

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

4. CORRESPONDENCE

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

5. APPROVAL OF MINUTES

- a. Approve the minutes of the Regular Meeting on December 17, 2020

Motion by:_____, Seconded by_____. Vote:_____

6. INFORMATION/DISCUSSION ITEMS

- a. Review of Applications Received for the Joint Appointee to the Personnel Commission.
 - i. Pursuant to Education Code section 45246(b)(2), the Appointee of the Governing Board and the Appointee of the Classified Employees will review the applications received to be able to make a public announcement of the name of the person they intend to appoint during a future meeting.
- b. Update on Requests for New/Revised/Reclassification of Positions
 - i. Request for Classification Study–Secretary (Bilingual), Student Services
 - ii. Instructional Assistant/Special Education Classroom Assistant
- c. Request for Department and School Site Organization Charts
- d. BoardDocs – School Board Management Software Solution
- e. Vacancies/Recruitments/Personnel Activity
 - i. Staff will review status of current vacancies, ongoing recruitment, and establishment and status of eligibility lists.

7. ACTION ITEMS

- a. Revision to 2021 Schedule of Regular Meetings of the Personnel Commission:
Reschedule February 25, 2021 Regular Meeting to Thursday, March 4, 2021
Motion by:_____, Seconded by_____. Vote:_____
- b. Announcement of Intended Joint Appointee Selection for Personnel Commission and Establishment of Open Hearing.
Motion by:_____, Seconded by_____. Vote:_____
- c. Approval of Reclassification, Retitle and Reallocation of Personnel Specialist – Classified position.
 - i. Approve recommended reclassification, retitle, and reallocation of the Personnel Specialist – Classified, Confidential position to Personnel Analyst in the Classified Employees bargaining unit.
Motion by:_____, Seconded by_____. Vote:_____

8. REPORTS/COMMUNICATION

- a. CSEA, Mark Reagles, CSEA Chapter 179 President
- b. CVAA/CVSA, Naomie Rodrigues, Classified Management and Supervisory

Representative

- c. Cajon Valley Union School District Report(s)
 - i. Michelle Hayes, Assistant Superintendent – Personnel Services, will provide update information on current negotiations with CSEA and its Chapter 179.
- d. Personnel Director Report, Maritza Diaz
- e. Commission Members' Report(s)

9. NEXT PERSONNEL COMMISSION MEETING

- a. March 4, 2021, pending revised calendar approval.

10. 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 Maritza Diaz by email at diazm@cajonvalley.net

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Regular Meeting

PERSONNEL COMMISSION

Date: December 17, 2020 Zoom Meeting

MEMBERS PRESENT: Tim McKay, Chair
Terina Brooms, Vice Chair

STAFF REPORTING: Maritza Diaz, Director – Classified Personnel
Michelle Hayes, Assistant Superintendent/Director

SWEARING IN OF TERINA BROOMS - NEW THREE YEAR TERM

Terina Brooms was sworn in as the Board Appointee to the Personnel Commission and took the oath of office.

1. REGULAR MEETING OPEN SESSION:

- a. The December 17, 2020 regular meeting of the Personnel Commission was called to order at 4:03 p.m., by Tim McKay, Acting Chair. He welcomed the audience. Mark Reagles led the salute to the flag.
- b. Roll Call/Establishment of Quorum
Tim McKay - Present
Terina Brooms - Present

2. PUBLIC COMMENTS:

Public comment submitted through email:

Akilah Pineda commented: *In hearing that discussions of SECA's being reclassified as ICA's (Instructional Classroom Assistants), have been going on unknowingly to us, I wanted to make sure that I commented on the matter. I have spoken with my colleagues at my particular site, and heard from a couple at different sites, and i would guess that it may be the sentiment across the board, that SPED class SECA's would not like to be reclassified as ICA's. Of course I don't want to speak for everyone in SPED classes, I just feel like it may be what we are largely thinking, and would like the conversations to involve us, as we already feel left out given any regular work day, let alone discussions that may change our jobs. So, right now we are able to be tossed around as needed. I can tell you that, that is something that upsets us, and makes us feel very insecure about our jobs. SPED class SECAs specialize in working in SPED classes. We are a special group of workers that work tirelessly, stretching ourselves thin, while still providing a positive and nurturing educational environment for our students. Many of us often lack the support we need, but still come together to double, or even triple up on duties and responsibilities, to make things run smoothly, while making sure each individual students' goals are met. This is an extremely tough job, and it's not for the faint of heart. Many people run for the hills, or other positions, like 1 on 1 in a GenEd environment, or resource. It's definitely not for everyone, and that I understand. We stay because we love what we do! We teach in a wide variety of areas, reading, writing, letters, numbers, colors, math, objects, uses for those objects, STAR assessments, and SO MUCH MORE! We specialize in de-escalation, many of us are PRO-ACT trained, so that we do know how to deal with violent situations. We get beat up quite a bit, because there are situations where you just can't prevent every instance of a physical outburst. Kicked, slapped, punched, hard objects thrown at us, hair pulled, clawed at, scaled,*

