

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

14901 S. Inglewood Ave., Lawndale, CA 90260



Personnel Commission

ANNUAL REPORT

2011-2012

PERSONNEL COMISSION

The Personnel Commission is an independent body composed of three persons appointed to a three year staggered term.

One member of the Personnel Commission is appointed by the Board of Education; one member by the employee union with the largest number of members; and the third member is appointed jointly by the other two.

The Personnel Commission is the core of the Merit System. The commission is endowed with the responsibility for overseeing the administration of the merit system. The Commission has rule making authority for the specifics of classified employment as set forth in the California Education Code.

COMMISSIONERS

Chair, Bertha Martin

Appointed by the employee union

Vice Chair, Veronica Gamboa

Appointed by the Board of Education

Member, Jose Sergio Garcia

Appointed jointly by two commissioners

DIRECTOR'S MESSAGE

I am pleased to present the annual report for the Centinela Valley Union High School Personnel Commission. The Personnel Commissioners and their staff work to establish policies, practices, and procedures serving classified employees at CVUHSD in the areas of classification and compensation, recruitment and assessment, training, and disciplinary hearings. The classified employees provide essential non-teaching services to students, teachers, and the public.

Please take the time to visit the CVUHSD and Personnel Commission website. It will provide you with valuable information on our District and community, information about classified employment, and information about the merit system and its principles.

Bernie Konig, Director

PERSONNEL COMMISSION

MISSION STATEMENT

The mission of the Personnel Commission of the Centinela Valley Union School District is to:

“Provide and administer effective and efficient Merit System practices of employment for classified employees in the effort to hire, maintain and promote the most qualified staff to provide and support the best services to improve the educational programs”.

MERIT SYSTEM

The Merit System is a system of rules and procedures with the fundamental purpose of ensuring that employees are selected, promoted, and retained without favoritism and prejudice on the basis of merit and fitness. The classified employees of the Centinela Valley Union High School District have operated under the Merit System since 1994.

The Personnel Commission is the Governing body that provides direction and oversight in the recruitment, selection and retention of the District's classified staff.

The Personnel Commission's responsibilities are multifaceted. In accordance with the provisions of the Education Code 45240 to 45320 and 88000 to 8818, the Personnel Commission establishes and amends Personnel Commission rules that are binding on the District as a whole; conducts classification studies; recommends equity salary adjustments; conducts all classified and selection processes; establishes recruitment procedures; interprets rules and regulations; and conducts disciplinary hearings and appeals.

Regular Personnel Commission Meetings are held at the District Office “Board Room” on the second Wednesday of each month at 6:30pm. All employees and the public are welcome to attend committee meetings.

MEMBERSHIP

The Personnel Commission maintained memberships with the following organizations:

- * *Personnel Commissioners Association of Southern California. (PCASC)*
- * *California School Personnel Commissioners Association (CSPCA)*
- * *Cooperative Organization for the Development of Employee Selection Procedures (CODESP)*
- * *Personnel Testing Council of Southern California (PTC-SC)*

CONFERENCES & SEMINARS

Commissioners and Staff attended the following:

- * *FFM the Fresh Face of Merit 2012*
- * *PTC-SC Annual Training Conference*
- * *Capitalizing on Proven Merit Leadership*
- * *WRIPAC Workshop*
- * *Maybe It's Not the Job, But Customer*
- * *Enhancing the Old and Embracing the New Selection trends:*
- * *Making Statistics Work at Work*
- * *Identifying an Optical Job Analysis*
- * *Recruiting and Retaining the most Engaged Older Workers by Improving their Workability.*
- * *Job Analysis Training Webinar*
- * *Post Layoff Workforce Triage*

BUDGET

The public hearing for the 2011-2012 budget was held on April 13, 2011, and the Commission adopted the budget following the hearing. The Governing Board concurred with the budget on April 26, 2011, and the County Superintendent of the schools approved it on May 23, 2011.

ACTIVITY REPORT

MEETINGS

Regular Meetings	3
Special Meetings	7

EXAMINATIONS

Total Recruitments Conducted	14
Applications Received	780
Candidates Qualified	372
Interviews	57

EMPLOYMENT

New Employees	19
Promotions	3
Reclassifications	3
Transfers	42
Substitutes	14
New Positions Established	2

CLASSIFIED EMPLOYEES

Management & Supervisory	15
Clerical/Fiscal	55
Instructional	31
Confidential	9
Safety & Security	25
Maintenance & Operations	48
Food Service	61

Total Employees	244
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"Personnel Commission Office"
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**For any comments or suggestions please
contact Personnel Commission at:
www.personnelcommission.k12.ca.us
Or 310-263-3751**