

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

14901 S. Inglewood Ave., Lawndale, CA 90260



PERSONNEL COMMISSION ANNUAL REPORT

2014-2015

In accordance with California Education Code Section 88086 and the Personnel Commission Rules and Regulations.

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 Commissioners.

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, Jose Sergio Garcia

Appointed jointly by two commissioners

Vice Chair, Veronica Gamboa

Appointed by the Board of Education

Member, Bertha Martin

Appointed by the employee union

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, 2014/2015 was another busy year. During the last year, the number of full time classified employees increased from 263 to 287 with 28 of our employees being promoted to permanent full time positions.

We continue to receive large number of applications for all posted positions. The processing of the applications and the preparations for all testing was accomplished with the hard work of our staff person Ms Pamela Jacome. She again has been instrumental in providing excellent customer service to our employees and all outside applicants.

We also initiated a job classification and compensation study that should be completed by the end of 2015.

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 appeal hearings.

Regular Personnel Commission Meetings are held at the District Office “Board Room” on the last 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)*
- * *Western Region Intergovernmental Personnel Assessment Council (WRIPAC)*

CONFERENCES & SEMINARS

Commissioners and Staff attended the following:

- * *CSPCA Annual Conference*
- * *PTC-SC Annual Training Conference*
- * *EDD Training*
- * *WRIPAC Job Analysis*
- * *EDJOIN Conference*
- * *CALPERS training*
- * *HRS Training*
- * *PCASC Annual Conference*

BUDGET

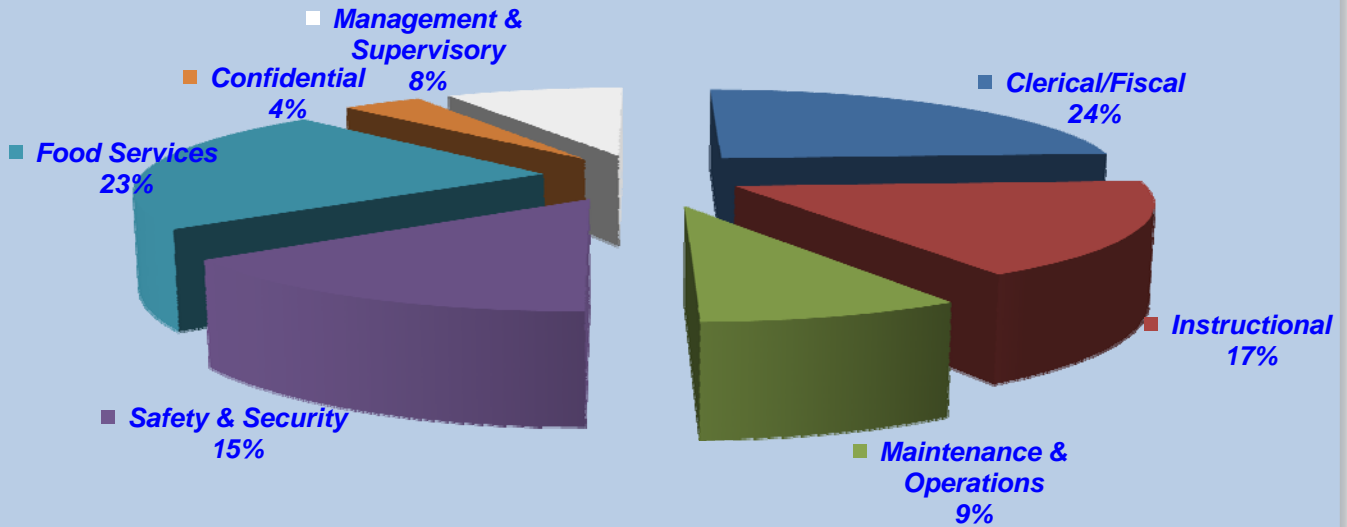
The public hearing for the 2014-2015 budget was held on April 30, 2015, and the Commission adopted the budget following the hearing. The Governing Board concurred with the budget on May 13, 2014 and the County Superintendent of the schools approved it on May 22, 2014.