bit, black eyes, cut, bumps, bruises, tables and chairs tossed, classrooms destroyed. Some of us run G-tube feedings, or other specialized things. We teach life skills so that our students can learn to be as independent as possible. This includes potty training. Did I mention diapers? Even on the older kids. When our teachers are gone, one, or all of us take charge and run class, as subs usually have no clue what to do in classrooms such as ours. When we get SECA subs, they usually also have no clue what to do and have often said, "I didn't know I'd be doing this". We train teachers and SECAs that come in, even knowing they're likely going to be too scared or intimidated to come back, and we pick up their slack. There's so much more that goes into this job. I don't think many people even get what we really do, understand the goings on, or even care to. Everyone is going to have a view on how things should be handled. After hearing from others, I would like to suggest that if you're truly wanting to reclassify us, call us what we are, Special Education Specialists, or just keep us as SECA's, and give us the pay we deserve, which is quite a few dollars more than what we are receiving now. I recently had a custodian say to me "you guys should be getting paid more than we do, since you are actually working with, and teaching the students". ICA's seems more geared towards a resource, or a Teacher's Assistant kind of role, than it does for anything else. Maybe have a SECA I/SECA II system to break up GenEd one on one's and SPED class SECAs, as each is a VASTLY different classroom dynamic. While all areas deserve better pay, and as I've worked in all areas, I would say that SPED class SECAs deserve a greater rate. I definitely invite those considering the reclassification process, and pay, come observe my class for a couple of days, observe some others as well, and I urge you to involve SECAs at different sites in any discussions about our title, responsibilities, and pay. I apologize this wasn't as put together as I would have liked. I'm running class this week and have been very busy, and exhausted, so I threw it together in a hurry. Congratulations again Maritza! You deserve it!

3. APPROVAL OF PROPOSED AGENDA:

- a. Approve the agenda for the regular meeting on December 17, 2020

A motion was made by Tim McKay and second by Terina Brooms to approve the proposed agenda for the December 17, 2020 Personnel Commission regular meeting.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

4. ELECTION OF OFFICERS

- a. Election and Approval of Chairperson of the Personnel Commission for the 2021 term.

Tim McKay nominated himself as Chairperson.

A motion was made by Tim McKay and second by Terina Brooms to approve.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

- b. Election and Approval of Vice Chairperson of the Personnel Commission for the 2021 term.

Tim McKay nominated Terina Brooms as Vice Chair.

A motion was made by Tim McKay and second by Terina Brooms to approve.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

5. CORRESPONDENCE

California Schools Personnel Commissioners Association (CSPCA) Merit Academy save-the-date was provided.

6. APPROVAL OF MINUTES:

- a. Approve the minutes of the Special Meeting on November 19, 2020
- b. Approve the minutes of the Regular Meeting on November 19, 2020
- c. Approve the minutes of the Special Meeting on November 30, 2020

A motion was made by Tim McKay and second by Terina Brooms to approve minutes for meetings as presented.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

7. ACTION ITEMS:

- a. Approval of Personnel Commission 2021 Meeting Dates

Approve recommended dates for 2021 Personnel Commission meetings as recommended.

A motion was made by Tim McKay and second by Terina Brooms to approve.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

- b. Approval of Reclassification Recommendation

- i. Reclassify five (5) positions, along with incumbents, from Child Nutrition Services Lead-Serving Kitchen (Range 15) to Child Nutrition Services Lead-Production/Serving Kitchen (Range 17).

- ii. Waive rule 30.300.2 of the Personnel Commission Rules & Regulations to reclassify and reallocate incumbents effective November 20, 2020, pending CSEA negotiations.

- iii. Abolish the Child Nutrition Services Lead-Serving Kitchen job classification.

A motion was made by Tim McKay and second by Terina Brooms to approve reclassification effective November 20, 2020 and abolishment of Child Nutrition Services Lead – Serving Kitchen position.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

- c. Approval of New Classification Family for Classified Employees' Salary Schedule

Approve recommended establishment of the Safety/Security job classification family.

Ms. Brooms asked the Security term be removed from Safety/Security.

A motion was made by Tim McKay and second by Terina Brooms to approve with changes.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

- d. Approval of Reassignments of Classifications to Safety Classification Family.

- i. Approve recommendation to reassign Campus Aide position to the Safety classification family.
- ii. Approve recommendation to reassign Locker Room Attendant position to the Safety classification family.
- iii. Approve recommendation to reassign Campus Assistant position to the Safety classification family.
- iv. Approve recommendation to reassign Campus Safety Lead position to the Safety classification family.

A motion was made by Tim McKay and second by Terina Brooms to approve classification family reassignments.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

e. Approval of Minimum Wage Salary Recommendations

Reallocate the classifications identified as not meeting the minimum wage requirement of \$14.00 per hour beginning January 1, 2021, and relative job family classifications as recommended.

- i. Reallocate Campus Aide, along with incumbents, from Range 05 to Range 07, effective January 2021.
- ii. Reallocate Locker Room Attendant (no incumbents in classification) from Range 07 to Range 09, effective January 1, 2021.
- iii. Reallocate Campus Safety Assistant, along with incumbents, from Range 16 to Range 18, effective January 1, 2021.
- iv. Reallocate Campus Safety Lead, along with incumbents, from Range 20 to Range 22, effective January 1, 2021.
- v. Reallocate Extended Day Program Aide, along with incumbents, from Range 06 to Range 08, effective January 1, 2021.
- vi. Reallocate Extended Day Program Assistant, along with incumbents, from Range 12 to Range 14, effective January 1, 2021.
- vii. Reallocate Extended Day Program Site Lead, along with incumbents, from Range 15 to Range 17, effective January 1, 2021.
- viii. Reallocate Early Childhood Program Lead I, along with incumbents, from Range 18 to Range 20, effective January 1, 2021.
- ix. Reallocate Early Childhood Program Lead II, along with incumbent, from Range 20 to Range 22, effective January 1, 2021.
- x. Abolish the Early Childhood Program Aide II job classification.

A motion was made by Tim McKay and second by Terina Brooms to approve reallocations and abolishment of Early Childhood Program Aide II position.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

f. Unconditional Commitment to Ralph M. Brown Act.

Personnel Commissioner's unconditional commitment pursuant to Ralph M. Brown Act.

