintenance
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	13	1.5-3.2 hours per day, Blossom Valley, Flying Hills, Hillsdale, Lexington, Magnolia, Meridian, Naranca, and Vista Grande
Extended Day Program Site Lead	1	4.2 hours per day, Los Coches Creek
Extended Day Program Supervisor	1	8.0 hours per day, Extended Day Program
Health Care Specialist	3	7.5 hours per day, Health Services (Special Education)
Heavy Duty Mechanic	1	8.0 hours per day, Transportation
Instructional Assistant	1	2.0 hours per day, Meridian Preschool
Lead Heavy Duty Mechanic	1	8.0 hours per day, Transportation
Occupational Therapist	2	8.0 hours per day, Special Education
Office Assistant II Bilingual (Spanish)	1	3.0 hours per day, Lexington
School Bus Driver I	2	5.0 hours per day, Transportation
Special Education Classroom Assistant / Trainee	22	3.5-6.5 hours per day, Anza, Cajon Valley, Emerald, Flying Hills, Fuerte, Greenfield, Hillsdale, Jamacha, Johnson, Madison, Magnolia, Naranca, Rancho San Diego, Sevick, and WD Hall.
Special Education Classroom Assistant / Trainee Bilingual (Arabic)	1	6.0 hours per day, Sevick
Special Education Classroom Assistant / Trainee Bilingual (Spanish)	1	6.0 hours per day, Cajon Valley
Special Education Classroom Assistant / Trainee Bilingual (American Sign Language)	1	6.0 hours per day, Special Education

RECRUITMENTS

Job Posting	Date Opened	Date Closed
Payroll & Benefits Supervisor	08/06/20	09/04/20
School Bus Driver	08/06/20	08/20/20

Eligibility Lists

Position:	Type of Recruitment:	Expiration:
Accounting Assistant I	Promotional / Open	September 2020
Accounting Assistant II	Promotional / Open	August 2020
Administrative Assistant I Bilingual (Spanish)	Promotional / Open	September 2020
Administrative Assistant I	Promotional / Open	November 2020
Alternative Learning Program Assistant	Promotional / Open	October 2020
Assistant Buyer	Promotional / Open	February 2021
Behavior Intervention Specialist	Dual	August 2020, January 2021, March 2021
Bilingual-Bicultural Interpreter (Spanish)	Dual	October 2020
Bus Attendant	Promotional / Open	November 2020
Campus Aide	Open	September 2020, October 2020, November 2020, December 2020, January 2021, February 2021, March 2021
Campus Safety Lead	Promotional / Open	September 2020 , January 2021
Child Nutrition Worker I	Promotional / Open	August 2020, February 2021
Community Liaison Bilingual (Spanish)	Promotional / Open	February 2021
Computer Support Technician	Promotional / Open	September 2020
District Receptionist	Promotional / Open	January 2021
Early Childhood Program I	Promotional / Open	August 2020, September 2020
Extended Day Program Aide	Promotional / Open	August 2020, 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
English Language Development Assistant (Arabic)	Promotional / Open	September 2020, October 2020
English Language Development Assistant (Spanish)	Promotional / Open	February 2021
Graphic Arts Technician	Promotional / Open	March 2021
Health Assistant	Promotional / Open	January 2021
Health Care Specialist	Promotional / Open	February 2021, March 2021
Heavy Duty Mechanic	Promotional / Open	November 2021
Instructional Assistant	Promotional / Open	September 2020
Lead Heavy Duty Mechanic	Promotional / Open	January 2021
Library Media Technician I	Promotional / Open	October 2020
Office Aide	Promotional / Open	October 2020
Office Assistant II	Promotional / Open	September 2020, December 2020
Office Assistant II Bilingual (Arabic)	Promotional / Open	February 2021

Position:	Type of Recruitment:	Expiration:
Office Assistant II Bilingual (Spanish)	Promotional / Open	February 2021
Personnel Assistant II	Promotional / Open	January 2021
School Bus Driver	Promotional / Open	November 2020
Special Education Classroom Assistant Trainee	Promotional / Open	August 2020, September 2020, 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	August 2020, January 2021
Secretary	Promotional / Open	November 2020
Speech-Language Pathology Assistant Bilingual (Spanish)	Promotional	August 2020
Transportation Operations Supervisor	Promotional	November 2020
Transportation Operations Assistant	Promotional / Open	July 2021
Transportation Safety & Training Supervisor	Promotional / Open	December 2020, February 2021
Van Driver – Student Transportation	Promotional / Open	September 2020

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.

