



Thursday, September 17, 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:

<https://cajonvalley.zoom.us/j/99261551216?pwd=NTM4bFZXcG0vZGtxdTZHcGpjY3cvUT09>

Dial in: 1-669-900-9128
Meeting ID: 992 6155 1216
Password: 520013

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 September 17, 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.

**SPECIAL MEETING
AGENDA**

1. REGULAR MEETING OPEN SESSION

- a. Call to Order/Pledge of Allegiance
- b. 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 Special Meeting on September 17, 2020

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

4. DISCUSSION / INFORMATION ITEMS

- a. Presentation of questions and answers regarding the Personnel Commission and the merit system
- b. Presentation by Philip Gordillo regarding Personnel Director job description and salary allocation
- c. CSEA input and comment regarding Personnel Director job description and recruitment process
- d. District input and comment regarding Personnel Director job description and recruitment process
- e. Classified employee comment regarding Personnel Director job description and recruitment process
- f. Commissioner discussion regarding Personnel Director job description and recruitment process

5. NEXT PERSONNEL COMMISSION MEETING

- a. September 24, 2020

6. ADJOURNMENT

Dear Classified Team Members,

In response to the many questions received related Personnel Commissioner Virginia Levenson's email earlier this week regarding the Personnel Commission, the following Frequently Asked Questions (FAQ's) are being shared.

1. What is the Personnel Commission, what is it responsible for, and how is it different from the District's Personnel Services department?

- a. The Personnel Commission is an **INDEPENDENT BODY** responsible for maintaining the merit system. The merit system is established and governed by the Education Code (California law) and is designed to create and maintain an equitable system of recruiting, selecting, and promoting classified employees.
- b. The Personnel Commission is **DEVOTED** exclusively to the classified service; whereas, the District is responsible for the oversight of certificated and classified employees.
- c. The **PROTECTION** afforded under the merit system are available to all classified employees (bargaining unit members and non-bargaining unit members); whereas, CSEA does not represent classified managers, classified supervisors, or confidential classified employees.
- d. The Personnel Commission and the merit system help to maintain **NEUTRALITY** in recruiting and promotion.
- e. Hiring is based exclusively on the applicant's merit and performance in the recruitment process. The merit system is designed to **ELIMINATE** the chance of nepotism and favoritism in hiring.
- f. The District's Personnel Department is ultimately responsible for pursuing the discipline of employees. Conversely, the Personnel Commission does not discipline District classified employees. Rather, it provides an **INDEPENDENT, NEUTRAL** forum for District classified employees to appeal any suspension, demotion, or termination.

2. Who are the members of the Personnel Commission?

The Personnel Commission is comprised of three **VOLUNTEERS**. Under the Education Code, one member is appointed by CSEA; one member is appointed by the Governing Board, and the third member is jointly appointed by the individuals appointed by CSEA and the Board. Each Commissioner is appointed for a three-year term and take an oath to uphold the merit system.

Currently, Timothy McKay is CSEA's appointee; Victor Garcia is the Board's appointee, and Virginia Levenson is the individual appointed by the CSEA and Board appointees.

3. Who are the staff for the Personnel Commission?

Personnel Specialist (Classified) – Maritza Diaz
Director-Classified Personnel – Angela Bishop
Assistant Superintendent-Personnel Services – Michelle Hayes (funded 20% by the Personnel Commission)

4. If the Personnel Commission is voted out, what do the classified employees lose?

- **LEGAL PROTECTION** under the Education Code - although benefits may be negotiated into a contract, they can also be negotiated out and employees would have no recourse. District and union leadership changes over time, and with that so can the provisions negotiated in the contract.
- **PROTECTION** against arbitrary action, personal favoritism, and political coercion.
- **ASSURANCE** that all classified hiring is from valid employment and eligibility lists.
- The **RIGHT** to apply and compete for promotional opportunities on a level playing field.
- **CHECKS AND BALANCES** on the District's **POWER** in terms of classification equity, salary placement, merit-based hiring.
- The **RIGHT** to appeal and a formal hearing before a neutral party following disciplinary action by the District. Without the Commission, the Governing Board would not only act on the discipline, they would also hear the appeals.
- **GUARANTEE** of a job classification and salary structure based on sound professional standards, prevailing community practices, legal requirements, and equity.
- The **RIGHT** to request a study of the classification of your job.
- The **ASSURANCE** that the salary of your position will be periodically checked against what other employers in the labor market are paying for the same job.
- The **ASSURANCE** that employment transactions are being monitored for compliance with law and contract provisions.
- The **RIGHT** to reinstatement within 39 months without the need to retest (for employees who leave the district in good standing and want to return).
- The **GUARANTEE** of an open forum for the discussion of issues within the purview of the Personnel Commission and of concern to classified employees.
- A **VOICE** for the interests of classified employees in arenas not open to employee and union representatives.