A motion was made by Tim McKay and second by Terina Brooms to approve commitment.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

8. INFORMATION/DISCUSSION ITEMS:

a. Selection Process for Joint Appointee Commissioner

Commissioners instructed Maritza Diaz to post Commissioner recruitment on Edjoin.org. Recruitment will be communicated to CSEA, Cajon Valley Employees and El Cajon Chamber of Commerce. Candidates considered from Board Appointee interviews will be contacted.

b. Update on Requests for New/Revised/Reclassification of Positions

i. Request for Classification Study–Secretary (Bilingual), Student Services

Ms. Diaz stated a meeting has been scheduled with the employee to begin study.

ii. Instructional Assistant/Special Education Classroom Assistant

Ms. Diaz informed an information meeting will be scheduled with Special Education and Educational Services Directors. She assured plans to collaborate and involve current employees with the study. Ms. Diaz stated an outline would be provided.

iii. Personnel Commission - Staff Study

Ms. Diaz informed a reclassification study and recommendation for the vacant Personnel Specialist – Classified position will be presented at next month's meeting.

c. Vacancies/Recruitments/Personnel Activity

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

Ms. Diaz presented lists of current vacancies, eligibility lists and classified personnel activity.

d. Brown Act Presentation

Jordan Bilbeisi, Fagen, Friedman & Fulfroest LLP, February 25, 2021 Personnel Commission meeting.

Mr. McKay informed Mr. Bilbeisi will resume services as legal counsel for the Personnel Commission and will provide a presentation on the Brown Act at the February meeting.

7. REPORTS/COMMUNICATION:

a. CSEA

No Comment.

b. CVAA/CVSA

Naomie Rodrigues, Executive Coordinator – Superintendent's Offices, thanked Mr. McKay for contacting her and adding the Cure and Correct to the agenda. She thanked Commissioners for their commitment to the the Brown Act. Ms. Rodrigues congratulated the Commission and Ms. Diaz on her appointment as Director.

c. Cajon Valley Union School District Report(s)

i. Staff will provide update information on current negotiations with CSEA and its Chapter 179.

Michelle Hayes congratulated Ms. Brooms on her Commissioner appointment. Ms. Hayes congratulated Ms. Diaz on her Director appointment. Ms. Hayes reported nine classified employees have been awarded the San Diego County of Education Teacher Credentialing Grant. She informed Commissioners on the next scheduled CSEA negotiations meeting where they would be discussing the state offered Summer Employee Assistance Program. Ms. Hayes reported the District has held virtual town hall meetings with staff to discuss continuous reopening plans. She recognized all staff for their hard work and dedication during these times.

Ms. Hayes provided clarification on the discussion item regarding Instructional Assistant's and Special Education Classroom Assistant's. She informed that the District had only began conversations of the topic, team collaboration will be encouraged through the process once established. Ms. Hayes stated the plan is not to change the positions entirely; the goal is to create career pathways and opportunities for instructional support staff.

Ms. Hayes wished Classified Employees a relaxing winter break.

d. Personnel Director Report

Maritza Diaz congratulated Ms. Brooms on her appointment. She reported on the impacts the social distancing regulations have had on in-person testing. She congratulated the grant awarded classified employees. She reported legal counsel services have changed for the Personnel Commission to Jordan Bilbeisi of Fagen, Friedman & Fulfrost LLP. Ms. Diaz thanked Kerrie McNally and Kristine Kwong for their legal services provided.

Ms. Diaz thanked and recognized the work of classified employees during the pandemic.

e. Commission Members' Report(s)

Terina Brooms stated she is excited to learn and be of service to everyone.

Tim McKay thanked the District, CSEA, and CSPCA for their work and participation in the Director hiring. He recognized and congratulated Maritza Diaz on her Director appointment. Mr. McKay informed he plans to schedule school site visits in the future.

8. NEXT COMMISSION MEETING:

Regular meeting, January 28, 2021

9. ADJOURNMENT

The meeting was adjourned by Tim McKay at 5:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'MD' or similar initials, written in a cursive style.

Maritza Diaz, Recording Secretary/Director

A handwritten signature in black ink, appearing to be 'T. McKay', written in a cursive style.

Tim McKay, Chair

JOINT COMMISSIONER APPOINTMENT INFORMATION

In accordance with the Personnel Commission Rules & Regulations, and Education Code Sections 45245, 45246 (2) (c) (d), 45247, and 45248, Appointment and Terms of Personnel Commissioners, one member of the Commission shall be appointed by the Governing Board, one member appointed by the classified employee representatives (CSEA), and the third member appointed by those two with each term expiring November 30th on a staggering, three year basis. This year, the Combined Appointee resigned October 31, 2020.

In accordance with Ed Code Section 45246 (f), At the next regularly scheduled Personnel Commission meeting to be held after 30 days from the day the intended appointee is announced as specified in paragraph (2) of subdivision (b), as the case may be, the appointee of the Governing Board and the Appointee nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organizations the opportunity to express their views on the qualifications of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.

Upon the conclusion of the open hearing, the appointee of the Governing Board and the Appointee nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

**Personnel Commissioner
Cajon Valley Union School District**

POSITION DESIRED: Personnel Commissioner
Application Submitted On: 9/20/2020 7:06:04 PM

PERSONAL INFORMATION

<div>██████████</div> <div>First Name</div>	<div>██████████</div> <div>Last Name</div>	<div></div> <div>M. I.</div>	<div></div> <div>Other Name</div>
<div>██</div> <div>Address</div>			<div></div> <div>Apt Number</div>
<div>██████████</div> <div>City</div>	<div>██</div> <div>State</div>	<div>██████████</div> <div>Zip</div>	<div></div> <div>Country</div>
<div>██████████████████</div> <div>Home Phone</div>	<div></div> <div>Work Phone</div>	<div>██████████████████</div> <div>Mobile Phone</div>	
<div></div> <div>Fax</div>	<div>██████████████████████████████████████</div> <div>Email</div>		
<div></div> <div>Website</div>			

ABOUT YOU

Languages (other than English)

To qualify for consideration as a Personnel Commissioner, all of the following requirements MUST be met:

Are you a resident of the area covered by the Cajon Valley Union School District?