CLASSIFIED PERSONNEL REPORT
August 11, 2020 – Board Meeting

New Hires

1. **Christina Ambriz**, Mental Health Clinician I, Special Education, effective 08/17/20
2. **Nelly Korea**, Campus Aide / Lexington, effective 08/14/20
3. **Amber Molina**, Mental Health Clinician II / Special Education, effective 08/12/20
4. **Maria Rodriquez**, Behavior Intervention Specialist / Special Education, effective 08/14/20

Promotions

1. **Juan Noriega**, School Bus Driver I / Transportation to Transportation Operations Assistant, effective 07/27/20

Retirement

1. **Thomas Moore**, Night Custodian / Maintenance & Operations, effective 12/30/20, after 33 years

Resignations

1. **Karole Gilpin**, Child Nutrition Worker I / Bostonia, effective 06/18/20
2. **Amanda Ogle**, Office Assistant II / Fuerte, effective 06/19/20
3. **Desiree Partida**, Special Education Classroom Assistant / Chase, effective 06/18/20
4. **Brandy Swenty**, Health Care Specialist / Special Education, effective 06/19/20

Voluntary Demotion

1. **Francisco Espiritu**, Certified Occupational Therapy Assistant / Special Education to Behavior Intervention Specialist / Empower, effective 08/14/20

Return from Leave of Absence

1. **Shelly Owens**, Child Nutrition Worker I / Child Nutrition, effective 08/14/20

Layoff

1. **Hillary Arroyo**, Occupational Therapy Assistant / Special Education, effective 08/13/20
2. **Ryan Lafferty**, Campus Safety Assistant & Campus Aide / Cajon Valley, effective 08/14/20
3. **Elizabeth Shawcroft**, Alternative Learning Program Assistant / Greenfield, effective 08/14/20

CLASSIFIED PERSONNEL REPORT
August 25, 2020 – Board Meeting

Resignations

1. **Donna Allred**, Accounting Assistant I / Fiscal Services, effective 08/31/20
2. **Florans Banosh**, Bus Attendant / Transportation, effective 06/26/20
3. **Emily Caudle**, Special Education Classroom Assistant / Anza, effective 06/18/20
4. **Jessica James**, Health Care Specialist / Special Education, effective 06/19/20
5. **Desiree Mejia**, Special Education Classroom Assistant / Emerald, effective 06/18/20
6. **Maira Quinones**, Special Education Classroom Assistant / Lexington, effective 08/18/20
7. **Nancy Ramzi**, Special Education Classroom Assistant / Rancho San Diego, effective 06/18/20
8. **Angelica Sandoval**, Extended Day Program Aide / Meridian, effective 06/18/20
9. **Joseph Shamoon**, Extended Day Program Aide / Bostonia Language Academy, effective 06/18/20
10. **Ruth Souza**, Health Care Specialist / Special Education, effective 08/31/2020

Leave of Absence

1. **Cory Loughlin**, Special Education Classroom Assistant – Bilingual (ASL) / Sevick, effective 08/16/20 through 06/18/20

Reinstatement

1. **Nicholas Gonzalez**, Behavior Intervention Specialist / Empower, effective 08/14/20

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CAJON VALLEY UNION SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), and it's Chapter 179
Opening of the 2020-2021 School Year
August 6, 2020**

This Memorandum of Understanding (hereinafter, "MOU") is entered into by and between the Cajon Valley Union School District (hereinafter, "District") and the California School Employees Association and its Chapter #179 (hereinafter, "CSEA")

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its teachers and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the epidemic.

To these ends, the District and CSEA agree as follows:

A. Safety

The District shall follow health guidelines set forth in the attached Covid-19 Safety Protocols in accordance the California Department of Education's Guidebook for Safe Reopening of Public Schools (Exhibit A) when feasible.

Upon notification that an employee or student has a laboratory confirmed case of COVID-19, the District shall notify San Diego Public Health Department (SDPHD) and follow all County Public Health protocols related to notification, quarantine and closures. The District shall notify the CSEA President of situations in which a department, classroom or school site was impacted.

B. Leave

1. Workers' Compensation

The District acknowledges and will comply with the provisions of Executive Order N-62-20 establishing temporary "presumptive eligibility" for workers' compensation benefits to any bargaining unit member who is directed to report to their place of employment and then subsequently contracts COVID-19.

