



Wednesday, September 23, 2020, 4:00 p.m.

**SPECIAL MEETING
AGENDA**

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

Zoom Link: <https://cajonvalley.zoom.us/j/98203819416?pwd=di8wcDRuWldReDILYkFIWUUhCalc0dz09>
Dial in: 1-213-338-8477
Meeting ID: 982 0381 9416
Password: 5402369615

Employees and the public may comment regarding items on this agenda. Please email comments to bishopa@cajonvalley.net no later than 10:00 a.m. on September 23, 2020. Please label all comments submitted for public comment as “FOR PUBLIC COMMENT.” Comments will be read aloud to the Personnel Commission during the Public Comment section of the agenda.

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.

1. SPECIAL 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. 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 23, 2020
Motion by: _____, Seconded by _____ . Vote: _____

4. DISCUSSION ITEMS

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

Classified employees who desire to speak to regarding suggested revision to the job description for Director-Classified Personnel should submit an email comment (clearly marked "FOR DISCUSSION ITEM") to Angela Bishop at bishopa@cajonvalley.net no later than 10:00 a.m. on September 23, 2020. Comments will be read aloud to the Personnel Commission and the Personnel Commission Chairperson will call on individuals who submitted a comment to provide their comments. Please wait to be acknowledged by the Chairperson before addressing the Personnel Commission.

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

5. NEXT PERSONNEL COMMISSION MEETING

- a. September 24, 2020

6. ADJOURNMENT

PUBLIC COMMENTS

Information to Attendees:

To run our meetings as efficiently as possible, the Personnel Commission requests that public comments be submitted in advance of the meeting. An opportunity was provided to submit comments via email to the Personnel Director.

As a reminder, Personnel Commission meetings are not interactive meetings; it is a meeting of the Personnel Commission held in the public's view. The public may participate during the "Public Comment" portion of the meeting.

When individuals address the Personnel Commission under Public Comments, due to legal constraints, the Commission cannot and will not take action. The Commission is required to take action only on items that have been publicized on the agenda in advance of the meeting.

The public may speak to any item on the agenda at the time the item is considered by the Commission. Topics not on the agenda, which are brought to the Commission's attention, may be investigated by Administration and a report made to the Commissioners, either publicly or privately.

If you have questions about the Personnel Commission meeting process, please contact Angela Bishop by email at bishopa@cajonvalley.net.

Current Job Description	CSPCA Recommendation	CSEA Recommendation	District Recommendation
<p>BASIC FUNCTION:</p> <p>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.</p>	<p>No Recommended Changes.</p>	<p>No Requested Changes.</p>	<p>BASIC FUNCTION:</p> <p>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.</p>
<p>ESSENTIAL DUTIES:</p> <p>Plan, organize, control and direct the District's classified personnel management program and</p>	<p>ESSENTIAL DUTIES:</p> <p>Plan, organize, control and direct the District's classified personnel management program and</p>	<p>ESSENTIAL DUTIES:</p> <p>No Requested Changes.</p>	<p>ESSENTIAL DUTIES:</p> <p>Plan, organize, control and direct the District's classified personnel management program</p>

Current Job Description	CSPCA Recommendation	CSEA Recommendation	District Recommendation
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.	operations, including recruitment, examination, selection, appointment, promotion, demotion, transfer, resignation, layoff, reemployment, leaves, classification and compensation, evaluations, discipline, <u>disciplinary appeals,</u> reasonable accommodation, tuition reimbursement and other related programs as provided for in the Merit System rules and regulations.		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.	No Recommended Changes	No Requested Changes.	No Requested Changes.
Oversee recruitment, examination, eligibility determination and selection activities; direct and participate in the preparation of recruitment	Oversee recruitment, examination, eligibility determination and selection activities; direct and participate in the preparation of recruitment	No Requested Changes.	No Requested Changes.

Current Job Description	CSPCA Recommendation	CSEA Recommendation	District Recommendation
<p>programs and applicant examinations; assure the validity and reliability of employment examination components.</p>	<p>programs and applicant examinations, <u>including written tests, interviews, supplemental applications and related performance examinations;</u> assure the validity and reliability of employment examination components; <u>conduct job analyses to determine relevant job examination content.</u></p>		
<p>Prepare classified seniority lists and administer layoff notices; administer eligibility lists and transfer lists and recommend and approve transfers, reassignments and reinstatement.</p>	<p>No Recommended Changes.</p>	<p>No Requested Changes.</p>	<p>No Requested Changes.</p>
<p>Oversee the preparation of eligibility, transfer and reemployment lists and confidential files and records; direct the preparation and maintenance of a variety of</p>	<p>No Recommended Changes.</p>	<p>No Requested Changes.</p>	<p>No Requested Changes.</p>

