



Thursday, September 24, 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 videoconference. Members of the public may participate in the meeting via Zoom, as follows:

Zoom Link: <https://cajonvalley.zoom.us/j/98594266525?pwd=UmlySVlXa21tTmVCTE15Y2dzRFISdz09>
Dial in: 1-669-900-9128
Meeting ID: 985 9426 6525
Password: 2082923111

If employees and members of the public wish to make a public comment regarding items on this agenda or matters within the jurisdiction of the Commission must **submit comments** to bishopa@cajonvalley.net, **no later than 10:00 a.m. on September 24, 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.

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. It is requested that public comments not exceed three (3) minutes per individual.

3. APPROVAL OF PROPOSED AGENDA

- a. Approve the agenda of the Regular Meeting on September 24, 2020

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

4. ACTION ITEMS

- a. Approve Revised Job Description
 - i. Review and approve recommended revisions to the job description for Director-Classified Personnel
- b. Approve Stay of Recruitment Plan
 - i. Approval of stay recruitment plan for Director-Classified Personnel approved on August 13, 2020
- c. Approve Recruitment Plan
 - i. Presentation and approval of revised recruitment plan for Director-Classified Personnel
- d. Rules and Regulations Update/Revision
 - i. First Reading of Proposed Revision to Rule 20.100.5 – Meeting Attendance
 - ii. Second Reading of Revisions to Chapters 20 – The Personnel Commission and Chapter 30 – Position Classification Plan

5. INFORMATION/DISCUSSION ITEMS

- a. Minimum Wage Salary Study
 - i. The Personnel Director will provide a report to the Commission regarding classifications that will be affected by the minimum wage increase beginning January 1, 2021 which will include recommendations related to the reallocation of classifications on the salary schedule.
- b. Update on Requests for New/Revised/Reclassification of Positions
 - i. Instructional Assistant/Special Education Classroom Assistant
 - ii. Child Nutrition Lead – Serving Kitchen reclassification requests
 - iii. Request for New Classification – Educational Services
 - iv. Request for Classification Review – Secretary-Bilingual, Student Services
- c. Vacancies/Recruitments/Personnel Activity
 - i. Staff will review status of current vacancies, ongoing recruitment, and establishment and status of eligibility lists.

6. REPORTS/COMMUNICATION

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

7. NEXT PERSONNEL COMMISSION MEETING

- a. October 22, 2020

8. 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.



California
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Member of the AFL-CIO

The nation's largest
independent classified
employee association



August 27, 2020

Via Email: bishopa@cajonvalley.net

Angela Bishop, Personnel Director
Cajon Valley Union School District
750 E. Main Street
El Cajon, CA 92020

RE: REQUEST FOR PERSONNEL COMMISSION RULE REVISION

Dear Personnel Director Bishop:

As you're aware, a year ago CSEA appointed a new commissioner. Shortly thereafter, our previous commissioner, Mr. Jon Jarboe, immediately quit attending meetings and communicating to CSEA. This left CSEA completely unrepresented on the commission for several meetings. Accordingly, to assure this situation never occurs in the future, CSEA would like to propose a new Personnel Commission Rule for adoption I'm confident after you consider CSEA's position in this letter, you will agree that the Personnel Commission is in need of such a rule, and that allowing the commission to conduct several meetings without representation of one of the parties is antithetical to the commission's charge of creating and maintaining an equitable civil service framework for the purpose of recruiting, selecting and advancing employees under conditions of political neutrality, equal opportunity, and competitive merit.

Accordingly, pursuant to Personnel Commission Rule 10.200.2 and 20.200.5, CSEA hereby respectfully requests the Personnel Commission amend the Personnel Commission Rules to bring clarity to this issue at its next meeting, and proposes the following:

20.100.4 Meeting Attendance
Commissioners who fail to attend three (3) meetings or more in a year may be removed by their appointing body in each case, upon receipt of a letter by the commission and after written notification to the commissioner in question.