2. COVID-Related Leave

FFCRA and Extended Family Leave

In the event a CSEA bargaining-unit employee is exposed to coronavirus or is taken ill with coronavirus or wishes to self-quarantine for reasonable cause (i.e. family members who are uniquely vulnerable), the employee may use available leaves without fear of reprisal including sick leave provided under the Families First Coronavirus Response Act

The District agrees to protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk, by providing options such as telework or negotiated change in classification or duties. If reasonable accommodations are not practicable, the District should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employees' earned leave.

HR 6201: The parties recognize that the Federal "Families First Coronavirus Response Act," also known as HR 6201, provides most employees with two weeks of paid leave for coronavirus-related absences, and extends Family Medical Leave Act (FMLA) leave. Specifically, HR 6201 provides as follows, effective 4/2/20:

- a. Up to 80 hours of paid sick leave for full-time employees (pro rata for part-time) at the employee's regular rate of pay (up to \$511 per day and \$5,110 in total) if:
 - i. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
 - ii. The employee has been advised by a health care provider to self-quarantine because of COVID-19; or
 - iii. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
- b. Up to 80 hours of paid leave for full-time employees (pro rata for part-time) at two-thirds the regular rate of pay (or state minimum wage, whichever is greater) up to \$200 per day and \$2,000 total if:
 - i. The employee is caring for an individual subject to an order or advised to self-isolate;
 - ii. The employee is caring for their own child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 precautions; or
 - iii. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury (these have not been specified yet).

The parties recognize that such leave as provided by HR 6201 shall be available to all District employees in the appropriate circumstances, and shall be drawn prior to any other forms of paid or unpaid leave available to such employees, except it shall not be available to school police officers due to an exemption in the new law.

The parties further recognize that HR 6201 extends FMLA leave in various ways, including making it available to any employee who has been employed for at least 30 days, making it available to employees unable to work due to the need to care for an employee's minor child if the child's school or place of care has been closed due to a public health emergency, and making it a paid leave at 2/3 pay after the first 10 days.

The parties acknowledge that these changes apply to District employees and that they may use any previously accrued sick leave to fill any gap in pay resulting from the 2/3 formula in HR 6201.

Any employee who reports to work but is sent home due to coronavirus screening shall receive one day's reporting pay for that day, prior to any leave being drawn from that employee's leave banks.

Employees may use existing forms of leave to address a childcare provider or school emergency affecting their children.

Nothing in this section is intended to expand the benefits provided under HR 6201.

Employees who have exhausted accrued sick leave may use extended sick leave.

C. Accommodation

The District explicitly acknowledges that the interactive process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19. In connection with the interactive process the District may provide reasonable accommodations, as applicable and available, for employees particularly vulnerable to COVID-19 due to a medical condition, including but not limited to:

- Providing additional or enhanced personal protective equipment (PPE);
- Placing physical barriers to separate the vulnerable employee from coworkers or the public;
- Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure;
- Moving the employee workstations.

The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions.

D. Return Personnel

District agrees to give 48-hours' notice prior to requesting an employee report back to their site.

The District and CSEA agree that CSEA bargaining-unit employees in the classifications listed below shall be required to report to work at their regularly assigned site for the 2020-2021 school year.

E. Distance Learning Support:

The District shall provide a no-cost childcare option through November 30, 2020 for District employees required to work. The childcare is for school age children and will be available during the employees' assigned work hours. Should current CARES funding be extended, the parties agree to meet to discuss extending the no-cost childcare program set for the in this paragraph.

Workload and Staffing Ratios

The District and CSEA agree to set up a committee to address anticipated increased workload concerns to accommodate CDC guidelines and recommendations (e.g. installation of barriers or partitions, added cleaning schedule, added bus routes, increased extended care enrollment, work schedules, etc.).

Work Hours

The parties agree bargaining unit employees shall report to work at regularly assigned hours, whenever possible, for the 2020-2021 year, per Article 5 of the collective bargaining agreement.

During the period in which the District is required to implement a Distance Learning instructional program, the parties agree, **bargaining unit employees who provide direct educational services to students in the classroom** from August 19, 2020 to November 30, 2020 will be paid a 5% differential pay in addition to their normal pay rate for the hours worked. If the bargaining unit employee is working in a position outside of their assigned contract hours and position he/she will be considered a substitute and will be paid 5% differential pay on Step 1 of the range assigned to the work being conducted.

Members of the maintenance, custodial, and grounds staff sanitation team who are trained and required to clean and sanitize schools or other District facilities using specific chemicals such as: PurTab, Clorox 360 System, etc. following a reported exposure to COVID-19 shall receive time and a half pay (additional 50% of their regular pay for each hour worked).

The parties agree to meet and further negotiate any proposed changes to bargaining unit work hours.

