

2023- 2024 ANNUAL REPORT

Cajon Valley Union School District

PERSONNEL COMMISSION



Placing People First

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www.cajonvalley.net/personnelcommission

PERSONNEL COMMISSION

The Personnel Commission is the foundation of the merit system. It is an independent body composed of three persons appointed for three-year staggered terms. The Personnel Commission is responsible for maintaining a merit system for classified employees of the school district and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters, and protests involving examinations, selection and appointment procedures; and prescribe rules related to a variety of personnel practices.

MERIT PRINCIPLES

The Merit System encompasses these basic principles and concepts:

Hiring and promoting employees on the basis of ability, with open competition in initial employment.

- Providing for compensation.
- Retaining employees on the basis of performance.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

COMMISSION FUNCTIONS

Prescribe Classified Rules & Regulations

- Establish rules pursuant to the Merit System sections within Education Code.
- Amend, delete, or add rules as needed.

Classify Positions

- Conduct classification studies
- Administer reclassification process.
- Create & update position descriptions.

Recommend Salary

- Conduct Salary Studies
- Ensure internal alignment.
- Maintain salary

Conduct Recruitments for Classified Positions

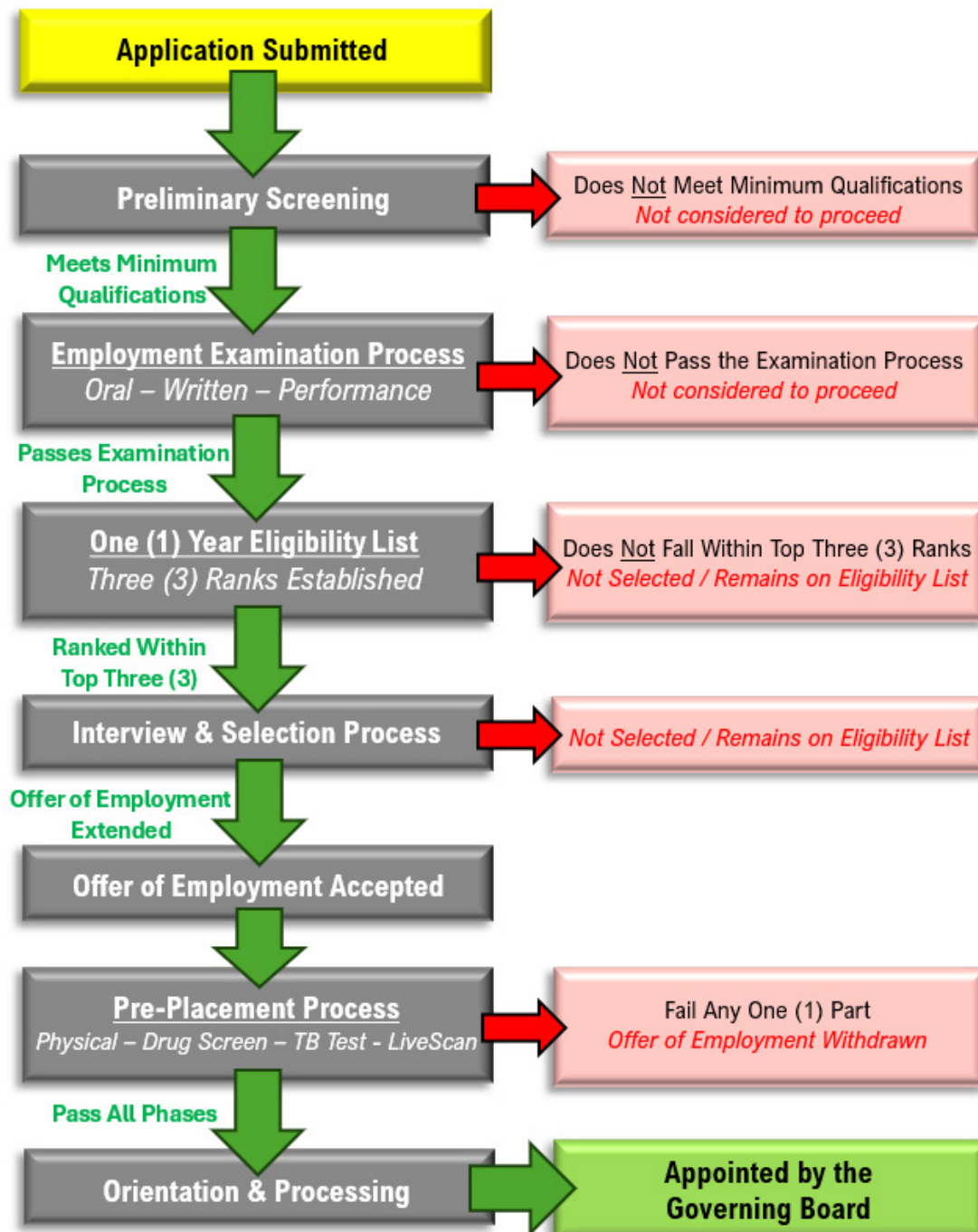
- Post and administer recruitments
- Establish & certify eligibility lists.
- Conduct screening, exams, & interviews.

Hear Appeals to Personnel Action

- Recruitment processes
- Disciplinary actions

RECRUITMENT & SELECTION

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on the Merit System provisions of the Education Code and other relevant Federal and State laws and regulations. The flow chart shown below describes the typical steps taken to fill a contract position.