I appreciate your attention to this matter. If you have any questions or concerns, please don't hesitate to contact me directly at mbreyette@csea.com or 858-202-2617.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Michael Breyette
Senior Labor Relations Representative

RULES AND REGULATIONS UPDATE/REVISION

Chapters 20 and 30

In accordance with Commission Rule 20.200.5, the following changes to Chapter 20 – The Personnel Commission and Chapter 30 – Position Classification Plan of the Personnel Commission Rules and Regulations (PCRR's) for the Classified Service were submitted for a First Reading on August 27, 2020.

On September 8, 2020, the Personnel Commission provided the proposed rule changes to CSEA and the District for comment.

Additional recommended revisions were added to Chapter 20 of the Rules and Regulations after the first reading. See Rule 20.100.5 and 20.200.4(D).

DIRECTOR'S RECOMMENDATION

It is recommended that the proposed changes to the Commission Rules and Regulations listed for Chapter 20 – The Personnel Commission and Chapter 30 – Position Classification Plan, as detailed on the attached document, be returned for a third reading on October 22, 2020 after interested persons and organizations have the opportunity to provide further comment and recommendations.

**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
- ~~20.100.34~~ Quorum and Majority
- 20.100.5 Meeting Attendance

20.200 MEETINGS

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- 20.200.2 Special Meetings
- 20.200.3 Adjourned Regular Meetings
- ~~20.200.34~~ Public Meetings
- 20.200.45 Closed/Executive Sessions
- ~~20.200.56~~ Amendment, Deletion, or Addition to Rules
- ~~20.200.67~~ Minutes

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 ~~D~~istrict, shall be ~~appointed~~ **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.

20.100.2 Qualifications and Restrictions

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)

20.100.23 Officers

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

20.100.34 Quorum and Majority

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.

20.100.5 Meeting Attendance

Personnel Commissioners are expected to attend all regular and special meetings of the Personnel Commission. To ensure a quorum, if a member is unable to attend a scheduled meeting, the member shall notify the Personnel Director of the expected absence.

Any Personnel Commissioner who fails to attend three (3) or more meetings in one (1) year, except when prevented by illness or excused absence, may be removed by the appointing body in each case, upon receipt of a letter from the other two Commissioners after the approval of the letter in an open meeting of the Commission, and after written notification to the Commissioner in question.

20.200 MEETINGS

20.200.1 Regular Meetings

Subject to cancellation or proper change, the Commission shall meet on the fourth Thursday in each month at 4:30 **4:00** p.m. in the Board Room of the District Office, 750 East Main Street, El Cajon. (Rev 04/15; **09/20**)

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; **09/20**)

20.200.2 Special Meetings

The Commission may meet at other times and places, provided that at least 48 **24** hours' notice is given to all work sites. (**EC § 45260; Gov. Code § 54956**)

20.200.23 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**)

20.200.34 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 ~~Rule 20.200.4~~ **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 48 **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 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 20.200.45, 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)

- D. **A person wishing to address the Commission shall first be recognized by the chairperson and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three (3) minutes to address the Commission on each agenda or non-agenda item. The Commission shall limit the total time for public input on each item to 30 minutes. With Commission's consent, the chairperson may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard. The chairperson may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.**

20.200.45 Closed-Executive Sessions

~~Closed-Executive Sessions may be held at any meeting of the Commission and are closed to the public. The Commission may held **hold closed/executive 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 such **an** employee, unless such employee requests a public hearing. The Commission shall not consider any matter in **complaint or charge against an employee in closed** executive session relating to an employee unless the employee has been notified of his **or her** right to a public hearing and has declined the public hearing or properly failed to request same. 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. (Gov. Code §§ 54950-54963)~~

20.200.56 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)**

20.200.67 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 ~~him~~ **a Commissioner's, the Personnel Director shall record that Commissioner's** dissent or approval and ~~his reasons shall be recorded~~ **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.~~

20.300 COMMISSION EMPLOYEES

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. (ECS **§ 45264**)

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. ~~He~~ **The Personnel Director** shall act as secretary to the Commission and shall issue and receive all notifications on its behalf. ~~He~~ **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 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 Commissioner(s) 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 ~~30~~ **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)**

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 of ~~Education~~.
- 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.