Duties

The District shall maintain specific plans on how to follow CDC and County Office guidelines with current staffing levels or added positions.

The District may also assign unit members emergency duties as disaster service workers, pursuant to Government Code sections 3100-3109. The District and CSEA acknowledge that California Education Code §45101(a) requires that all classified positions have set duties. However, due to the current unforeseen and unprecedented nature for the current conditions, CSEA and the District have agreed as outlined below and will come to an additional written agreement, as needed, that some CSEA bargaining unit positions may be required to perform duties not currently contained within their current job description. Instruction will be provided to employees working outside their current classification.

Examples of Classifications that may need to assist include but are not limited to:

- Instructional Assistants positions being asked to help wipe down and disinfect items within the classroom on a regular basis to maintain cleanliness standards.
- Receptionist, Clerk, and/or Secretary positions being asked to perform temperature checks on staff or visitors.
- Any CSEA bargaining unit position being asked to help with distribution of lunch and/or other meals for students.
- Reassigning campus aides, child nutrition workers, bus/van drivers and bus/van attendants to alternate work.

Possible Campus/Department Closure

In the event any District school or worksite must be closed due to COVID-19, classified unit members will not suffer the loss of any pay or benefits relative to their regular schedules for the period of the closure, if necessary, to close a District school or worksite due to COVID-19, the affected unit members generally will not be required to report to their regular work locations. However, the District may direct until members to perform work remotely or at an assigned work location during their regular work hours, to ensure the essential District services continue. If unit members are required to work remotely, the District will ensure they have access to appropriate and necessary resources to effectively complete their duties, including relocation to a different site/location if safe and feasible to do so.

The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party. All temporary transfer of duties shall be negotiated.

MOU is being entered solely under context and circumstances of the COVID-19 epidemic and is non-precedent setting and at no time CSEA waives rights to EERA.

Provisions of this MOU will be effective August 10, 2020 to June 30, 2021. The parties agree to meet prior to this MOU's expiration date to further discuss the extension of the provisions of this MOU up to and including impacts and effects related to returning to work in an environment that requires distance learning.

Signed this 6th day of August 2020.

Cajon Valley Union School District

California School Employee Association, Chapter 179

Michelle Hayes
Scott Buxbaum

Mark Reagles
Joni Collins

Due to the need to conduct negotiations virtually, the teams agreed that the following individuals' signatures represent their team.

CSEA: Mark Reagles, Chapter President, Joni Collins, CSEA Labor Relations Representative

CVEA: Michelle Hayes, Asst. Supt., Personnel, Scott Buxbaum, Asst. Supt. Business Services

DATE 8/6/2020

DATE Aug. 6, 2020

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CAJON VALLEY UNION SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), Chapter 179
July 24, 2020

This Memorandum of Understanding (hereinafter, "MOU") is entered into by and between the Cajon Valley Union School District (hereinafter, "District") and the California School Employees Association and its Chapter #179 (hereinafter, "CSEA").

WHEREAS, the parties have come together to negotiate the impacts of the proposed reclassification of position #5633, along with incumbent employee #122420, from Administrative Assistant I (Range 24) to Planning Assistant (Range 27)

THE RE FORE, IT IS AGREED THAT:

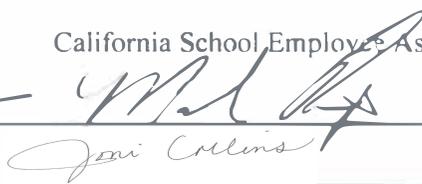
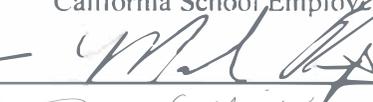
1. The reclassification of position #5633, along with incumbent employee #122420, from Administrative Assistant I (Range 24) to Planning Assistant (Range 27) shall be placed on the agenda for the August 27, 2020 Personnel Commission meeting for adoption.
 2. Employee #122420 shall be paid out of class in accordance with Article VI, Section 5 of the Collective Bargaining Agreement as of July 1, 2019.

This agreement is non-precedent setting and nothing in this agreement is intended to establish a past practice.

Cajon Valley Union School District

California School Employee Association, Chapter 179



Due to the need to conduct negotiations virtually, the teams agreed that the following individuals' signatures represent their team.

CSEA: Mark Reagles, Chapter President, Joni Collins, CSEA Labor Relations Representative

CVEA: Michelle Hayes, Asst. Supt., Personnel, Scott Buxbaum, Asst. Supt. Business Services

DATE 7/24/20

DATE 7/28/2020