

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

14901 S. Inglewood Ave., Lawndale, CA 90260



Personnel Commission

ANNUAL REPORT

2013-2014

PERSONNEL COMMISSION

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. As you will read in the activity report, 2013/2014 was a very busy year. The number of recruitments and the hiring of new employees tripled over the previous school year. Applicants increased from 827 to 1317. This was accomplished with the hard work of our staff person – Ms Pamela Jacome. She has been with the Personnel commission for over 4 years, has participated in numerous training programs and provides support to the Human Resources department. A great thanks to her for accomplishing so much last year.

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:

- * *Changing Perspectives/Changing Times*
- * *CSPCA Annual Conference*
- * *PTC-SC Annual Training Conference*
- * *EDD Training*

BUDGET

The public hearing for the 2013-2014 budget was held on May 8, 2013, and the Commission adopted the budget following the hearing. The Governing Board concurred with the budget on June 25, 2013, and the County Superintendent of the schools approved it on July 19, 2013.

RECOGNITION

The Commissioners congratulate our director, Bernie Konig, for being elected President of the Board of the Personnel Commissioners Association of Southern California (PCA-SC). As President, he will also be a Board Member of the statewide California School Personnel Commissioners Association (CSPCA).

“We are very proud of him.”

ACTIVITY REPORT

MEETINGS

	12-13	13-14
Regular Meetings	10	10
Special Meetings	4	4
Canceled Meetings	3	3

EXAMINATIONS

Total Recruitments Conducted	12	40
Applications Received	827	1317
Candidates Qualified	391	846
Interviews	45	72

EMPLOYMENT

New Employees	7	42
Promotions	21	22
Reclassifications	4	7
Transfers	17	9
Substitutes	14	31
New Positions Established	2	3

CLASSIFIED EMPLOYEES

Management & Supervisory	18	20
Clerical/Fiscal	54	57
Instructional	34	41
Confidential	12	9
Safety & Security	26	36
Maintenance & Operations	43	46
Food Service	66	54

Total Employees	253	262
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"Personnel Commission Office"
4900 W. 147th Street
Hawthorne, CA 90249

Bernie Konig
Director, Personnel Commission
310-263-3750

Pamela Jacome,
Administrative Secretary
310-263-3751

**For any comments or suggestions please contact
Personnel Commission at:
personnelcommission@centinela.k12.ca.us**

Fax 310-676-1175