

a. In accordance with Education Code 45246 (f) the Personnel Commission will open a public hearing to provide the public, employees and employee organizations the opportunity to

express their views on the qualifications of the candidate recommended for the vacancy.

- b. Approve the appointment of Commissioner, Joint Appointee.

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

5. SWEARING IN OF LOUIE MICHAEL AS JOINT APPOINTEE – TERM THROUGH NOVEMBER 2021

6. CORRESPONDENCE

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

7. APPROVAL OF MINUTES

- a. Approve the minutes of the Regular Meeting on January 28, 2021

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

8. ACTION ITEMS

- a. Approve TestGenius® – Online Pre-Employment Testing Suite Invoice

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

- b. Approve CSPCA Merit Academy Invoice – Commissioner Brooms Registration

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

- c. Approve CPSCA Merit Academy Registration – Joint Appointee Commissioner and Personnel Analyst

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

9. INFORMATION/DISCUSSION ITEMS

- a. Update on Requests for New/Revised/Reclassification of Positions

i. Instructional Assistant/Special Education Classroom Assistant

ii. Request for Classification Study–Secretary’s Student Services/Special Education

iii. Request for Salary Study – Bilingual-Bicultural Interpreter, Educational Services

- b. BoardDocs – School Board Management Software Solution

- c. Stars in Education and Employee Appreciation Week

- d. Vacancies/Recruitments/Personnel Activity

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

10. 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)

11. ADJOURN TO EXECUTIVE SESSION

- a. Public Employee Performance Evaluation (Government Code Section 54957),
Director-Classified Personnel

12. RECONVENE TO OPEN SESSION

- a. Call to order

13. REPORT OUT EXECUTIVE SESSION

14. NEXT PERSONNEL COMMISSION MEETING

- a. March 25, 2021

15. 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 Google Forms 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

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.

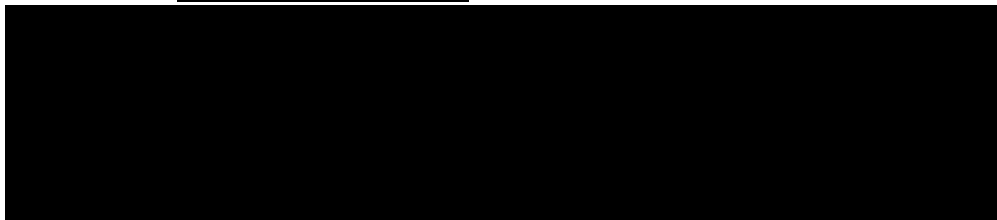
The intended appointee was announced as **Louie Michael** at the regularly scheduled meeting of January 28, 2021. Mr. Michael's Personnel Commission application is attached to agenda items.

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 DistrictPOSITION DESIRED Personnel Commissioner**PERSONAL INFORMATION**First Name Louie Last Name Michael Middle Initial _

Other Name _____



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.**ABOUT YOU**

Languages (other than English)

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATIONName of High School El Cajon ValleyHighest Grade Completed 12

☒ Graduated ☐ GED

1. Name of College/University/School California Coast University
 Major/Field of Study Bachelor of Science, Criminal Justice
 Semester Units 126 Quarter Units _____
 Degree Awarded B.A./B.S.

2. Name of College/University/School _____
 Major/Field of Study _____
 Semester Units _____ Quarter Units _____
 Degree Awarded _____

3. Name of College/University/School _____
 Major/Field of Study _____
 Semester Units _____ Quarter Units _____
 Degree Awarded _____

4. Name of College/University/School _____
 Major/Field of Study _____
 Semester Units _____ Quarter Units _____
 Degree Awarded _____

RECORD OF WORK EXPERIENCE

List Most Current Employment First

1. Employer El Cajon Police Department
 Date From _____ To _____
☒ Current Employer ☐ Please don't contact
 Address 100 Civic Center Way
 Name of Immediate Supervisor Michael Doyle Phone 619-579-3311
 Supervisor job 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 _____
☐ Current Employer ☐ Please don't contact
 Address _____
 Name of Immediate Supervisor _____ Phone _____
 Supervisor job Title _____
 Your Job Title _____
 Hours/Week _____
 Job Duties _____
 Reason For Leaving _____

3. Employer

Date From _____ To _____

☐ Current Employer ☐ Please don't contact

Address _____

Name of Immediate Supervisor _____ Phone _____

Supervisor job Title _____

Your Job Title _____

Hours/Week _____

Job Duties _____

Reason For Leaving _____
.....**PROFESSIONAL REFERENCES**1. Name Rob CartwrightOrganization/Company Cartwright Termite and Pest ControlPhone 619-250-2013Title OwnerEmail rob@cartwrightpestcontrol.com
.....2. Name Michael DoyleOrganization/Company El Cajon Police DepartmentPhone 92020Title SergeantEmail _____
.....