TRAINING LINKS

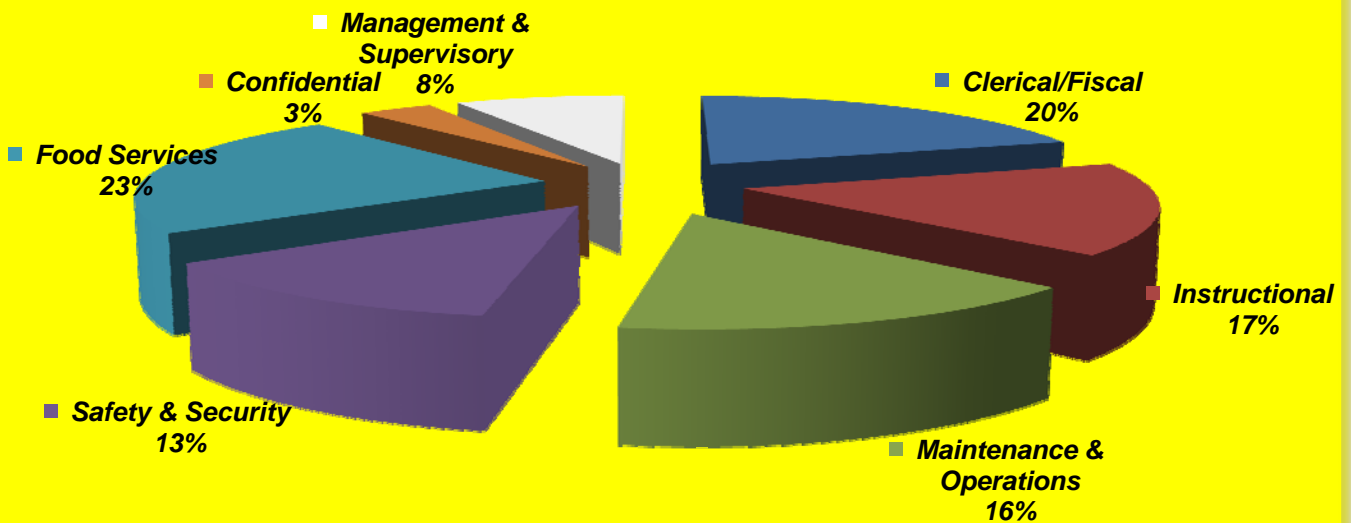
The Commission webpage now provides employees with training resources to prepare employees for promotional examinations. You may view all the links listed on our webpage by logging on to the District's website.