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

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- 30.100.2 **Restricted Positions**
- 30.100.3** Exemption From the Classified Service
- ~~30.100.34~~ "Part-Time" Defined
- ~~30.100.45~~ Effect of Exemption
- ~~30.100.56~~ Professional Expert Assignments

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- 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
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- 30.200.6 Changes in Duties of Positions
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- 30.200.9 Creation of New Positions (ECS 45276)

30.300 RECLASSIFICATION

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- 30.300.2 Effective Date of Reclassification
- 30.300.3 **Notification of Reclassification**
- 30.300.4** Effects on Incumbents
- ~~30.300.45~~ Reemployment List for Displaced Incumbents

30.400 MISCELLANEOUS RELATED RULES - SENIOR MANAGEMENT EXEMPTIONS

- ~~30.400.1 Decreases in Assigned Time~~ **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**
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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 (ECS **§ 45256**)

30.100.2 Restricted Positions

Positions not requiring certification qualifications created by a **G**overning **B**oard 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.

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 ~~include~~ **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."

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)**

30.100.2**3** Exemption From the Classified Service

The following are exempt from the classified service:

- 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.
- E. Apprenticeship 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.

30.100.34 "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)

30.100.45 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.

30.100.56 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 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.

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)

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.
- 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.
- 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.
- 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)

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.

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)

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

- 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 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.

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)

- 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.

30.300.5 Reemployment List for Displaced Incumbents

- 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)
- 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.

- 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)

30.400 MISCELLANEOUS RELATED DUTIES SENIOR MANAGEMENT EXEMPTIONS

30.400.1 Decreases in Assigned Time

- 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~~

~~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.~~

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 § 35031.

INFORMATION ITEM

MINIMUM WAGE INCREASE – ANALYSIS AND IMPACT

Senate Bill 3 (“SB 3”) passed in 2016 included an increase of the state’s minimum wage according to a pre-set schedule on a yearly basis from January 1, 2017 to January 1, 2022. As a result, the minimum wage for California will increase by forty-three percent (43%). Minimum wage increases experienced at this rapid rate cannot be addressed through negotiated salary increases, which currently reflects an approximate eight percent (8%) for classified employees during this time period.

It is recognized that the state’s future minimum wage increases will directly impact the hourly rates of District classified employees in certain job classifications. Thereby, it was agreed that the Personnel Commission would conduct a salary study of those positions to identify the impact of the increase and determine a reallocation of the lowest range classifications on the classified salary schedule.

Classifications identified as not meeting the state minimum wage requirement of \$14.00 per hour, beginning January 1, 202, include:

- Campus Aide
- Extended Day Program (EDP) Aide

Effective January 1, 2022, the minimum wage increase to \$15.00 per hour will impact the following job classifications:

- Child Nutrition Worker (CNW) I
- Locker Room Attendant
- Office Aide
- Special Education Classroom Assistant (SECA) Trainee^^

The analysis of the minimum wage on the identified classifications also included a salary survey of the impacted job classes in our comparison districts. Additionally, benchmark classifications relative to the impacted classifications, as identified by the 2019 CSEA Zone 9 Classified Employee Compensation Survey, was also factored into the analysis to assure that District salaries in these classifications remain competitive with our comparison districts throughout the county. Data tables attached.

Based on the above, reallocation of salary ranges for the lowest classifications in accordance with minimum wage requirements, and adjacent classifications that fall below the benchmark data found in the salary survey, is recommended as outlined below.

CLASSIFCATION	JOB FAMILY	CURRENT RANGE	PROPOSED RANGE	INCREASE (%)	EFFECTIVE DATE
Campus Aide*	Instr	5	7	5%	1/1/2021
EDP Aide*	EDP	6	7	2.5%	1/1/2021
EDP Assistant^	EDP	12	13	2.5%	1/1/2021
EDP Lead^	EDP	15	16	2.5%	1/1/2021