3. Name _____

Organization/Company _____

Phone _____

Title _____

Email _____

Louie Michael

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



REGULAR MEETING MINUTES

1. REGULAR MEETING OPEN SESSION

a. Call to Order/Pledge of Allegiance

The January 28, 2021 regular meeting of the Personnel Commission was called to order at 4:04 p.m., by Tim McKay, Acting Chair. He welcomed the audience. Terina Brooms led the salute to the flag.

b. Roll Call/Establishment of Quorum

Timothy McKay, Chair	<input checked="" type="checkbox"/> present	<input type="checkbox"/> absent
Terina Brooms, Vice Chair	<input checked="" type="checkbox"/> present	<input type="checkbox"/> absent

c. Moment of Silence

Hilda T. Betancourth, Extended Day Program Aide, 24 years of service
Joseph Bird, Carpenter, 28 years of service.

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.

Public comments submitted through email:

Mark Reagles commented: Hello Commissioners, I would like to express my opinion about the vacant Personnel Commission position. As you know I'm concerned with continuing without a neutral seat in the PC, the candidate listed in this agenda is a great representative of the Cajon Valley community and is a current public servant. In my opinion this is a good choice. I know it is your decision to choose, however any delay is concerning to me.

Michelle Hayes commented: Good Afternoon Commissioners. We are excited the Commissioners are completing the task of adding the third Commissioner to the Personnel Commission team. After reviewing the application submitted for the role, the District is happy to see another active community member interested in participating in the work of the District. The applicant's experience in public service and with the El Cajon Police Department is exactly the type of individual Cajon Valley Union School District would be proud to have serve our employees and the District as a Personnel Commissioner. Recognizing this important decision is that of the Personnel Commission alone, we want you to know this application has our full support.

3. APPROVAL OF PROPOSED AGENDA

- a. Approve the agenda of the Regular Meeting on January 28, 2021

Motion by: Terina Brooms, Seconded by: Tim McKay Vote: Unanimous

4. CORRESPONDENCE

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

No correspondence.

5. APPROVAL OF MINUTES

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

Motion by: Terina Brooms, Seconded by: Tim McKay Vote: Unanimous

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.

Commissioner Brooms provided an introduction to the Personnel Commission Joint Appointee candidate, Louie Michael. She informed on benefits, requirements and term of the Joint Appointee Commissioner.

Personnel Commissioners interviewed Mr. Michael, asking District and personnel related questions. Mr. Michael shared on his District knowledge, collaborations and experiences.

Mr. Michael thanked the Commissions for the consideration.

- b. Update on Requests for New/Revised/Reclassification of Positions
 - i. Request for Classification Study–Secretary (Bilingual), Student Services

Maritza Diaz informed Commissioners on the status of the study. Ms. Diaz informed she met with the employee and supervisors, and has conducted job shadows. Ms. Diaz reported that due to the findings of the study, additional department Secretary classifications will also be studied. The incumbent has been informed of the delays and impact of the additional studies.

ii. Instructional Assistant/Special Education Classroom Assistant

Ms. Diaz informed a meeting has been scheduled with Educational Services Directors and Ms. Hayes. Ms. Diaz provided history on the item. She informed the meeting would begin new conversations on the study and to establish a plan.

Ms. Brooms informed on her plans to begin site visits. Ms. Hayes informed site visits are limited due to safety precautions. Ms. Brooms and Mr. McKay stated understanding. Ms. Diaz informed study meetings would be conducted virtually via Zoom.

c. Request for Department and School Site Organization Charts

Ms. Diaz informed Commissioner Brooms had requested organizational charts for the District, to assist in broadening her knowledge on district operations. Ms. Diaz informed on historical research of District organizational charts.

Ms. Hayes suggested meeting individually with Commissioners to provide information on District culture and structure. Ms. Brooms agreed to meet, and informed the information does not have to be in an organizational chart structure.

d. BoardDocs – School Board Management Software Solution

Ms. Diaz reported the District's intent to provide the online software to the Personnel Commission and other committees within the District. Ms. Diaz informed software training would be needed, and she will provide more information once available.

e. Vacancies/Recruitments/Personnel Activity

- i. 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. Ms. Brooms asked for clarifications on the number of vacancies. Ms. Diaz provided information regarding the current decline in enrollment and the need to hold filling some classifications.