☒ Yes ☐ No

Are you a registered voter?

☒ Yes ☐ No

Are you an employee of the Cajon Valley Union School District?

☐ Yes ☒ No

Are you an employee of the San Diego County Office of Education?

☐ Yes ☒ No

Are you a member of the governing board of any school district or county board of education?

☐ Yes ☒ No

Are you familiar with Merit System and support the concepts of employment, employment retention, professional development, promotional opportunities, and other related matters?

☒ Yes ☐ No

Documents required: Letter of interest and Detailed resume.

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

High School: El Cajon Valley	Highest Grade Completed: 12	<input checked="" type="checkbox"/> Graduated <input type="checkbox"/> GED
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1.

Name of College: California Coast University	Semester Units: 126	From: To
Major/Field of Study: Bachelor of Science, Criminal Justice	Degree Awarded: B.A./B.S.	
.....		

2.

Name of College:		From: To
Major/Field of Study:	Degree Awarded:	
.....		

3.

Name of College:		From: To
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Major/Field of Study:

Degree Awarded:

4.

Name of College:

From: To

Major/Field of Study:

Degree Awarded:

RECORD OF WORK EXPERIENCE

List Most Current Employment First

1.

Employer: El Cajon Police Department

Date From: To:

Address: 100 Civic Center Way

Current Employer ☒ Please don't
contact ☐

Supervisor: Michael Doyle

Phone: 619-579-3311

Supervisor Title: Sergeant

Your Job Title: Detective

Hours/Week: 40

Job Duties: • Investigate and interview suspects, witnesses,
and victims involved in Domestic Violence cases. • Work
closely with outside jurisdictions to gather forensic evidence
needed to work cases. • Collaborated with the District
Attorney's Office to bring justice to victims of domestic
violence.

Reason For Leaving:

2.

Employer:

Date From: To:

Address:

Current Employer ☐ Please don't
contact ☐

Supervisor:

Phone:

Supervisor Title:

Your Job Title:

Hours/Week:

Job Duties:

Reason For Leaving:

3.

Employer:

Date From: To:

Address:

Current Employer ☐ Please don't
contact ☐

Supervisor:

Phone:

Supervisor Title:

Your Job Title:

Hours/Week:

Job Duties:

Reason For Leaving:

PROFESSIONAL REFERENCES

1.

Name Rob Cartwright

Title Owner

Organization/Company Cartwright Termite and Pest Control

Phone 619-250-2013

Email rob@cartwrightpestcontrol.com

2.

Name Michael Doyle

Title Sergeant

Organization/Company El Cajon Police Department

Phone 92020

Email

3.

Name

Title

Organization/Company

Phone

Email

PROFESSIONAL SUMMARY

A results-oriented, high energy Police Detective with 10+ years of progressively responsible experience in the Public Service Area. Highly developed administrative and analytical skills as evidenced by the ability to continuously improve division operations. Qualified by:

Investigative Techniques
Police Media Relations
Conflict resolution

Supervision & Training
Search & Seizure
Defense Management

Evidence Collection
Technical Surveillance
Professional Development

WORK EXPERIENCE

El Cajon Police Department, El Cajon – Detective – Family Protection Unit – Domestic Violence November 2017 – Present

- Investigate and interview suspects, witnesses, and victims involved in Domestic Violence cases.
- Work closely with outside jurisdictions to gather forensic evidence needed to work cases.
- Collaborated with the District Attorney's Office to bring justice to victims of domestic violence.
- Prepare detailed reports of cases for prosecution.
- Liaison for East County's Domestic Violence Response Team (DVRT).
- Work with the High Risk Team (HRT) regarding high-risk domestic violence offenders and victims.

El Cajon Police Department, El Cajon – Detective – Joint Terrorism Task Force, November 2017– Present

- Attend quarterly meetings reference terrorism cases throughout San Diego County.
- Investigate terrorism cases that pertain to the City of El Cajon.
- Submit Suspicious Activity Reports (SARs).
- Disseminate officer safety related information bulletins to the El Cajon Police Department.

El Cajon Police Department, El Cajon – Terrorism Liaison Coordinator, January 2015 - Present

- Earned 'Secret Clearance' through the Department of Homeland Security.
- Work with San Diego's Law Enforcement Coordination Center (LECC) to relay information and act as a liaison to El Cajon Police Department (ECPD).
- Stay up to date on information surrounding issues of terrorism and ensure that ECPD continues to be informed and current on the issues

El Cajon Police Department, El Cajon – Crisis Negotiation Team (CNT) Negotiator, May 2017 – November 2017

- Responded to high-intensity situations to assist police personnel in making sure the scene is safe for all parties involved.
- Spoke with individuals to assist them in hopes that they will cooperate with police.
- Attended trainings to keep informed and up to date on the latest tactics and policies.

El Cajon Police Department, El Cajon – Community Relations Officer, January 2017 – November 2017

- Interacted with community leaders to assess their needs and worked with them to accomplish solutions to various issues.
- Informed citizens about Neighborhood Watch programs and their importance. Provided trainings and hosted meetings regarding Neighborhood Watch to those citizens that were interested.
- Provided training to various agencies in the county (i.e.: Law Enforcement Agencies; District Attorney's Office) about the refugee and Middle Eastern populations and their presence in the community.
- Administered the Junior Achievement (JA) program to various elementary schools in El Cajon.
- Delivered Active Shooter training to various businesses in the private sector, such as San Diego Gas & Electric (SDG&E).