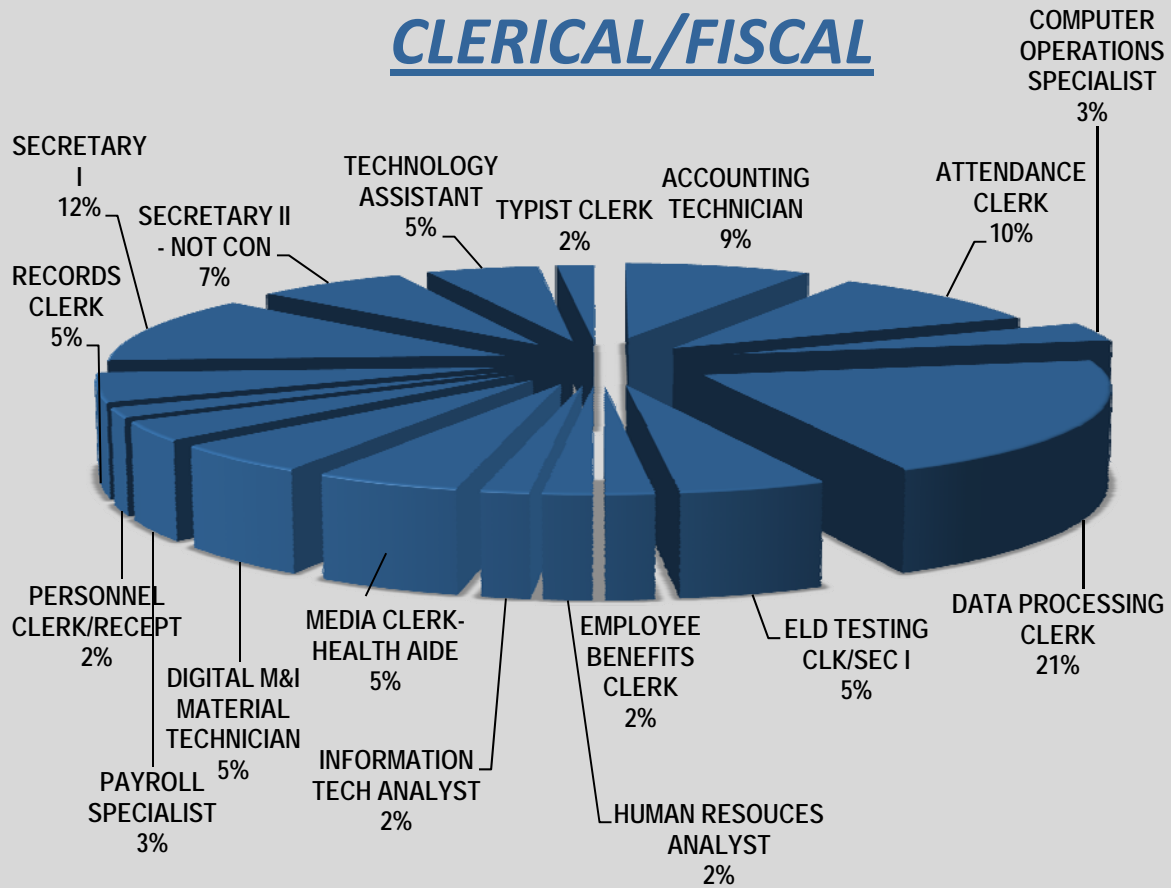
CLASSIFIED POSITIONS 2013-2014



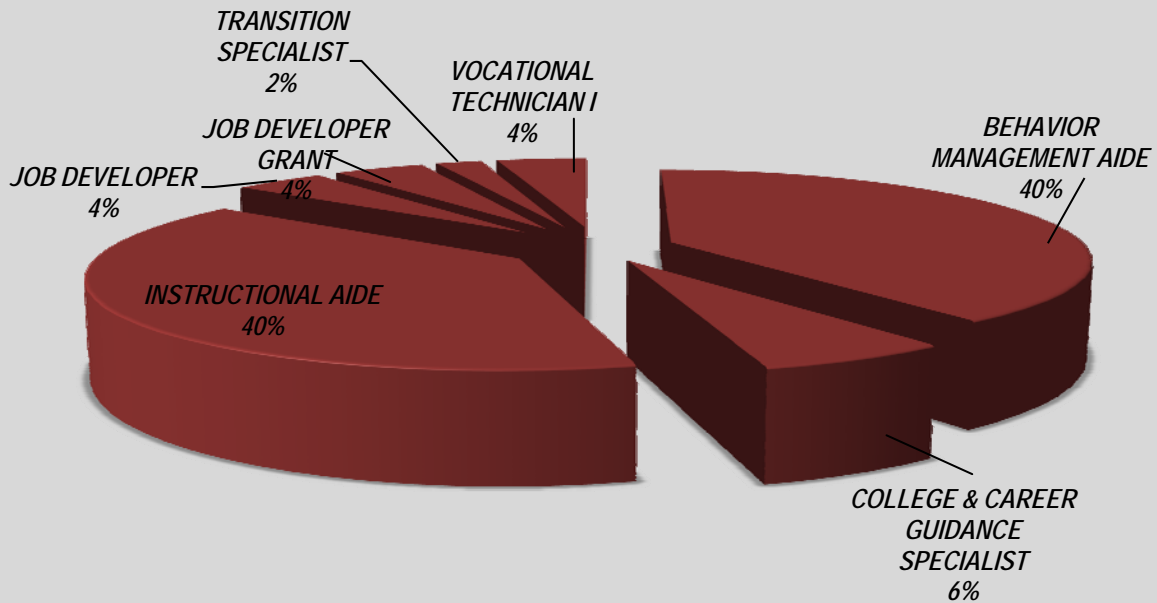
CLASSIFIED POSITIONS 2014-2015



CLERICAL/FISCAL



INSTRUCTIONAL



CLERICAL/FISCAL

POSITIONS

EMPLOYEES

ACCOUNTING TECHNICIAN	5
ATTENDANCE CLERK	6
COMPUTER OPERATIONS SPECIALIST	2
DATA PROCESSING CLERK	12
ELD TESTING CLK/SEC I	3
EMPLOYEE BENEFITS CLERK	1
HUMAN RESOURCES ANALYST	1
INFORMATION TECH ANALYST	1
MEDIA CLERK-HEALTH AIDE	3
DIGITAL M&I MATERIAL TECHNICIAN	3
PAYROLL SPECIALIST	2
PERSONNEL CLERK/RECEPT	1
RECORDS CLERK	3
SECRETARY I	7
SECRETARY II - NOT CON	4
TECHNOLOGY ASSISTANT	3
TYPIST CLERK	1