5. How does the Personnel Commission spend its budget?

The Personnel Commission's budget for the 2020-2021 school year is \$430,681. Approximately 89 percent of the **budget expenses are for the salaries** of the employees of the Personnel Commission. Specifically, the Commission funds 80% of the salary for the Personnel Director, 95% of the salary for the Personnel Specialist, and 20% of the salary for the Assistant Superintendent-Personnel Services. The remainder of the budget is reserved for office supplies, printing and advertising, testing software, training, and consultants to provide support technical assistance to the Commission.

There is **NO COST SAVINGS** by eliminating the Personnel Commission – the staff and operating expenses would still be necessary to continue the employment process of classified employees.

Personnel Commission
of Cajon Valley Union School District

Phone: (619) 590-2989
Fax: (619) 588-3663



Office Address:
750 E. Main Street, El Cajon, CA 92020

Mailing Address:
PO Box 1007, El Cajon, CA 92022-1007
www.cajonvalley.net

6. When and where are the Personnel Commission meetings held, and will the regular meeting set for September 24 be virtual?

Typically, the Personnel Commission meets monthly on the fourth **Thursday at 4:00 p.m.** We strive to hold these meetings in person. However, in response to the Governor's orders and COVID-19, at this time, the Commission plans to hold a virtual meeting on **September 24, 2020**. Additionally, the special meeting set **for September 17, 2020** will also be held virtually. If that changes, the agenda sent out to all employees in advance of each meeting will identify any changes.

We invite you to attend and welcome your comments.

Sincerely,



Virginia Levenson, Chair



Victor Garcia, Vice-Chair



Timothy McKay, Member

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: DIRECTOR-CLASSIFIED PERSONNEL

BASIC FUNCTION:

Under the direction of Personnel Commission, plan, organize, control and direct operations and activities involved in the District's classified personnel management program in accordance with the Merit System rules and regulations, applicable State and federal laws, codes, rules, regulations, policies and procedures; serve as secretary to the Personnel Commission; prepare, administer and monitor expenditures of the Commission's budget; interview, recommend selection, supervise, train, and evaluate employees assigned to the Personnel Commission office and other staff performing responsibilities associated with the classified personnel program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District's classified personnel management program and operations, including recruitment, examination, selection, appointment, promotion, demotion, transfer, resignation, layoff, reemployment, leaves, classification and compensation, evaluations, discipline, reasonable accommodation, tuition reimbursement and other related programs as provided for in the Merit System rules and regulations.

Serve as secretary to the Personnel Commission and prepare the agenda and minutes; prepare and coordinate agenda and supporting documents for Commission meetings; oversee the preparation of the Classified Personnel assignment report for the Governing Board.

Oversee recruitment, examination, eligibility determination and selection activities; direct and participate in the preparation of recruitment programs and applicant examinations; assure the validity and reliability of employment examination components.

Prepare classified seniority lists and administer layoff notices; administer eligibility lists and transfer lists and recommend and approve transfers, reassignments and reinstatement.

Oversee the preparation of eligibility, transfer and reemployment lists and confidential files and records; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Administer the classification and salary plans for the classified service; respond to requests for advanced salary step placement; conduct classification and wage studies.

Serve as technical resource for questions and counsel to the Personnel Commission, Superintendent, District managers, employees and employee group representatives; respond to questions; discuss classified labor agreements/merit system rules and employment policies and practices; implement, justify or defend decisions; resolve classified personnel and Personnel Commission complaints or issues; communicate with other administrators and personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information; provide neutral support to classified negotiations as requested by the appointed negotiations teams.

Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions of appropriate personnel as provided for in the Merit System rules and regulations; plan, coordinate and arrange for appropriate training of subordinates.

Prepare, administer and monitor expenditures of the Commission's budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines.

Plan, organize and implement long- and short-term programs to meet objectives of the classified personnel program.

Under the direction of the Assistant Superintendent of Personnel, provide administrative and technical staff assistance in areas outside the classified program, as requested.

Attend a variety of meetings and participate on assigned committees, as requested by the District and in a manner that is consistent with Merit System rules and regulations, including the District's Local Control and Accountability Plan (LCAP) Committee and others; maintain current knowledge of changes or trends in the human resources or personnel management field.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, theories and practices of personnel administration including position classification, salary administration, recruitment, examination and selection.

Principles and practices of labor-management relations including negotiation and contract administration techniques.

Principles of Merit System of personnel management applicable to California public schools.

Provisions of the Education Code applicable to personnel practices and procedures.

Principles and practices of sound business communications.

Federal, State and local laws and regulations related to assigned areas.

Research methods and analysis techniques.

Budget preparation and control.

Report writing methods and techniques.

Labor relations, laws, practices and procedures.

Financial and statistical record-keeping techniques.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct a comprehensive human resources management program.

Interpret and apply a wide variety of rules and regulations relating to the operation of the Classified Personnel department under the Education Code and Merit System and other applicable laws, rules and regulations.

Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs.

Supervise, train and evaluate assigned personnel.
Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, Board of Education, Superintendent, Bargaining Unit, District managers and employees.
Establish and maintain effective working relationships with a wide variety of groups and individuals.
Prepare and present comprehensive, effective oral and written reports.
Maintain current knowledge of trends and practices in human resources management.
Plan and organize work.
Meet schedules and timelines.
Work independently.
Prepare comprehensive narrative and statistical records and reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Operate a computer and other office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, public administration or related field and five years' increasingly responsible experience in the administration of public personnel, including two years in a supervisory capacity preferably within a public school district. Merit System principles and practices within a school system is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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

CLEARANCES:

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

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS TITLE: DIRECTOR-CLASSIFIED PERSONNEL

BASIC FUNCTION:

Under the direction of Personnel Commission, plan, organize, control and direct operations and activities involved in the District's classified personnel management program in accordance with the Merit System rules and regulations, applicable State and federal laws, codes, rules, regulations, policies and procedures; serve as secretary to the Personnel Commission; prepare, administer and monitor expenditures of the Commission's budget; interview, recommend selection, supervise, train, and evaluate employees assigned to the Personnel Commission office and other staff performing responsibilities associated with the classified personnel program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District's classified personnel management program and operations, including recruitment, examination, selection, appointment, promotion, demotion, transfer, resignation, layoff, reemployment, leaves, classification and compensation, evaluations, ~~discipline~~, **disciplinary appeals**, reasonable accommodation, tuition reimbursement and other related programs as provided for in the Merit System rules and regulations.

Serve as secretary to the Personnel Commission and prepare the agenda and minutes; prepare and coordinate agenda and supporting documents for Commission meetings; oversee the preparation of the Classified Personnel assignment report for the Governing Board.

Oversee recruitment, examination, eligibility determination and selection activities; direct and participate in the preparation of recruitment programs and applicant examinations, **including written tests, interviews, supplemental applications and related performance examinations**; assure the validity and reliability of employment examination components; **conduct job analyses to determine relevant job examination content**.

Prepare classified seniority lists and administer layoff notices; administer eligibility lists and transfer lists and recommend and approve transfers, reassignments and reinstatement.

Oversee the preparation of eligibility, transfer and reemployment lists and confidential files and records; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Administer the classification and salary plans for the classified service; respond to requests for advanced salary step placement; conduct classification and wage studies.

Serve as technical resource for questions and counsel to the Personnel Commission, Superintendent, District managers, employees and employee group representatives; respond to questions; discuss classified labor agreements/merit system rules and employment policies and practices; implement, justify or defend decisions; resolve classified personnel and Personnel Commission complaints or issues; communicate with other administrators and personnel to coordinate activities and programs,

resolve issues and conflicts, and exchange information; provide neutral support to classified negotiations as requested by the appointed negotiations teams.

Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions of appropriate personnel as provided for in the Merit System rules and regulations; plan, coordinate and arrange for appropriate training of subordinates.

Prepare, administer and monitor expenditures of the Commission's budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines.

Plan, organize and implement long- and short-term programs to meet objectives of the classified personnel program.

Under the direction of the Assistant Superintendent of Personnel **and with the concurrence of the Personnel Commission**, provide administrative and technical staff assistance in **human resource** areas outside the classified program ~~as requested~~.

Attend a variety of meetings and participate on assigned committees, as requested by the District and in a manner that is consistent with Merit System rules and regulations, including the District's Local Control and Accountability Plan (LCAP) Committee and others; **may serve as a resource to the district and/or classified employee union negotiating teams**; maintain current knowledge of changes or trends in the human resources or personnel management field.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, theories and practices of personnel administration including position classification, salary administration, recruitment, examination and selection.

Principles and practices of labor-management relations including negotiation and contract administration techniques.

Principles of Merit System of personnel management applicable to California public schools.

Provisions of the Education Code applicable to personnel practices and procedures.

Principles and practices of sound business communications.

Federal, State and local laws and regulations related to assigned areas.

Research methods and analysis techniques.

Budget preparation and control.

Report writing methods and techniques.

Labor relations, laws, practices and procedures.

Financial and statistical record-keeping techniques.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct a comprehensive human resources management program.

Interpret and apply a wide variety of rules and regulations relating to the operation of the Classified

Personnel department under the Education Code and Merit System and other applicable laws, rules and regulations.

Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs.

Supervise, train and evaluate assigned personnel.

Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, Board of Education, Superintendent, Bargaining Unit representatives, District managers and employees.

Establish and maintain effective working relationships with a wide variety of groups and individuals.

Prepare and present comprehensive, effective oral and written reports.

Maintain current knowledge of trends and practices in human resources management.

Plan and organize work.

Meet schedules and timelines.

Work independently.

Prepare comprehensive narrative and statistical records and reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate a computer and other office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, public administration or related field and five years' increasingly responsible experience in the administration of public personnel, including two years in a supervisory capacity preferably within a public school district. Merit System principles and practices within a school system is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

SALARY SURVEY: DIRECTOR – CLASSIFIED PERSONNEL (CVUSD)

Minimum Salary Schedule Amount

<i>District</i>	<i>Director Title</i>	<i>Minimum Salary</i>	<i>Maximum Salary</i>	<i>Comments (See Legend)</i>
CHULA VISTA	Director, Human Resources	\$133,083	\$149,146	9
SAN DIEGUITO	Director of Classified Personnel	\$131,862	\$150,292	6
ESCONDIDO	Director–Human Resources Classified	\$131,193	\$163,843	2
CAJON VALLEY	Director – Classified Personnel	\$126,390	\$170,604	1
POWAY	Director, Personnel Commission	\$118,008	\$138,828	5
LA MESA/SPR VALLEY	Director, Classified Personnel	\$117,718	\$167,636	4
OCEANSIDE	Director-Classified Human Resources	\$116,942	\$135,569	7
CARLSBAD	Director, Classified Personnel	\$112,113	\$135,377	3
VISTA	Director, Classified Human Resources	\$109,288	\$142,798	8
CALEXICO	N/A			10
GROSSMONT	N/A			11
LAKESIDE	N/A			11
LEMON GROVE	N/A			11
NATIONAL	N/A			11
SANTEE	N/A			11
SAN DIEGO COE	N/A			11

SALARY SURVEY: DIRECTOR – CLASSIFIED PERSONNEL (CVUSD)