EMPLOYMENT ACTIONS

RECRUITMENTS:

Administrative Assistant I
 Administrative Assistant I - Bilingual (Arabic)
 Administrative Assistant I - Bilingual (Spanish)
 Administrative Assistant II
 Administrative Assistant II - Bilingual (Spanish)
 Assistant Buyer
 Behavior Intervention Specialist
 Benefits Specialist
 Bilingual - Bicultural Interpreter (Pashto)
 Bus Attendant
 Buyer
 Campus Aide
 Campus Safety Lead
 Child Nutrition Services Lead - Distribution
 Child Nutrition Services Lead - Production-Serving Kitchen
 Child Nutrition Worker I - Central Kitchen
 Child Nutrition Worker I - Central Kitchen and/or School Site
 Child Nutrition Worker I - School Site
 Child Nutrition Worker II
 Community Liaison - Bilingual (Arabic)
 Community Liaison - Bilingual (Pashto)
 Computer Network Technician I
 Computer Network Technician II
 Computer Support Technician
 Computer/Network Services Supervisor
 Contracts Specialist
 Coordinator, Safety and Security
 Curricular Materials Services Assistant
 Day Custodian
 Delivery Driver/Warehouse Worker
 Director - Information Services
 Early Childhood Education Assistant (Preschool/TK)
 Early Childhood Education Assistant (Preschool/TK) - Bilingual (Arabic)
 Early Childhood Education Assistant (Preschool/TK) - Bilingual (Farsi)
 Early Childhood Education Assistant (Preschool/TK) - Bilingual (Pashto)
 Early Childhood Education Assistant (Preschool/TK) - Bilingual (Spanish)
 English Language Development Assistant - Bilingual (Arabic)
 English Language Development Assistant - Bilingual (Arabic/Chaldean)
 English Language Development Assistant - Bilingual (Pashto)
 English Language Development Assistant - Bilingual (Spanish)
 Executive Assistant
 Extended Day Program Aide - Before and After School Care
 Extended Day Program Assistant - Before and After School Care
 Extended Day Program Site Lead - Before and After School Care
 Groundskeeper II
 Guidance Technician
 Guidance Technician - Bilingual (Spanish)
 Health Assistant
 Health Assistant - Bilingual (Spanish)
 Health Technician
 Heating, Ventilation, Air Conditioning & Refrigeration (HVAC&R) Technician
 Help Desk Representative
 Infrastructure Engineer
 Instructional Assistant
 Instructional Materials/Catalog Technician
 Irrigation Technician
 Library Media Technician I
 Licensed Vocational Nurse (LVN)
 Lifeguard
 Maintenance Service Technician
 Mechanic
 Mental Health Clinician (MHC) I/II
 Network Analyst
 Night Custodian
 Occupational Therapist
 Office Assistant I
 Office Assistant I - Bilingual (Arabic)
 Office Assistant II
 Office Assistant II - Bilingual (Arabic)
 Office Assistant II - Bilingual (Spanish)
 Office Technician
 Paraeducator
 Parent Facilitator
 Physical Therapist
 Planning Technician
 Plumber
 Print Shop Technician
 Registered Nurse
 Safety and Security Supervisor
 School Administrative Assistant - Bilingual (Spanish)
 School Bus Driver I
 Special Education Technician
 Storekeeper II
 Student Data Technician - Bilingual (Arabic)
 Student Data Technician - Bilingual (Spanish)
 Systems Analyst/Programmer
 Transportation Operations Assistant
 Transportation Operations Supervisor
 Transportation Scheduler/Dispatcher
 Van Driver - Student Transportation

	22-23	23-24
New Hire	229	362
Promotion	106	93
Transfer	174	87
Reinstatement	15	17
Rehire	1	1
Resignation & Termination	137	206
Retirement	16	18
Leave of Absence (LOA)	37	21
Return from LOA	8	18
Total Applications	3154	3452
Total Classified Employees	1381	1499
Total Classified Substitutes	591	656

Compensation & Classification Study

In June 2021, the Classified School Employee Association (CSEA) Chapter 179 and the Cajon Valley Union School District approved a District-wide, three and half year classification study for all Classified positions. The study is being conducted by Eric Hall & Associates.

Phases 3 and 4 were completed in 23/24.

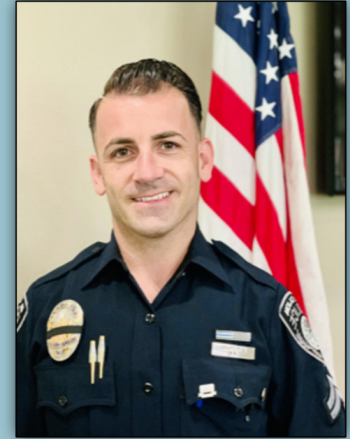
PERSONNEL COMMISSION STAFF



Paul Stephens
Chair
CSEA Appointee
Since June 2021



Dr. Terina Brooms
Vice Chair
Board Appointee
Since December 2020



Louie Michael
Member
Joint Appointee
Since October 2021



Maritza Diaz
Classified Personnel Director



Linda Gudino
Classified Personnel Analyst



Stephanie Sanchez Ponce
Personnel Assistant



Breanna Faber
Administrative Assistant I

The Personnel Commission thanks our employees, Personnel Services, the District and CSEA Chapter 179 for their continued dedication to our Cajon Valley students.