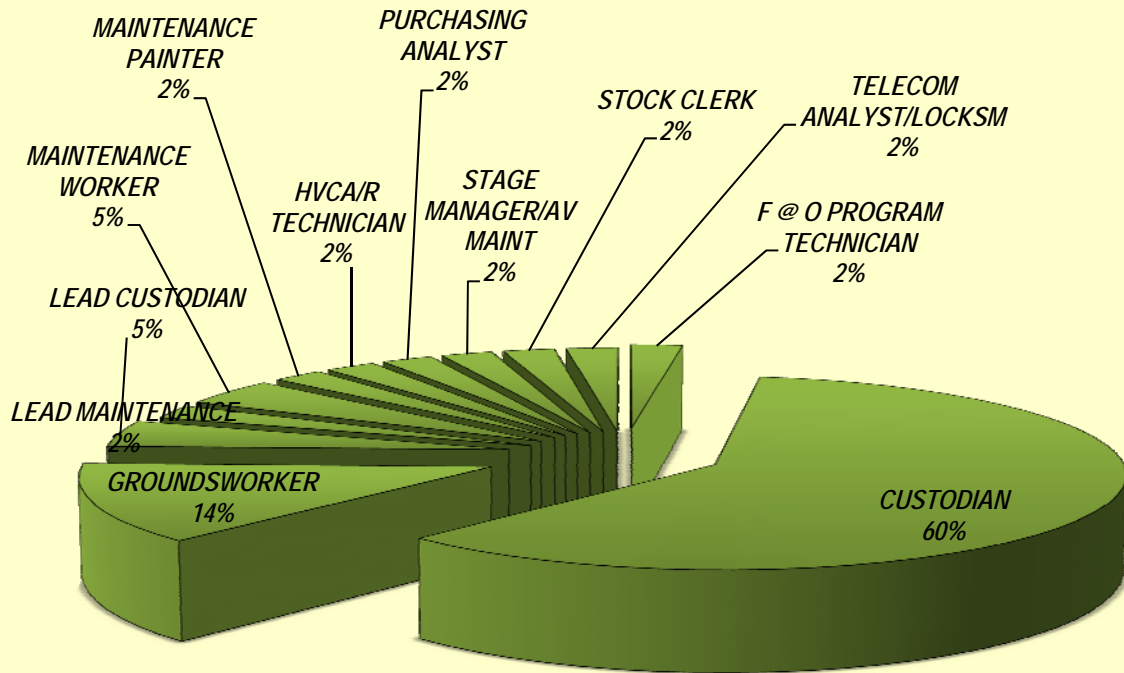
INSTRUCTIONAL

POSITIONS

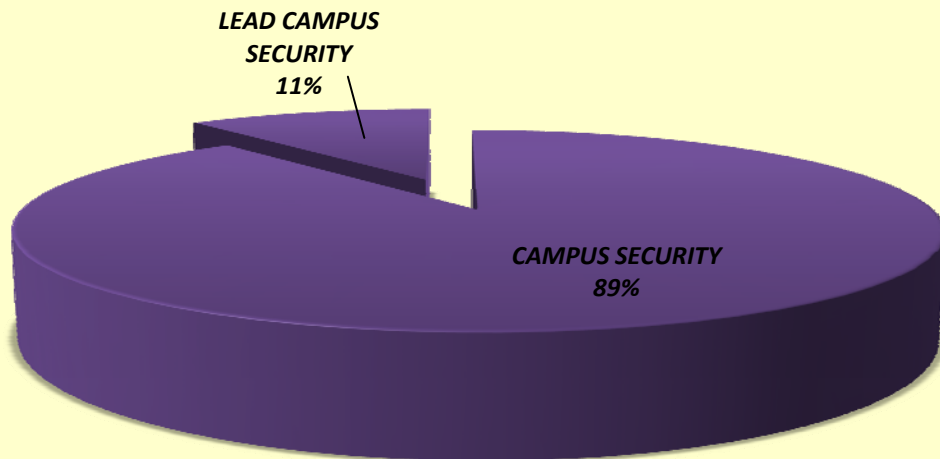
EMPLOYEES

BEHAVIOR MANAGEMENT AIDE	19
COLLEGE & CAREER GUIDANCE SPECIALIST	3
INSTRUCTIONAL AIDE	19
JOB DEVELOPER	2
JOB DEVELOPER GRANT	2
TRANSITION SPECIALIST	1
VOCATIONAL TECHNICIAN I	2

MAINTENANCE & OPERATIONS



SAFETY & SECURITY



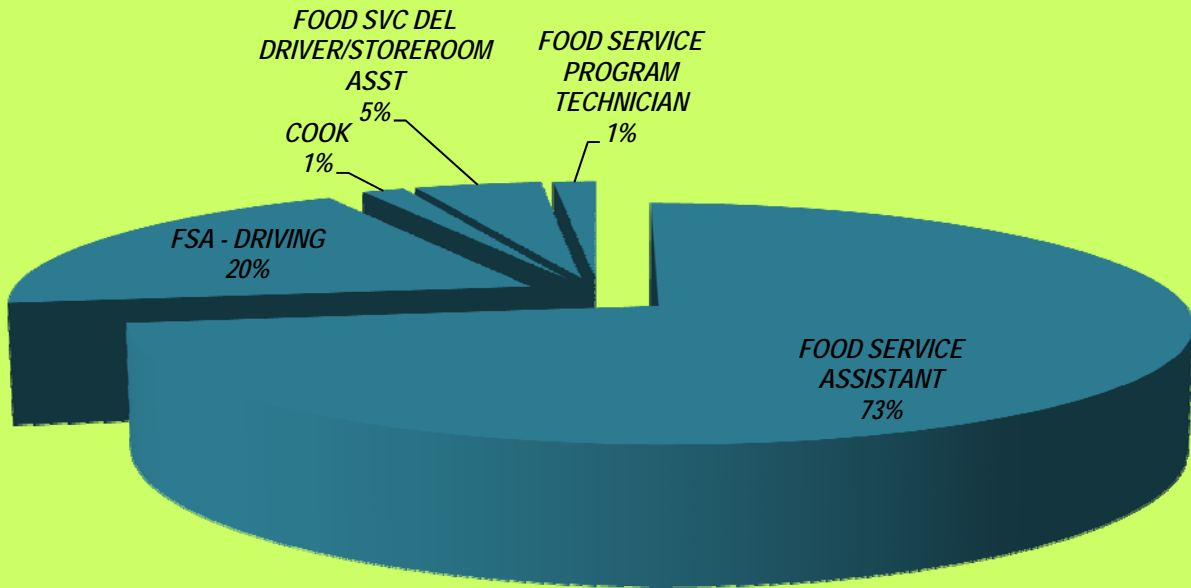
MAINTENANCE & OPERATIONS

POSITIONS	EMPLOYEES
FACILITIES AND OPERATIONS PROGRAM TECHNICIAN	1
CUSTODIAN	27
GROUNDWORKER	6
LEAD CUSTODIAN	2
LEAD MAINTENANCE	1
MAINTENANCE WORKER	2
MAINTENANCE PAINTER	1
HVCA/R TECHNICIAN	1
PURCHASING ANALYST	1
STAGE MANAGER/AV MAINT	1
STOCK CLERK	1
TELECOM ANALYST/LOCKSM	1

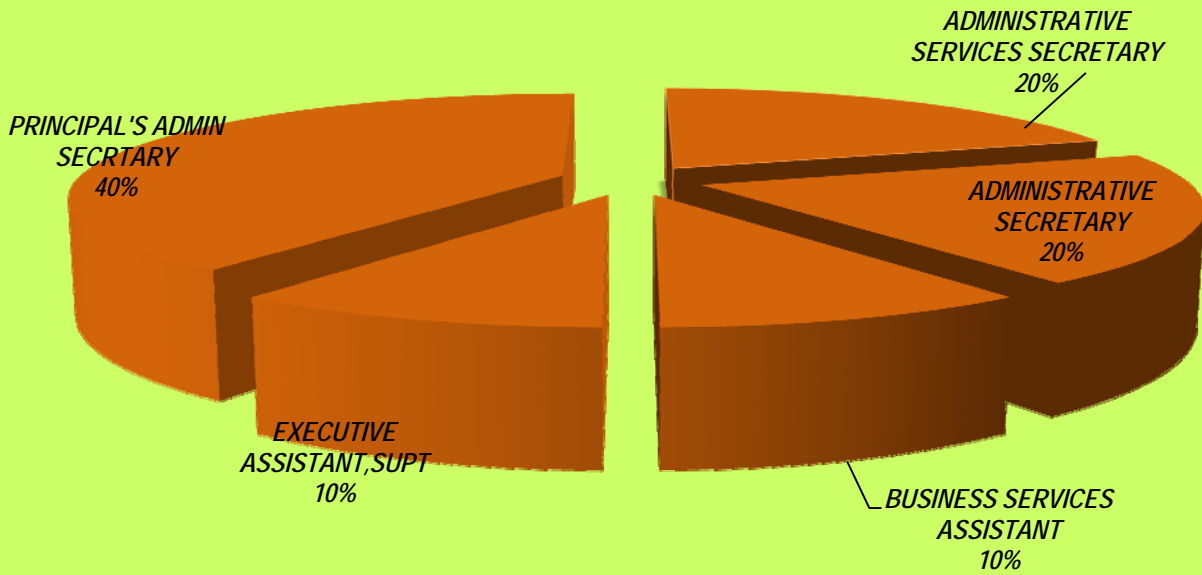
SAFETY & SECURITY

POSITIONS	EMPLOYEES
CAMPUS SECURITY	33
LEAD CAMPUS SECURITY	4

FOOD SERVICES



CONFIDENTIAL



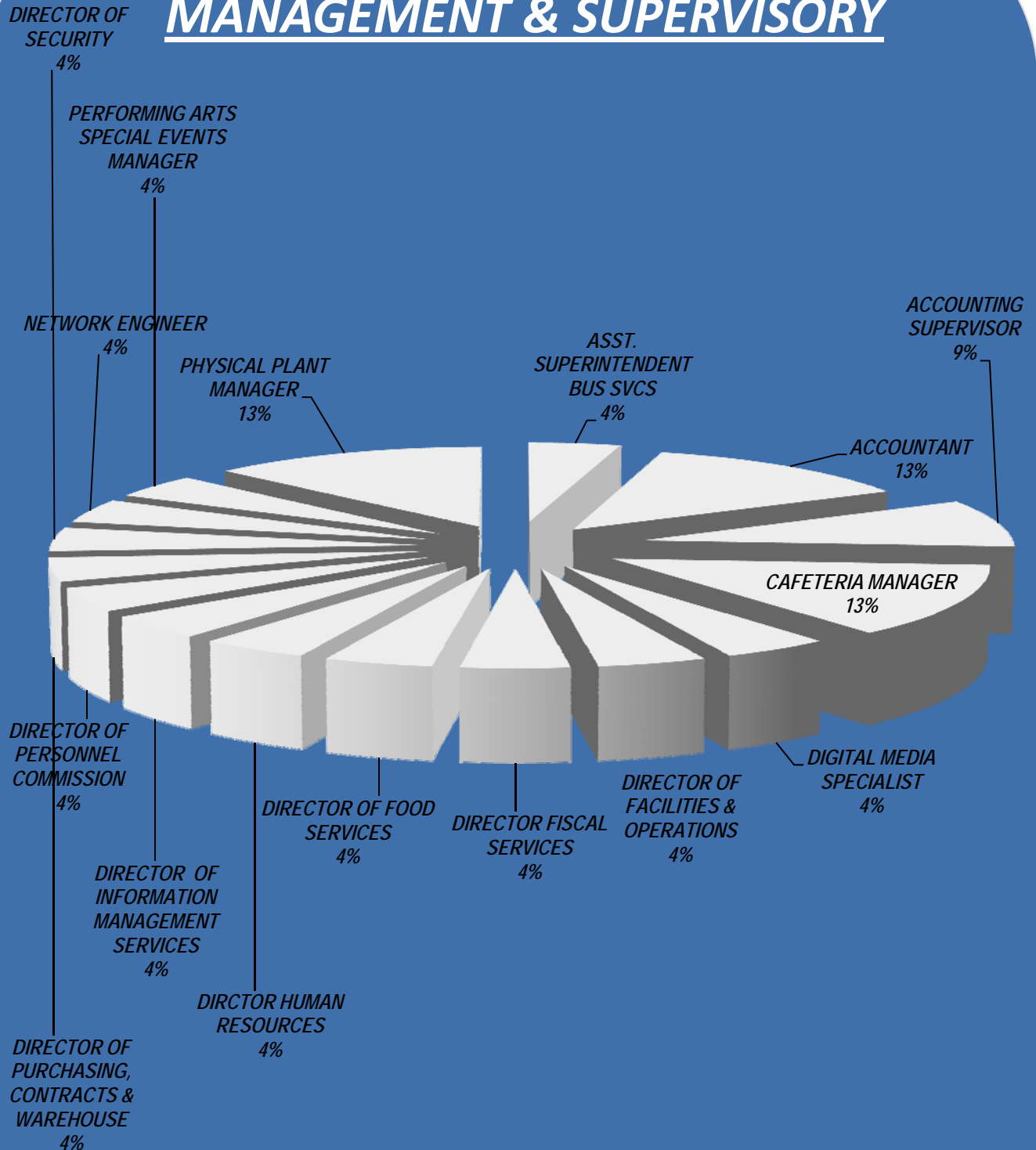
FOOD SERVICES

POSITIONS	EMPLOYEES
FOOD SERVICE ASSISTANT	48
FSA - DRIVING	13
COOK	1
FOOD SVC DEL DRIVER/STOREROOM ASST	3
FOOD SERVICE PROGRAM TECHNICIAN	1

CONFIDENTIAL

POSITIONS	EMPLOYEES
ADMINISTRATIVE SERVICES SECRETARY	2
ADMINISTRATIVE SECRETARY	2
EXECUTIVE ASSISTANT,SUPT	1
PRINCIPAL'S ADMIN SECRTRY	4
BUSINESS SERVICES ASSISTANT	1

MANAGEMENT & SUPERVISORY



MANAGEMENT & SUPERVISORY

POSITIONS	EMPLOYEES
ASST. SUPERINTENDENT BUS SVCS	1
ACCOUNTANT	3
ACCOUNTING SUPERVISOR	2
CAFETERIA MANAGER	3
DIGITAL MEDIA SPECIALIST	1
DIRECTOR OF FACILITIES & OPERATIONS	1
DIRECTOR FISCAL SERVICES	1
DIRECTOR OF FOOD SERVICES	1
DIRCTOR HUMAN RESOURCES	1
DIRECTOR OF INFORMATION MANAGEMENT SERVICES	1
DIRECTOR OF PERSONNEL COMMISSION	1
DIRECTOR OF PURCHASING, CONTRACTS & WAREHOUSE	1
DIRECTOR OF SECURITY	1
NETWORK ENGINEER	1
PERFORMING ARTS SPECIAL EVENTS MANAGER	1
PHYSICAL PLANT MANAGER	3

***A special thanks to the District Office and staff
for making the Board Room available for
testing and Commission meetings.***



***And to the following agencies for assisting our
District in serving as raters on our structured
interview and performance examination
panels:***

- ***Torrance Unified School District***
- ***Downey Unified School District***
- ***Compton Unified School District***
- ***Lawndale Elementary School District***
- ***Inglewood Unified School District***
- ***Fountain Valley School District***
- ***Hawthorne School District***



Bernie Konig
Director, Personnel Commission
310-263-3750

Pamela Jacome,
Administrative Secretary
310-263-3751

"Personnel Commission Office"
4900 W. 147th Street
Hawthorne, CA 90249

For any comments or suggestions please contact Personnel Commission at:

personnelcommision@centinela.k12.ca.us

Fax 310-676-1175