El Cajon Police Department, El Cajon – Cadet Advisor, January 2016 – November 2017

- Provided various trainings to the individuals in the Cadet Program at El Cajon Police Department (ECPD).
- Acted as a mentor for young individuals who aspire to obtain a career in law enforcement.

El Cajon Police Department, El Cajon – Bike Team (Special Enforcement Division), January 2015 – December 2016

- Patrolled the downtown area of El Cajon on a bicycle.
- Enforced El Cajon Municipal Codes and cited individuals that violated them.
- Worked to help alleviate the transient problem and enforced illegal lodging violations.

El Cajon Police Department, El Cajon – Police Officer (Patrol Division), August 2008 – December 2014

- Provide for public safety by maintaining order, responding to emergencies, protecting the public, enforcing criminal laws, and maintaining community relations.
- Practiced proactive policing by creating sector projects, making traffic stops, and establishing a visual presence throughout the city.

- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.

SKILLS, TRAINING AND ACHIEVEMENTS

- Advanced POST Approved Courses/Trainings (various topics) – 1,248 hours 2006 - Present
- Recipient of numerous letters of gratitude and appreciation from various businesses and entities throughout San Diego County.
- Conducted various trainings on Middle Eastern Cultural Awareness to the San Diego District Attorney's Office, San Miguel Fire & Rescue, LECC, FBI, JTTF, Sheriff's Department, POST Reserve Academy 2017 - Present
- Meritorious Unit Citation- May 2019
- Involved in various POST training videos related to first-line leadership, Suspicious Activity Reports, and updated medical laws – 2018
- ICI Domestic Violence Investigators Training – Core Course - 2018
- Refugee of the Year Award – June 2017
- Meritorious Service Award – May 2017
- Anti-Defamation League (ADL) Award Recipient/Honoree – March 2017
- Heartland Fire Department Award – Dedication to Public Safety 2017
- Distinguished Service Award – San Diego Crime Commission – January 2015
- Vetted/Secret Clearance through Department of Homeland Security – January 2015
- Meritorious Unit Citation – May 2014
- Officer of the Month – November 2012
- ATAC Vehicle Theft Recovery Award Recipient – 2011, 2012, 2013, 2014

EDUCATION

California Coast University – May 2018

Bachelor of Science, Criminal Justice

Southwestern Community College – April 2008

12 units completed – Basic Police Academy II

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

To Whom It May Concern,

This letter condones my interest in the Personnel Commissioner Position with the Cajon Valley Union School District. As a foundation that is responsible for maintaining a Merit System, my education and work experience will leverage the strengths that will show an innovative, safe and resiliency in a face paced, ever changing world.

Having worked for the El Cajon Police Department for 10+ years, my values and morals align with the qualifications of a Personnel Commissioner. I have satisfied requirements related to experience and education and I have developed the required skills throughout time in school and in my law enforcement position. It is these qualifications, combined with my true passion in community service that motivates me to pursue this position.

More details on my qualifications can be found in my resume.

I can be reached at [REDACTED] or at 619-654-3385. Please do not hesitate to contact me ahead of time should you have any questions for me. Thank you for your consideration of my application and time spent reading this letter.

Regards,

[REDACTED]

Vacancies

Position Title:	Number of positions:	Hours and Sites:
Administrative Assistant II	1	8.0 hours per day, Educational Services
Administrative Assistant II Bilingual (Spanish)	1	8.0 hours per day, Educational Services
Behavior Intervention Specialist	7	6.5-7.5 hours per day, Emerald, Empower, Greenfield, WD Hall and Special Education
Bus Attendant	5	5.0 hours per day. Transportation
Campus Aide	24	.50-2.5 hours per day Anza, Avocado, Bostonia, Crest, Cajon Valley, Emerald, Greenfield, Hillsdale, Jamacha, Los Coches Creek, Madison, Montgomery, Naranca, Rancho San Diego and WD Hall
Child Nutrition Worker I	18	2.5-4.0 hours per day, Bostonia, Child Nutrition, Cajon Valley, Greenfield, Hillsdale, Los Coches Creek, Lexington, Meridian, Montgomery and WD Hall
Child Nutrition Worker II	1	3.25 hours per day, Rancho San Diego
Child Nutrition Services Lead	1	7.5 hours per day, Child Nutrition
English Language Development Assistant Bilingual (Arabic)	2	3.0 hours per day, Anza Preschool and Chase Preschool
English Language Development Assistant Bilingual (Spanish)	5	2.0-7.0 hours per day, Johnson Preschool Los Coches Creek, and Educational Services
Extended Day Program Aide	22	1.5-3.2 hours per day, Blossom Valley, Bostonia, Flying Hills, Hillsdale, Jamacha, Johnson, Lexington, Madison, Magnolia, Meridian, Naranca, and Vista Grande
Extended Day Program Assistant	1	4.7 hours per day, Bostonia
Extended Day Program Site Lead	2	4.2 hours per day, Los Coches Creek and Naranca
Guidance Technician	1	6.25 hours per day, Johnson
Groundskeeper II	1	8.0 hours per day, Operations
Health Assistant	1	3.0 hours per day, Meridian
Health Care Specialist	4	7.5 hours per day, Health Services (Special Education)
Instructional Assistant	3	2.0 hours per day, Bostonia Preschool, Meridian Preschool and Sevvick
Lead Heavy Duty Mechanic	1	8.0 hours per day, Transportation
Library Media Technician I Bilingual (Spanish)	1	6.0 hours Fuerte/4.0 hours Bostonia
Night Custodian	2	8.0 hours per day, Maintenance & Operations
Office Assistant II	2	3.0-8.0 hours per day, Hillsdale and WD Hall
Office Assistant II Bilingual (Arabic)	1	3.5 hours per day, Anza
Office Assistant II Bilingual (Spanish)	2	3.0 hours per day, Bostonia and Lexington
Office Technician	1	8.0 hours, Extended Day Program
Personnel Assistant II	1	8.0 hours per day, Personnel Services
School Bus Driver I	3	5.0 hours per day, Transportation