7. ACTION ITEMS

a. Revision to 2021 Schedule of Regular Meetings of the Personnel Commission:

Mr. McKay informed the need to reschedule the February 25, 2021 regular meeting to Thursday, March 4, 2021 to meet the 30 day required Joint Appointee open hearing notice.

Motion by: Terina Brooms, Seconded by: Tim McKay Vote: Unanimous

b. Announcement of Intended Joint Appointee Selection for Personnel Commission and Establishment of Open Hearing.

Ms. Diaz explained Commissioners need to deliberate and provide direction to her on next steps to fill the joint appointee vacancy.

Ms. Brooms motioned to nominate Mr. Louie Michael as the intended Joint Appointee.

Ms. Diaz informed the open hearing would take place at the next regular meeting.

Motion by: Terina Brooms, Seconded by: Tim McKay Vote: Unanimous

- 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.

Ms. Brooms stated she appreciated the changes to the duties in providing assistance and collaboration with job studies. Ms. Brooms informed she researched the confidential definition and requirements, and agreed the classification is not confidential.

Motion by: Terina Brooms, Seconded by: Tim McKay Vote: Unanimous

8. REPORTS/COMMUNICATION

- a. CSEA, Mark Reagles, CSEA Chapter 179 President
Mr. Reagles thanked Commissioners for nominating Mr. Michael as intended Joint Appointee. Mr. Reagles addressed his concerns on the requests made by Ms. Brooms.
- b. CVAA/CVSA, Naomie Rodrigues, Classified Management and Supervisory Representative
Ms. Rodrigues thanked Commissioners for nominating Cpl. Michael as intended Joint Appointee. Ms. Rodrigues suggested Ms. Brooms meet with Ms. Diaz or Ms. Hayes to be provided information on her role as Commissioner.
- 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.

Ms. Hayes thanked Commissioners for nominating Mr. Michael as intended Joint Appointee. Ms. Hayes acknowledged classified employees for their work during these times. She informed Commissioners on District activities including: school return plans, stimulus funding, COVID vaccinations, certificated and classified recruitment.
- d. Personnel Director Report, Maritza Diaz
Ms. Diaz reposted on her activities for the month of January; she reported on meetings and committees she attended, online oral examination software, and informed on plans to create informational videos for recruitment.
- e. Commission Members' Report(s)
Ms. Brooms acknowledged Ms. Diaz for her responsive assistance. She thanked Ms. Hayes for offering to meet and discuss District culture. Ms. Brooms also thanked Mr. Reagles and Ms. Rodrigues for their feedback.

Mr. McKay reported he attended the San Diego Region - California Schools Personnel Commission Association meeting. Mr. McKay asked CSEA to provide the Commission with the CSEA Chapter 179 Newsletter.

9. NEXT PERSONNEL COMMISSION MEETING

a. March 4, 2021.

10. ADJOURNMENT

The meeting was adjourned at 5:01 p.m.

Motion by: Tim McKay, Seconded by: Terina Brooms Vote: Unanimous

Respectfully submitted,



Maritza Diaz, Recording Secretary/Director



Tim McKay, Chair

ONLINE TESTING SYSTEM

TestGenius®

To assure candidates were demonstrating proficiency in job relevant computerized office and accounting skills, the Personnel Commission implemented testing software through Office Proficiency Assessment and Certification (OPAC) in 2009. Initially, licenses were purchased for five work stations and in 2014, that license was expanded to 10 work stations. In 2019, System developers at OPAC designed a new pre-employment testing platform, TestGenius®, that is internet-based, with unlimited access to the number of stations.

The annual software license renewal is \$3,995, rate has not increased since 2019 upgrade.

Biddle Consulting Group, Inc.
193 Blue Ravine Rd., Suite 270
Folsom, CA 95630
1-800-999-0438

Invoice

DATE	INVOICE #
1/15/2021	66355

BILL TO
Cajon Valley School District Attn: Accounts Payable PO Box 1007 El Cajon, CA 92022

SHIP TO

P.O. NUMBER		TERMS	DUE DATE	REP	SHIP DATE
		90 Days	4/15/2021	DT/HP	1/15/2021
QTY	ITEM CODE	DESCRIPTION		PRICE EACH	AMOUNT
	OP.OL+T...	TestGenius Online OPAC Annual Software License Renewal. Expiration Date: April 15, 2022			3,995.00
		No Sales Tax - Service		0.00%	0.00

TAX ID# - 68-0465690. 1.5% per month finance charge will be added to any past due balance.	Total	\$3,995.00
Please make checks payable to Biddle Consulting Group. We accept credit cards - Visa, MasterCard, American Express and Discover RETURN POLICY: All returns require a RMA number from Biddle Consulting Group, Inc. A 20% restock fee will be assessed on all returns received after the due date.	Payments/Credits	\$0.00
	Balance Due	\$3,995.00