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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.	No Recommended Changes.	No Requested Changes.	No Requested Changes.
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,	No Recommended Changes.	No Requested Changes.	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 classified personnel and address Personnel Commission complaints or issues; communicate with other administrators and personnel to coordinate

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<p>resolve issues and conflicts, and exchange information; provide neutral support to classified negotiations as requested by the appointed negotiations teams.</p>			<p>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.</p>
<p>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.</p>	<p>No Recommended Changes.</p>	<p>No Requested Changes.</p>	<p>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.</p>
<p>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.</p>	<p>No Recommended Changes.</p>	<p>No Requested Changes.</p>	<p>No Requested Changes.</p>

Current Job Description	CSPCA Recommendation	CSEA Recommendation	District Recommendation
Plan, organize and implement long- and short-term programs to meet objectives of the classified personnel program.	No Recommended Changes.	No Requested Changes.	The District requests that this term be deleted.
			<p>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.</p> <p>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.</p> <p>Review, construct and/or revise examinations</p>

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

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Under the direction of the Assistant Superintendent of Personnel, provide administrative and technical staff assistance in areas outside the classified program, as requested.	Under the direction of the Assistant Superintendent of Personnel <u>and with the concurrence of the Personnel Commission,</u> provide administrative and technical staff assistance in <u>human resource</u> areas outside the classified program as requested.	CSEA requests that this term be deleted.	The District requests that this term be deleted.
			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 consistent with Merit System rules and regulations, including the District's Local Control and Accountability Plan (LCAP) Committee and	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		Attend a variety of meetings and participate on assigned committees, as requested by the District and in a manner that is are consistent with Merit System rules and regulations, including the District's Local Control and Accountability Plan (LCAP) Committee and

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others; maintain current knowledge of changes or trends in the human resources or personnel management field.	others; <u>may serve as a resource to the district and/or classified employee union negotiating teams;</u> maintain current knowledge of changes or trends in the human resources or personnel management field.		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.	No Recommended Changes.	No Requested Changes.	No Requested Changes.
Knowledge of:	No Recommended Changes.	No Requested Changes.	No Requested Changes.
Ability to: Plan, organize and direct a comprehensive human resources management program.	Ability to: Plan, organize and direct a comprehensive human resources management program.	No Requested Changes.	Ability to: Plan, organize and direct a Merit System as described by California Education Code and the

Current Job Description	CSPCA Recommendation	CSEA Recommendation	District Recommendation
<p>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.</p> <p>Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs.</p> <p>Supervise, train and evaluate assigned personnel.</p> <p>Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, Board of Education,</p>	<p>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.</p> <p>Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs.</p> <p>Supervise, train and evaluate assigned personnel.</p> <p>Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, Board of Education,</p>		<p>Personnel Commission Rules and Regulations comprehensive human resources management program.</p> <p>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.</p> <p>Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs.</p> <p>Supervise, train and evaluate assigned personnel.</p> <p>Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, Board of Education,</p>

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<p>Superintendent, Bargaining Unit, District managers and employees.</p> <p>Establish and maintain effective working relationships with a wide variety of groups and individuals.</p> <p>Prepare and present comprehensive, effective oral and written reports.</p> <p>Maintain current knowledge of trends and practices in human resources management.</p> <p>Plan and organize work.</p> <p>Meet schedules and timelines.</p> <p>Work independently.</p>	<p>Superintendent, Bargaining Unit representatives, District managers and employees.</p> <p>Establish and maintain effective working relationships with a wide variety of groups and individuals.</p> <p>Prepare and present comprehensive, effective oral and written reports.</p> <p>Maintain current knowledge of trends and practices in human resources management.</p> <p>Plan and organize work.</p> <p>Meet schedules and timelines.</p> <p>Work independently.</p>		<p>Superintendent, Bargaining Unit, District managers and employees.</p> <p>Establish and maintain effective working relationships with a wide variety of groups and individuals.</p> <p>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.</p> <p>Prepare and present comprehensive, effective oral and written reports.</p> <p>Maintain current knowledge of trends and practices in human resources management.</p> <p>Plan and organize work.</p> <p>Meet schedules and timelines.</p> <p>Work independently.</p>

Current Job Description	CSPCA Recommendation	CSEA Recommendation	District Recommendation
<p>Prepare comprehensive narrative and statistical records and reports.</p> <p>Direct the maintenance of a variety of reports and files related to assigned activities.</p> <p>Operate a computer and other office equipment.</p>	<p>Prepare comprehensive narrative and statistical records and reports.</p> <p>Direct the maintenance of a variety of reports and files related to assigned activities.</p> <p>Operate a computer and other office equipment.</p>		<p>Prepare comprehensive narrative and statistical records and reports.</p> <p>Direct the maintenance of a variety of reports and files related to assigned activities.</p> <p>Operate a computer and other office equipment.</p>
<p>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.</p>	<p>No Recommended Change.</p>	<p>No Requested Change.</p>	<p>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.</p>