CLASSIFICATION	JOB FAMILY	CURRENT RANGE	PROPOSED RANGE	INCREASE (%)	EFFECTIVE DATE
Campus Aide*	Instr	7	10	7.5%	1/1/2021
EDP Aide*	EDP	7	10	7.5%	1/1/2021
EDP Assistant^	EDP	13	16	7.5%	1/1/2021
EDP Lead^	EDP	16	19	7.5%	1/1/2021
CNW I*	CN	9	10	2.5%	1/1/2022
CNW II^	CN	11	12	2.5%	1/1/2022
CNS Lead -Serving	CN	15	16	2.5%	1/1/2022
CNS Lead – Prod.^	CN	17	18	2.5%	1/1/2022
Locker Rm Attn*	Instr	7	10	7.5%	1/1/2022
Office Aide*	Clerical	8	10	5%	1/1/2022
Office Aide-B	Clerical	10	12	5%	1/1/2022
Office Assistant I^	Clerical	11	13	5%	1/1/2022
Office Assistant I-B^	Clerical	13	15	5%	1/1/2022
District Receptionist^	Clerical	13	15	5%	1/1/2022
Dist Receptionist-B^	Clerical	15	17	5%	1/1/2022
Instr Media Svcs Asst^	Clerical	13	15	5%	1/1/2022
Office Assistant II^	Clerical	16	18	5%	1/1/2022
Office Assistant II^	Clerical	18	20	5%	1/1/2022
Counseling Tech**	Clerical	17	20	7.5%	1/1/2020
Counseling Tech-B**	Clerical	19	21	7.5%	1/1/2020
Counseling Tech^	Clerical	20	22	5%	1/1/2022
Counseling Tech-B	Clerical	21	23	5%	1/1/2022
Health Assistant^	Technical	16	18	5%	1/1/2022
Health Assistant-B^	Technical	18	20	5%	1/1/2022

CLASSIFICATION	JOB FAMILY	CURRENT RANGE	PROPOSED RANGE	INCREASE (%)	EFFECTIVE DATE
SECA Trainee^^	Instr	9	N/A	N/A	N/A

* Based on impact of minimum wage

^ Based on benchmark salary data

^^ Classification eliminated and all current incumbents reclassified as of the first working day of the 20-21 school year per Memorandum of Understanding, dated April 29, 2020.

** Salary Adjustment reallocation/realignment (OAI/HA reclass)

The foregoing information was provided to the District and the Classified School Employees Association and its Chapter 179 (CSEA) and will be presented to the Personnel Commission for approval once agreement has been reached between the parties.



Angela Bishop (DO) <bishopa@cajonvalley.net>

Recruitments

1 message

Maritza Diaz (DO) <diazm@cajonvalley.net>
 To: "Angela Bishop (DO)" <bishopa@cajonvalley.net>
 Cc: MICHELLE HAYES <hayesm@cajonvalley.net>

Mon, Sep 21, 2020 at 3:53 PM

Hi Angela,

Here is a list of recruitments I have to process , please let me know if you have any questions or suggestions.

Retirements:

- Buyer - Retirement Patti Olah Dec 2020 - Sharon would like for it to run as Promo/Open.
- School Administrative Assistant - Retirement Patti Paine-Thoma Dec 2020
- Office Assistant I Bilingual Spanish - Retirement Rosa Rivera CVMS Dec 2020
- CNS Lead Distribution - Retirement Cathy Renfro Dec 2020

Vacancies to fill:

- Night Custodian - Vacancy
- Office Assistant II Bilingual Arabic -Chase Vacancy
- Office Assistant II Bilingual Spanish -Lexington Vacancy
- SECA Bilingual ASL - SpEd Floater Vacancy
- Bench Technician - New position - Jon would like for it to run as Promo/Open. He'd also like to request we recruit for CST in case one is promoted to Bench Tech. Please advise.

Pending:

- Budget Analyst - CSEA pending
- Administrative Assistant II - Retirement Donna Medinger Dec 2020
- Executive Assistant - Retirement Jeanne Goff Dec 2020

Maritza Diaz

Personnel Specialist - Classified

Personnel Commission

619.588.3050 | Fax: 619.588.3663

750 E Main St, El Cajon, CA 92020

Job Openings



Achiever | Consistency | Maximizer | Empathy | Harmony

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