Maximum Salary Amount with Columned and Calculated Longevity, where applicable

<i>District</i>	<i>Director Title</i>	<i>Minimum Salary</i>	<i>Maximum Salary</i>	<i>Comments (See Legend)</i>
CAJON VALLEY	Director – Classified Personnel	\$126,390	\$170,604	1
LA MESA/SPR VALLEY	Director, Classified Personnel	\$117,718	\$167,636	4
SAN DIEGUITO	Director of Classified Personnel	\$131,862	\$166,522	6
OCEANSIDE	Director-Classified Human Resources	\$116,942	\$164,896	7
CHULA VISTA	Director, Human Resources	\$133,083	\$164,806	9
ESCONDIDO	Director–Human Resources Classified	\$131,193	\$163,843	2
POWAY	Director, Personnel Commission	\$118,008	\$153,240	5
VISTA	Director, Classified Human Resources	\$109,288	\$142,798	8
CARLSBAD	Director, Classified Personnel	\$112,113	\$135,377	3
CALEXICO	N/A			10
GROSSMONT	N/A			11
LAKESIDE	N/A			11
LEMON GROVE	N/A			11
NATIONAL	N/A			11
SANTEE	N/A			11
SAN DIEGO COE	N/A			11
SOUTH BAY	N/A			11

SALARY SURVEY: DIRECTOR – CLASSIFIED PERSONNEL (CVUSD)

Maximum Salary Amount at Approximately the 10th – 11th year

<i>District</i>	<i>Director Title</i>	<i>Minimum Salary</i>	<i>Maximum Salary</i>	<i>Comments (See Legend)</i>
CAJON VALLEY	Director – Classified Personnel	\$126,390	\$170,604	1
ESCONDIDO	Director–Human Resources Classified	\$131,193	\$163,843	2
CHULA VISTA	Director, Human Resources	\$133,083	\$153,620	9
SAN DIEGUITO	Director of Classified Personnel	\$131,862	\$153,538	6
OCEANSIDE	Director-Classified Human Resources	\$116,942	\$149,126	7
POWAY	Director, Personnel Commission	\$118,008	\$142,299	5
LA MESA/SPR VALLEY	Director, Classified Personnel	\$117,718	\$142,104	4
CARLSBAD	Director, Classified Personnel	\$112,113	\$135,377	3
VISTA	Director, Classified Human Resources	\$109,288	\$128,671	8
CALEXICO	N/A			10
GROSSMONT	N/A			11
LAKESIDE	N/A			11
LEMON GROVE	N/A			11
NATIONAL	N/A			11
SANTEE	N/A			11
SAN DIEGO COE	N/A			11
SOUTH BAY	N/A			11

COMMENTS LEGEND

- 1:** District does not provide an upward salary adjustment for longevity; salary schedule has 10 steps; salary schedule effective date is July 1, 2020;
- 2:** District does not provide an upward salary adjustment for longevity; salary schedule has 10 steps; district also provides annual stipends of \$1,500 for a Master's degree and an additional \$1,500 for a Doctorate; salary schedule effective date is July 1, 2019;
- 3:** Salary Schedule has a base of 6 steps; there is one (1) longevity column at Step 11 (\$135,377); the longevity increment requires five (5) years on Step 6 to qualify; all other administrators are eligible for \$1,200 annual mileage stipend; salary schedule effective date is July 1, 2018;
- 4:** Salary Schedule has a base of 6 steps; longevity increments at 10, 15, 20 and 25 years; at 10 years the longevity amount would be \$142,104; longevity at 25 years is \$167,636; salary schedule effective date is January 1, 2020;
- 5:** Salary Schedule has a base of 5 steps; longevity increments at 10, 15, 20 and 25 years; each longevity increment upwardly adjusts salary at 2.5%; at 10 years the longevity amount would approximately be \$142,299; the maximum longevity amount at 25 years is \$153,240; district also provides an annual Doctorate stipend of \$2,500; salary schedule effective date is January 1, 2020;
- 6:** Salary Schedule has a base of 4 steps; longevity increments are at 10, 15, 20, 25 and 30 years; at 10 years the longevity salary amount would be \$153,538; maximum longevity salary amount at 30 years is \$166,522; salary schedule effective date is July 1, 2020;
- 7:** Salary Schedule has a base of 6 steps; longevity increments are at 6, 11, 16, 21 and 26 years; at 11 years the longevity amount would approximately be \$149,126; maximum salary at 26 years is approximately \$164,896; district also provides annual stipends for a Master's degree in the amount of \$2,435 and a Doctoral stipend in the amount of \$7,304; salary schedule effective date is July 1, 2018;
- 8:** Salary Schedule has a base of 15 steps; longevity increments are at 20 and 25 years; at 10 years the salary amount would be \$128,671; maximum salary at 25 years would be \$142,798; salary schedule effective date is July 1, 2019;
- 9:** District is non-merit; but has been a comparable employer for CVUSD for prior salary surveys; salary schedule has a base of 5 steps with an approximate maximum base salary of \$153,626; longevity increments are at 10, 15, 20 and 25 years; at 10 years of longevity the approximate amount would be \$153,620; maximum salary at 25 years would approximately be \$164,806; district also provides an annual Doctorate stipend of \$1,500; salary schedule effective date is July 1, 2020;
- 10:** Merit District; however, district has not been utilized as a comparable employer in previous salary surveys;
- 11:** No comparable position in this district; Human Resources leadership positions are certificated.