Vacancies

Special Education Classroom Assistant / Trainee	28	3.5-6.5 hours per day, Anza, Avocado, Emerald, Greenfield, Hillsdale, Johnson, Lexington, Madison, Magnolia, Rancho San Diego, and Seville.
Special Education Classroom Assistant / Trainee Bilingual (Arabic)	1	6.0 hours per day, Hillsdale
Special Education Classroom Assistant / Trainee Bilingual (American Sign Language)	1	6.0 hours per day, Special Education

Recruitments

Job Posting	Recruitment Type:	Date Opened	Date Closed
Special Education Classroom Assistant Bilingual (ASL)	Promotional/Open	10/19/2020	Continuous
Special Education Classroom Assistant	Promotional/Open	10/19/2020	Continuous
Health Care Specialist	Promotional/Open	11/12/2020	Continuous
Campus Aide – Open	Open	11/12/2020	Continuous
Administrative Assistant II	Promotional	12/07/2020	12/18/2020
Administrative Assistant II Bilingual (Spanish)	Promotional	12/07/2020	12/18/2020
Accountant	Promotional/Open	12/18/2020	01/12/2021
Behavior Intervention Specialist	Promotional/Open	12/17/2020	Continuous
Office Technician	Promotional	12/18/2020	01/12/2021
Personnel Assistant II	Promotional	12/21/2020	01/14/2021

Eligibility Lists

Position:	Type of Recruitment:	Expiration:
Accounting Assistant I	Promotional / Open	October 2021
Assistant Buyer	Promotional / Open	February 2021
Bench Technician	Promotional / Open	November 2021
Budget and Special Programs Analyst	Promotional / Open	December 2021
Buyer	Promotional / Open	October 2021
Campus Aide	Open	February 2021, March 2021
Campus Safety Lead	Promotional / Open	August 2021
Child Nutrition Worker I	Promotional / Open	February 2021
Community Liaison Bilingual (Spanish)	Promotional / Open	February 2021
Computer Support Assistant	Promotional / Open	November 2021
Custodial Crew Leader	Promotional	August 2021
Day Custodian	Promotional / Open	December 2021
Director, Fiscal Services	Promotional / Open	October 2021
Director, Classified Personnel	Dual	November 2021
Extended Day Program Aide	Promotional / Open	March 2021
Extended Day Program Site Lead	Promotional / Open	February 2021
Extended Day Program Supervisor	Promotional	October 2021
English Language Development Assistant (Spanish)	Promotional / Open	February 2021
Graphic Arts Technician	Promotional / Open	March 2021
Grounds Supervisor	Promotional	September 2021
Health Assistant	Promotional / Open	November 2021
Health Care Specialist	Promotional / Open	February 2021, March 2021, December 2021, January 2022
Heavy Duty Mechanic	Promotional / Open	August 2021, November 2021,
Irrigation Technician	Promotional	November 2021
Library Media Technician I	Promotional / Open	November 2021
Manager, Extended Day Program	Dual	December 2021
Night Custodian	Promotional / Open	December 2021
Occupational Therapist	Dual	August 2021
Office Assistant II Bilingual (Arabic)	Promotional / Open	February 2021
Office Assistant II Bilingual (Spanish)	Promotional / Open	February 2021, December 2021
Payroll & Benefits Supervisor	Dual	September 2021
School Administrative Assistant	Promotional / Open	December 2021
Special Education Classroom Assistant Trainee	Promotional / Open	February 2021, December 2021
Special Education Classroom Assistant Trainee Bilingual (Arabic)	Promotional / Open	December 2021
Transportation Operations Assistant	Promotional / Open	July 2021
Transportation Safety & Training Supervisor	Promotional / Open	February 2021

Note: Several positions have multiple eligibility lists associated with the position because multiple recruitments were run to ensure that a complete eligibility list was established.

CLASSIFIED PERSONNEL REPORT
January 19, 2021- Board Meeting

New Hires

1. **Ashley Anacker**, Office Assistant I / Cajon Valley Middle, effective 01/11/21
2. **Rebekah Hidalgo**, Special Education Classroom Assistant / Flying Hills, effective 01/12/21
3. **Christopher Wesley**, Computer Support Technician / Information Technology Services, effective 12/17/20
4. **Eveet Youhanan**, Special Education Classroom Assistant / Flying Hills, effective 01/11/21

Promotions

1. **Laura Jara**, Office Assistant II / Maintenance & Operations to Secretary / Maintenance & Operations, effective 12/11/20
2. **Lizette Salazar**, Campus Aide / Cajon Valley Middle to Special Education Classroom Assistant / Cajon Valley Middle, effective 01/11/21
3. **Tahnee Schon**, Accountant / Special Education to Budget & Special Programs Analyst / Fiscal Services, effective 12/10/20
4. **Nicolle Starr**, Extended Day Program Supervisor / Extended Day Program to Extended Day Program Manager / Extended Day Program, effective 12/17/20
5. **Pang Thao**, Office Assistant II / Hillsdale to School Administrative Assistant / Los Coches Creek, effective 01/11/21