California School Personnel Commissioners Association
Supporting Education Through Merit

Philip J. Gordillo, Executive Director

2021 CSPCA MERIT ACADEMY

*Redesign, Reshape, Reinvigorate:
Transforming Merit for the New Digital Reality*

CSPCA invites you to attend the 2021 Virtual Merit Academy; an educational program designed for new and aspiring merit system Directors, Personnel Commissioners, and other advocates interested in the workings of a merit system. The Academy will provide a comprehensive curriculum including sessions on the following areas:

- Merit Academy Orientation
- Roles & Responsibilities: PC, Board, Director, Staff and Education Code
- The Brown Act
- Classification and Compensation
- Recruitment and Examination
- Certification and Selection
- Collective Bargaining/Hearings and Appeals
- Fair Employment/EEO

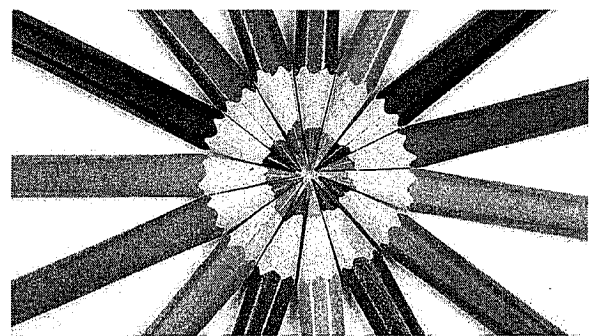
PRESENTERS

Our presenters are stellar practitioners in merit system districts including Human Resources Directors, Personnel Commissioners, attorneys, and other renowned experts in their fields.

COSTS

The Academy costs \$575 per attendee. The registration fee includes all publications, handouts, documents and other materials for the entire Merit Academy series. All sessions are virtual using GoToWebinar platform.

2021 CSPCA Merit Academy Training Schedule



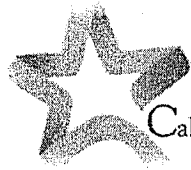
- Saturday - March 20, 2021
- Tuesday - March 30, 2021
- Saturday - April 17, 2021
- Thursday - April 29, 2021
- Saturday - May 15, 2021
- Thursday - May 27, 2021
- Saturday - June 12, 2021
- Thursday - June 24, 2021

REGISTRATION

- 1) Please visit the CSPCA website at www.meritsystem.org.
- 2) On the "2021 Merit Academy Announcement" in the homepage, click on the link "REGISTER NOW!"
- 3) Mail payment to:
Downey Unified School District
Attn: BethAnn Arko, CSPCA Treasurer
11627 Brookshire Avenue
Downey, CA 90241

INVOICE

INVOICE NO: MA21-046
DATE: 02/22/2021



California School Personnel Commissioners Association
Supporting Education Through Merit

BILL TO:**MAIL PAYMENT TO:**

Terina Brooms
Cajon Valley Union School District
750 E. Main St.
El Cajon, CA 92020

CSPCA
c/o BethAnn Arko, CSPCA Treasurer
Downey Unified School District
11627 Brookshire Avenue
Downey, CA 90241

TERMS**DUE UPON RECEIPT**

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	2021 Merit Academy Registration for: Terina Brooms	\$ 575.00	\$ 575.00

TOTAL DUE \$ 575.00

Make checks payable to CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION (CSPCA).
If you have any questions regarding this invoice, contact BethAnn Arko at (562) 469-6641 or
barko@dusd.net.