DISCUSSION / INFORMATION ITEM

CSEA INPUT AND COMMENT –

Personnel Director Job Description And Recruitment Process

On August 31, 2020, the Personnel Commission solicited input from CSEA regarding the Director of Classified Personnel job description and CSEA expressed desire to be more involved in recruitment process.

On September 1, 2020, CSEA responded stating that it desired for there to be a “bright line” between the Personnel Commission and the District. CSEA asserted that it wanted the new Director to be impartial and expressed that the new Director should not advise or make recommendations to the Commission related to potential disciplinary actions. Consequently, CSEA requested that any “reference which would blur the lines of impartiality, including but not limited to disciplinary cases, should be removed from the job description, or clarified, as to only applying to the processing of proposed discipline through the applicable steps according to the PC Rules.”

CSEA also requested that the District have no direct authority over the Director of Classified Personnel.

Additionally, CSEA requested that the following be added to the job description:

Be equally available to both management and classified employees, including their representatives, as an impartial technical resource on the classified personnel program.

CSEA provided a proposed revised job description which highlights the areas CSEA believes need revision. (attached)

With respect to the recruitment process, CSEA asserted that the fitness panel is not balanced. CSEA would like to see bargaining unit members have more representation on the general fitness panel.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

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REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District's classified personnel management program and operations including recruitment, examination, selection, appointment, promotion, demotion, transfer, resignation, layoff, reemployment, leaves, classification and compensation, evaluations, labor relations, contract administration, discipline, reasonable accommodation, tuition reimbursement and other related programs.

Serve as secretary to the Personnel Commission and prepare the agenda and minutes; prepare and coordinate agenda and supporting documents for Commission meetings; oversee the preparation of the Classified Personnel assignment report for the Governing Board.

Oversee recruitment, examination, eligibility determination and selection activities; direct and participate in the preparation of recruitment programs and applicant examinations; assure the validity and reliability of employment examination components.

Prepare classified seniority lists and administer layoff notices; administer eligibility lists and transfer lists and recommend and approve transfers, reassignments and reinstatement.

Oversee the preparation of eligibility, transfer and reemployment lists and confidential files and records; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Administer the classification and salary plans for the classified service; respond to requests for advanced salary step placement; conduct classification and wage studies.

Serve as technical resource for questions and counsel to the Personnel Commission, Superintendent, District managers, employees and employee group representatives; respond to questions; discuss classified labor agreements/merit system rules and employment policies and practices; implement, justify or defend decisions; resolve classified personnel and Personnel Commission complaints or issues; communicate with other administrators and personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, ~~termination and disciplinary actions~~; plan, coordinate and arrange for appropriate training of subordinates.

Prepare, administer and monitor expenditures of the Commission's budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines.

Plan, organize and implement long and short-term programs to meet objectives of the classified personnel program.

~~Under the direction of the Assistant Superintendent of Personnel, provide administrative and technical staff assistance in areas outside the classified program as required.~~

Attend a variety of meetings and participate on assigned committees, including the ~~District's negotiating team~~, Superintendent's Budget Advisory Committee and others; maintain current knowledge of changes or trends in the human resources or personnel management field.

Be equally available to both management and classified employees, including their representatives, as an impartial technical resource on the classified personnel program.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, theories and practices of personnel administration including position classification, salary administration, recruitment, examination and selection.

Principles and practices of labor-management relations including ~~negotiation and~~ contract administration techniques.