Retirement

1. **Kathy Begrin**, Office Assistant I / Hillsdale, effective 06/17/21 after 31 years
2. **Rosalinda Boyd**, Personnel Assistant II / Personnel 12/31/20, after 11 years
3. **Debra Davis**, Library Media Technician I / Crest, Rios & Meridian, effective 06/11/21 after 28 ½ years
4. **Ofelia Jordan**, Special Education Classroom Assistant / Anza, effective 06/17/21 after 12 ½ years
5. **Scott Miller**, Groundskeeper II / Operations, effective 07/08/21 after 21 years
6. **Thomas Stotler**, Day Custodian / Greenfield, effective 06/29/21, after 32 years
7. **Mary Ziegler**, Special Education Classroom Assistant / Fuerte & Extended Day Program Aide / Magnolia, effective 06/17/21, after 39 years
8. **Jonita Thulin**, Child Nutrition Worker I / Vista Grande, effective 06/17/21, after 10½ years

Resignations

1. **Sarah Jackson**, Special Education Classroom Assistant / Flying Hills, effective 12/18/20
2. **Erica King**, Special Education Classroom Assistant / Madison, effective 12/10/20
3. **Savannah Martin**, Behavior Intervention Specialist / WD Hall, effective 12/18/20
4. **Carlos Sotello**, School Bus Driver I / Transportation, effective 12/31/20

Voluntary Demotion

1. **Pamela Espinoza**, Office Assistant II-Bilingual (Spanish) / Sevick to Health Assistant / Hillsdale, effective 01/11/21

Leave of Absence

1. **Gloria Matta**, Special Education Classroom Assistant – Bilingual (Spanish) / Flying Hills, effective 10/01/20 through 06/17/21
2. **Marcela Valencia**, Speech Language Pathology Assistant / Special Education, effective 01/27/21 through 06/17/21

Return from Leave of Absence

1. **Cory Loughlin**, Special Education Classroom Assistant – Bilingual (America Sign Language) / Sevick, effective 01/11/21
2. **Salim Luna**, Extended Day Program Aide with Individual Support / Magnolia, effective 01/11/21

PERSONNEL COMMISSION MEETING DATES

2021 CALENDAR YEAR

At the December 17, 2020, Personnel Commission meeting, the Commissioners will take action to set their meeting dates for the 2021 calendar year. The meetings are scheduled for the **FOURTH THURSDAY** of each month at 4:00 p.m. in the District Office, Board Room, except during the dates in which Governor Newsom's Executive Order N-71-20 is in effect, in which meetings will be held virtually.

The following is a list of proposed meeting dates for the 2021 calendar year:

January	28, 2021
February	25, 2021 March 4, 2021
March	25, 2021
April	22, 2021
May	27, 2021
June	24, 2021
July	22, 2021 (if needed)
August	26, 2021
September	23, 2021
October	28, 2021
November	18, 2021 (third Thursday due to Thanksgiving)
December	16, 2021 (third Thursday due to Winter Break)

DIRECTOR'S RECOMMENDATION

The Director recommends waiving Personnel Commission Rule 20.200.1 and rescheduling the February 25, 2021 regular meeting to March 4, 2021, and be approved as submitted.

RECLASSIFY, RETITLE AND REALLOCATE POSITION

PERSONNEL SPECIALIST - CLASSIFIED

In order to meet the changing needs of the Personnel Commission, it is recommended that the vacant Personnel Specialist – Classified position be reclassified, retitled and reallocated.

It is recommended the current Personnel Specialist position be reclassified to a Personnel Analyst. The proposed Personnel Analyst job duties will consist of performing a variety of technical Personnel duties including but not limited to recruitment, test development, classification studies, salary studies, onboarding, and drafting meeting minutes. These job duties will provide for more depth and collaboration in the department better serving the needs of the District, our employees and job candidates.

Additionally, the current Personnel Specialist – Classified position does not meet the requirements to be considered a Confidential classification. The revised position, Personnel Analyst, will be a part of the California School Employees Association (CSEA) and its Chapter 179 bargaining unit and placed on the Classified Employees salary schedule.

The proposed job description has been presented to the CSEA and its Chapter 179. Upon Personnel Commission approval, it will be recommended the Governing Board take action at its meeting on February 9, 2021 to approve the revised job description.

It is recommended the Personnel Commission approve the reclassification, retitle and reallocation of the Personnel Specialist – Classified position.

DIRECTOR'S RECOMMENDATION

In accordance with Commission Rules 30.200.5, 30.200.9 and 70.200.1, the following recommendations are submitted for your consideration:

- 1] Retitle Personnel Specialist - Classified to Personnel Analyst.
- 2] Allocate Personnel Analyst to Range 38 of the Classified Employees' Salary Schedule; and,
- 3] Approve revised job description reclassification as submitted.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PERSONNEL ~~SPECIALIST (CLASSIFIED)~~ ANALYST

BASIC FUNCTION:

Under the direction of Director- Classified Personnel, perform a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification and compensation of classified personnel; **conduct job analysis and compensation studies**; serve as a technical resource to District personnel, applicants and the public regarding personnel functions; provide administrative support to the Director.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification and compensation of classified personnel; resolve personnel-related issues and concerns in an appropriate and timely manner.

Serve as a technical resource to District personnel, applicants and the public regarding personnel functions; respond to inquiries and provide technical information concerning employment processes, policies, procedures, and Merit System Rules and Regulations.

Provide administrative support to the Director; respond to inquiries and provide assistance to staff, and the public; schedule appointments; answer telephone calls and provide information and assistance to callers, visitors, staff and the public, schedule meetings, appointments, conferences and travel.

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.

Make employment offers and answer questions related to positions, salaries and other information; schedule and arrange pre-employment requirements including fingerprints and physicals; establish start dates; initiate, process and follow-up on personnel requisitions.

Prepare and maintain a variety of records, reports, correspondence and files related to classified personnel, applicant tracking; evaluations, transfers, recruitments and assigned duties.

Assist the Director-Classified Personnel maintain and update staffing and seniority lists; audit records for accuracy and completeness; update or make changes as needed.

Monitor evaluation process and related procedures for classified personnel; process employee evaluations and related documents; notify administrators of and follow-up on classified evaluations.

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.

~~Assist with salary surveys and classification and compensation reviews; prepare recommendations regarding job titles and salary placement; prepare and update job descriptions as assigned.~~

Conduct classification and job analysis studies by meeting with managers and employees; review position descriptions and audit positions; recommend classification actions; coordinate classification appeals; prepare duties, knowledge, skill and ability statements; write classification specifications.

Collect salary information and compare job descriptions from benchmark school districts for the purpose of gathering and analyzing salary placement recommendation and ensuring internal equity of positions.

Operate a variety of standard office equipment including computer and assigned software.

Attend and participate in various meetings, workshops and conferences.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.

Practices and procedures related to classified personnel.

Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification and processing of new personnel.

Techniques and tools used in the development and administration of position classification, job analysis, and salary surveys.

Applicable laws, codes, rules, regulations, policies and procedures including Merit System rules.

Operations, policies and objectives relating to human resources activities.

Common occupations and their requirements.

Record-keeping and report preparation techniques.

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

Organizational operations, policies and objectives.

Modern office procedures and record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel.

Serve as a technical resource to employees regarding Merit System rules, personnel functions, activities and requirements.

Establish and maintain manual and automated employee records and files.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Compile and verify data and prepare reports.

Prepare announcements for job openings and place advertisements.

Distribute, screen and process employment applications and other personnel-related documents.

Process new personnel and conduct employee orientations as assigned.

Resolve personnel-related issues and concerns with discretion and confidentiality.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate standard office equipment including a computer and assigned software.

Work independently with little direction.

Meet schedules and time lines.

Type or input at an acceptable rate of speed.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources or related field and three years human resources experience involving recruitment and/or classification functions preferably in a public personnel office. Bachelor's degree in personnel administration, public administration, business administration, psychology, or a closely related field desirable. **Experience working in a Merit System or civil service agency preferred.**

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.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

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

SALARY SURVEY
Personnel Analyst - Classified

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES			Maximum Step without longevity
		MINIMUM	MAXIMUM		
VISTA	Human Resources Analyst	\$6,043	— \$7,363		Step 5
ESCONDIDO	Personnel Analyst I	\$5,669	— \$7,235		Step 6
CAJON VALLEY	Personnel Analyst - Classified	\$5,226	— \$6,368		Step 5
LA MESA/SPR VALLEY	Human Resources Analyst	\$4,825	— \$6,158		Step 6
POWAY	Human Resources Analyst	\$4,863	— \$5,927		Step 5
OCEANSIDE	Human Resources Analyst	\$4,896	— \$5,860		Step 5
SAN DIEGUITO	N/A	----	—	----	
CARLSBAD	N/A	----	—	----	
NATIONAL	N/A	----	—	----	
SANTEE	N/A	----	—	----	
LAKESIDE	N/A	----	—	----	
LEMON GROVE	N/A	----	—	----	
SAN YSIDRO	N/A	----	—	----	
SOUTH BAY	N/A	----	—	----	
CHULA VISTA	N/A	----	—	----	
GROSSMONT	N/A	----	—	----	
		MAX MEDIAN:	\$6,485		
		CVUSD Median Difference:	-0.2%		

SALARY AND STAFFING SURVEY
San Diego County Merit Districts

School District	District Enrollment (ADA)	Total Number of Classified Staff	Commission Staff (Job Title & FTE)
Cajon Valley Union School District	16700	1194	Personnel Specialist (CL) - 1.0 FTE
Calexico Unified School District	8512	564	Human Resources Specialist, 3.0 FTE
Carlsbad Unified School District	11000	452	Classified Human Resources Analyst, 1.0 FTE Human Resources Technician, .75 FTE
Escondido Union School District	15000	950	Personnel Analyst 2.0 FTE Personnel Technician 2.0 FTE Secretary II 1.0 FTE Personnel Clerk 1.0 FTE
La Mesa-Spring Valley School District	11218	909	Human Resources Analyst, 1.0 FTE Human Resources Specialist, 1.0 FTE
Oceanside Unified School District	17435	963	Administrative Secretary II, 1.0 FTE Human Resources Analyst, 1.0 FTE Human Resources Technician, 3.0 FTE
Poway Unified School District	42000	3200	Human Resources Analyst 2.0 FTE Human Resources Specialists 2.0 FTE Administrative Assistant 1.0 FTE Human Resources Assistant 1.0 FTE
San Dieguito Union High School District	13000	423	Human Resources Analyst, 1.0 FTE Human Resources Technician, 1.0 FTE
Vista Unified School District	20000	1210	Human Resources Analyst 1.0 FTE Human Resources Specialist 1.0 FTE Human Resources Technician 2.0 FTE

**Cajon Valley Union School District
Personnel Services
Organization Chart**

1.0 FTE - Assistant Superintendent – Personnel Services

1.0 FTE - Executive Assistant, Personnel Services

1.0 FTE - Personnel Specialist – Certificated

3.4688 FTE - Personnel Assistant II

1.0 FTE - Director Certificated Personnel

1.0 FTE - Personnel Assistant I

1.0 FTE - District Receptionist

1.0 FTE Director Classified Personnel (Personnel Commission)

1.0 FTE Personnel Specialist – Classified (Personnel Commission)