Vacancies

Position Title:	Number of Vacancies:	Number of Total Positions:	Hours and Sites:
Accountant	1	4	8.0 hours per day, Special Education & Pupil Services
Administrative Assistant I Bilingual (Spanish)	1	1	8.0 hours per day, Educational Services
Behavior Intervention Specialist	5	55	6.5-7.5 hours per day, Empower, Greenfield, WD Hall and Special Education
Bus Attendant	5	17	5.0 hours per day. Transportation
Campus Aide	24	142	.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	118	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	2	25	3.25-5.75 hours per day, Chase & Rancho San Diego
Child Nutrition Services Lead - Distribution	1	3	7.5 hours per day, Child Nutrition
English Language Development Assistant Bilingual (Arabic)	1	24	3.0 hours per day, Chase Preschool
English Language Development Assistant Bilingual (Spanish)	5	18	2.0-7.0 hours per day, Johnson Preschool, Los Coches Creek, and Educational Services
Extended Day Program Aide	22	56	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	12	4.7 hours per day, Bostonia
Extended Day Program Site Lead	2	23	4.2 hours per day, Los Coches Creek and Naranca
Guidance Technician	1	4	6.25 hours per day, Johnson
Groundskeeper II	3	6	8.0 hours per day, Operations
Health Assistant	1	10	3.0 hours per day, Meridian
Health Care Specialist	2	15	7.5 hours per day, Health Services (Special Education)
Instructional Assistant	3	19	2.0 hours per day, Bostonia Preschool, Meridian Preschool and Sevvick
Lead Heavy Duty Mechanic	1	1	8.0 hours per day, Transportation
Library Media Technician I Bilingual (Spanish)	1	2	6.0 hours Fuerte/4.0 hours Bostonia
Night Custodian	3	21	8.0 hours per day, Maintenance & Operations
Office Assistant II	3	38	3.0-8.0 hours per day, Los Coches Creek, Maintenance and WD Hall

Vacancies

Office Assistant II Bilingual (Arabic)	2	9	3-3.5 hours per day, Anza and Rancho San Diego
Office Assistant II Bilingual (Spanish)	2	11	3.0 hours per day, Bostonia and Lexington
Office Technician	1	2	8.0 hours, Extended Day Program
Personnel Assistant I	1	1	8.0 hours per day, Personnel Services
School Bus Driver I	3	34	5.0 hours per day, Transportation
Special Education Classroom Assistant / Trainee	29	381	3.5-6.5 hours per day, Anza, Avocado, Emerald, Greenfield, Hillsdale, Johnson, Lexington, Madison, Magnolia, Rancho San Diego, and Sevvick.
Special Education Classroom Assistant / Trainee Bilingual (American Sign Language)	1	2	6.0 hours per day, Special Education

Eligibility Lists

Position:	Type of Recruitment:	Expiration:
Accountant	Promotional / Open	February 2022
Accounting Assistant I	Promotional / Open	October 2021
Administrative Assistant II	Promotional Only	February 2022
Administrative Assistant II Bilingual	Promotional Only	February 2022
Behavior Intervention Specialist	Promotional / Open	February 2022
Bench Technician	Promotional / Open	November 2021
Budget and Special Programs Analyst	Promotional / Open	December 2021
Buyer	Promotional / Open	October 2021
Campus Aide	Open	March 2021, February 2022
Campus Safety Lead	Promotional / Open	August 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 Supervisor	Promotional	October 2021
Graphic Arts Technician	Promotional / Open	March 2021
Grounds Supervisor	Promotional	September 2021
Health Assistant	Promotional / Open	November 2021
Health Care Specialist	Promotional / Open	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 (Spanish)	Promotional / Open	December 2021
Payroll & Benefits Supervisor	Dual	September 2021
Payroll & Benefits Technician	Promotional / Open	December 2021
Personnel Assistant II	Promotional	February 2022
School Administrative Assistant	Promotional / Open	December 2021
Special Education Classroom Assistant Trainee	Promotional / Open	December 2021, January 2022, February 2022
Special Education Classroom Assistant Trainee Bilingual (Arabic)	Promotional / Open	December 2021
Transportation Operations Assistant	Promotional / Open	July 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.

Recruitments

Job Posting	Recruitment Type:	Date Opened	Date Closed
Behavior Intervention Specialist	Promotional/Open	12/17/2020	Continuous
Health Care Specialist	Promotional/Open	11/12/2020	Continuous
Special Education Classroom Assistant	Promotional/Open	10/19/2020	Continuous
Special Education Classroom Assistant Bilingual (ASL)	Promotional/Open	10/19/2020	Continuous
Campus Aide	Open	11/12/2020	02/17/2021
Extended Day Program Assistant	Promotional/Open	02/05/2021	02/22/2021
Extended Day Program Site Lead	Promotional/Open	02/05/2021	02/22/2021
Instructional Assistant	Promotional/Open	02/05/2021	02/22/2021
Office Assistant II Bilingual Arabic	Promotional/Open	02/05/2021	02/22/2021
Office Assistant II Bilingual Spanish	Promotional/Open	02/05/2021	02/22/2021
Personnel Analyst	Promotional/Open	02/05/2021	02/22/2021
Accounting Assistant II	Promotional/Open	02/17/2021	03/05/2021
Personnel Assistant I	Promotional/Open	02/17/2021	03/05/2021
Child Nutrition Services Lead - Distribution	Promotional/Open	03/01/2021	03/15/2021
Library Media Technician Bilingual Spanish	Promotional/Open	03/01/2021	03/15/2021