Principles of Merit System of personnel management applicable to California public schools.

Provisions of the Education Code applicable to personnel practices and procedures.

Principles and practices of sound business communications.

Federal, State and local laws and regulations related to assigned areas.

Research methods and analysis techniques.

Budget preparation and control.

Report writing methods and techniques.

Labor relations, laws, practices and procedures.

Financial and statistical record-keeping techniques.

Operation of a computer and assigned software.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

Plan, organize and direct a comprehensive human resources management program.

Interpret and apply a wide variety of rules and regulations relating to the operation of the Classified Personnel department under the Education Code and Merit System and other applicable laws, rules and regulations.

Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs.

Supervise and evaluate assigned personnel.

Obtain, organize, analyze and evaluate a wide range of data and information and make

recommendations to the Personnel Commission, Board of Education, Superintendent, Bargaining Unit, District managers and employees.

Establish and maintain effective working relationships with a wide variety of groups and individuals.

Prepare and present comprehensive, effective oral and written reports.

Maintain current knowledge of trends and practices in human resources management.

Plan and organize work.

Meet schedules and time lines.

Operate a computer and other office equipment.

Work independently.

Prepare comprehensive narrative and statistical records and reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, public administration or related field and five years increasingly responsible experience in the administration of public personnel including two years in a supervisory capacity preferably within a public school district. Merit System principles and practices within a school system is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

DISCUSSION / INFORMATION ITEM

CAJON VALLEY UNION SCHOOL DISTRICT INPUT AND COMMENT – Personnel Director Job Description And Recruitment Process

On August 31, 2020, the Personnel Commission solicited input from the District regarding the Director of Classified Personnel job description, the current budget which calls for the District's contribution to the position, and the District's participation in the recruitment process for the Director of Classified Personnel. Previously, the Commission offered to have Michelle Hayes, Assistant Superintendent of Personnel Services sit on the selection committee and Scott Buxbaum, Assistant Superintendent, Business Services sit on the general fitness panel.

On September 10, 2020, the District responded providing a proposed job description (attached). The District stated that its interest is for the Director of Classified Personnel to be a "single hat" position, fully funded by the Personnel Commission. The District questioned whether a "single hat" position constitutes a full-time position but, suggested that the attached job description may be a full-time position. The District requested the opportunity to review and provide input on the final revised job description before it is finalized.

The District confirmed that Ms. Hayes would like to sit on the selection committee and requested that a member of Cabinet sit on the general fitness committee, potentially David Miyashiro, Superintendent, or Ed Hidalgo, Chief Innovation and Engagement Officer.

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS TITLE: DIRECTOR-CLASSIFIED PERSONNEL

BASIC FUNCTION:

Under the direction of Personnel Commission, plan, organize, control and direct operations and activities involved in the District's classified personnel management program in accordance with the Merit System rules and regulations, ~~applicable State and federal laws, codes, rules, regulations, policies and procedures~~; serve as secretary to the Personnel Commission; prepare, administer and monitor expenditures of the Commission's budget; interview, recommend selection, supervise, train, and evaluate employees assigned to the Personnel Commission office ~~and other staff performing responsibilities associated with the classified personnel program.~~

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, ~~control~~ and direct the District's classified personnel management program and operations, including recruitment, examination, selection, appointment, promotion, ~~demotion~~, transfer, ~~resignation~~, layoff, reemployment, ~~leaves~~, classification and compensation, ~~evaluations~~, ~~discipline~~, ~~reasonable accommodation~~, ~~tuition reimbursement~~ and other related programs as provided for in the Merit System rules and regulations.

Serve as secretary to the Personnel Commission and prepare the agenda and minutes; prepare and coordinate agenda and supporting documents for Commission meetings; oversee the preparation of the Classified Personnel assignment report for the Governing Board.

Oversee recruitment, examination, eligibility determination and selection activities; direct and participate in the preparation of recruitment programs and applicant examinations; assure the validity and reliability of employment examination components.

Prepare classified seniority lists and administer layoff notices; administer eligibility lists and transfer lists and recommend and approve transfers, reassignments and reinstatement.

Oversee the preparation of eligibility, transfer and reemployment lists and confidential files and records; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Administer the classification and salary plans for the classified service; respond to requests for advanced salary step placement; conduct classification and wage studies.

Serve as technical resource for questions and counsel to the Personnel Commission, Superintendent, District managers, employees and employee group representatives; respond to questions; discuss ~~classified labor agreements~~/merit system rules and employment policies and practices; implement, ~~justify or defend~~ **provide rational** for decisions; ~~resolve~~ **address** ~~classified personnel and~~ Personnel Commission complaints or issues; communicate with other administrators and personnel to coordinate activities and programs,

~~resolve issues and conflicts, and exchange information; provide data and neutral support information to classified negotiations as requested by the appointed negotiations teams.~~

Supervise and evaluate the performance of assigned **Personnel Commission** personnel; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions of appropriate personnel as provided for in the Merit System rules and regulations; plan, coordinate and arrange for appropriate training of subordinates.

Prepare, administer and monitor expenditures of the Commission's budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines.

Plan, develop and schedule recruitment strategies, processes and activities in response to position vacancies; work with administrators to establish time lines and develop testing activities; prepare and distribute job bulletins and place advertisements in various media.

Receive, screen and evaluate applications for minimum qualifications and determine eligibility; verify employment, work experience, reference and background information as needed; prepare and distribute acceptance and rejections notifications to applicants as appropriate.

Review, construct and/or revise examinations including written, oral and performance tests; schedule and proctor written examinations; schedule, brief and monitor interview panels; notify candidates of test dates and interviews; score and notify candidates of examination results and selection decisions; prepare and administer eligibility lists; monitor the certification process.

Update staffing and seniority lists; audit records for accuracy and completeness; update or make changes as needed.

Prepare, assemble and distribute agenda packets for monthly Personnel Commission meetings; attend meetings and record proceedings in a prescribed manner; prepare and distribute minutes; maintain account of Personnel Commission activities and prepare annual report.

~~Plan, organize and implement long and short term programs to meet objectives of the classified personnel program.~~

~~Under the direction of the Assistant Superintendent of Personnel, provide administrative and technical staff assistance in areas outside the classified program, as requested.~~

Provide technical advice, orientation and ongoing training to the Personnel Commission, District Administration as it relates to the Personnel Commission Rules and Regulations for the purpose of ensuring compliance with legislative requirements.

~~Attend a variety of meetings and participate on assigned committees, as requested by the District and in a manner that is are consistent with the Merit System rules and regulations, including the District's Local Control and Accountability Plan (LCAP) Committee and others; maintain current knowledge of changes or trends in the human resources or personnel management field.~~

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, theories and practices of personnel administration including position classification, salary administration, recruitment, examination and selection.

Principles and practices of labor-management relations including negotiation and contract administration techniques.

Principles of Merit System of personnel management applicable to California public schools.

Provisions of the Education Code applicable to personnel practices and procedures.

Principles and practices of sound business communications.

Federal, State and local laws and regulations related to assigned areas.

Research methods and analysis techniques.

Budget preparation and control.

Report writing methods and techniques.

Labor relations, laws, practices and procedures.

Financial and statistical record-keeping techniques.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct a **Merit System as described by California Education Code and the Personnel Commission Rules and Regulations.** ~~comprehensive human resources management program.~~

Interpret and apply a wide variety of rules and regulations relating to the operation of the Classified Personnel department under the Education Code and Merit System and other applicable laws, rules and regulations.

Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs.

Supervise, train and evaluate assigned personnel.

Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, Board of Education, Superintendent, Bargaining Unit, District managers and employees.

~~Establish and maintain effective working relationships with a wide variety of groups and individuals.~~
Establish and maintain cooperative and effective working relationships with elected officials, District administrators, union representatives, employees, parents, community members, and individuals of other public organizations.

Prepare and present comprehensive, effective oral and written reports.

Maintain current knowledge of trends and practices in human resources management. Plan and organize work.

Meet schedules and time lines.

Work independently.

Prepare comprehensive narrative and statistical records and reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate a computer and other office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, public administration or related field and five years' increasingly responsible experience in the administration of public personnel, including two years in a **lead or** supervisory capacity preferably within a public school district. Merit System principles and practices within a school system is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen