

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

14901 S. Inglewood Ave., Lawndale, CA 90260



PERSONNEL COMMISSION ANNUAL REPORT

2016-2017

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, 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. In promoting the Commission's role in support of the District's Equal Opportunity Employment hiring objectives, the greatest possible diversity in the recruitment pool was sought. Employment announcements were distributed to over 50 community service, employment, educational and special interest organizations. Various internet sites, interest notifications, social networking and other publications were also used. The staff of the Personnel Commission remains committed to providing quality services and exemplary customer service to prospective and current employees. The Staff looks forward to improved efficiency in 17/18.

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.

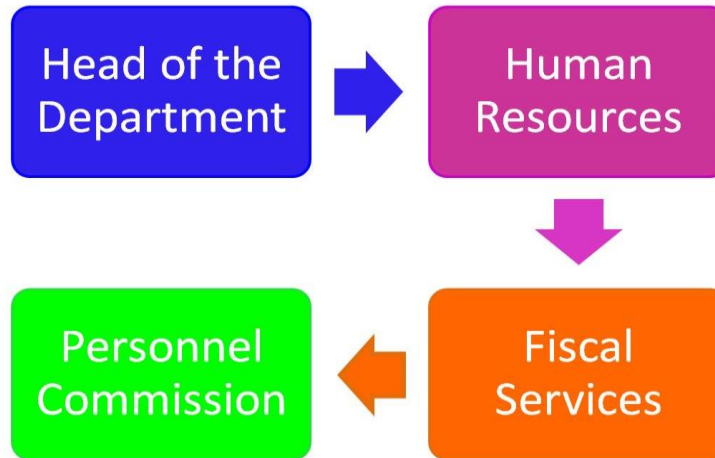
The Personnel Commission's responsibilities are multifaceted. In accordance with the provisions of the Education Code 45240 to 45320 and 88000 to 8818, the Personnel Commission establishes and amends Personnel Commission rules that are binding on the District as a whole; conducts classification studies; 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.



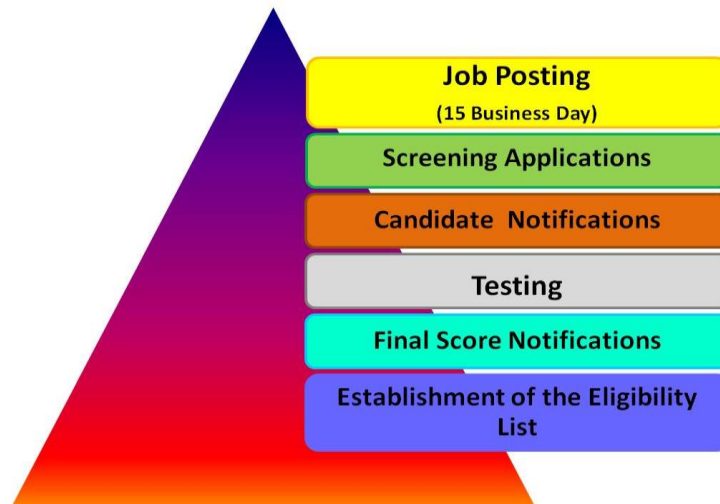
Centinela Valley Union High School District Classified Recruitment & Hiring Process

Request for Personnel Action (RPA)



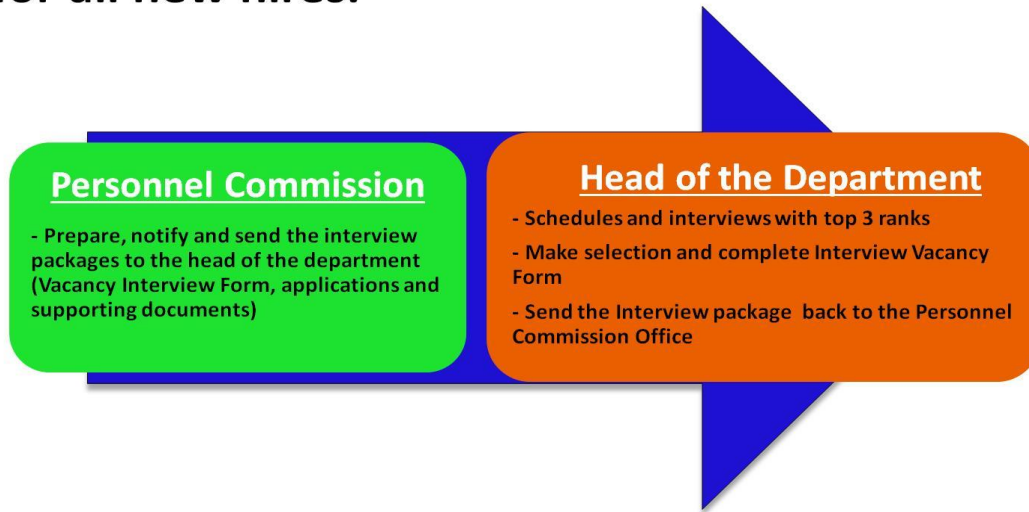
Recruitment Process

Per Education Code 45278.



Interview & Selection Process

The top 3 ranks of an Eligibility list shall be used for all new hires.



Hiring Process

The hiring process of classified employees is completed by Personnel Commission



MEMBERSHIP

The Personnel Commission maintained memberships with the following organizations:

- * *Personnel Commissions 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)*
- * *South Bay Workforce Investment Board (SBWIB)*

CONFERENCES & SEMINARS

Commissioners and Staff attended the following:

- * *CSPCA Annual Conference*
- * *PTC-SC Annual Training Conference*
- * *EDJOIN Conference*
- * *CALPERS training*
- * *HRS Training*
- * *TCP Training*
- * *PCASC Annual Conference*

BUDGET

The public hearing for the 2016-2017 budget was held on April 27, 2016, and the Commission adopted the budget following the hearing. The Governing Board concurred with the budget on May 10, 2016 and the County Superintendent of the schools approved it on May 17, 2016.

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.



ACTIVITY REPORT

MEETINGS

	15 - 16	16 -17
Regular Meetings	15	12
Special Meetings	5	2
Canceled Meetings	4	4

RECRUTMENT & TESTING

Total Recruitments	38	24
Applications Received	1154	815
Applicants Tested	577	529
Interviews	92	97
Eligibility List Established	27	19

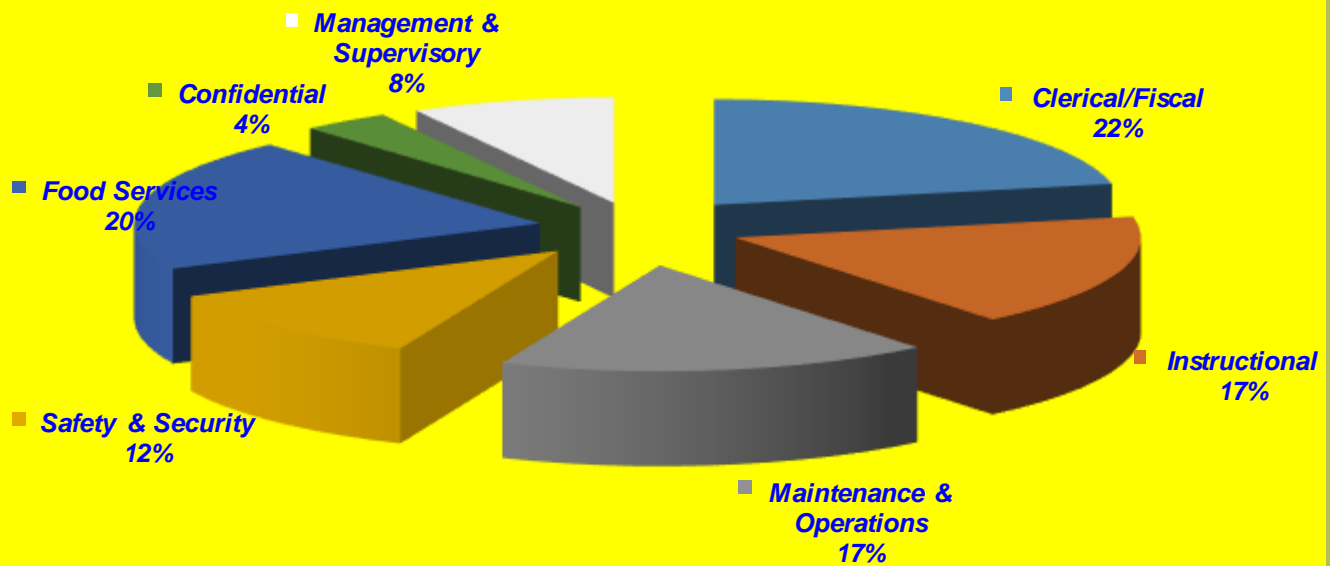
EMPLOYMENT

New Employees	33	12
Promotions	28	9
Reclassifications	4	0
Transfers	13	73
Substitutes	38	35
Reemployments	1	0
Retirements	6	1
Resigned	5	4
Probationary Release	5	1

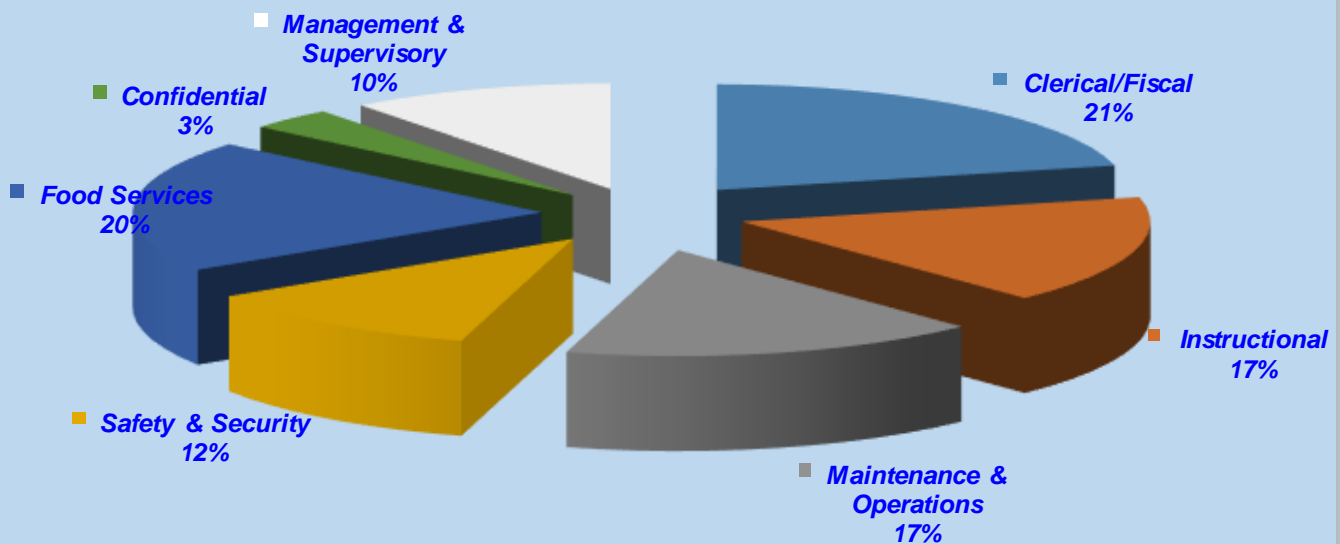
CLASSIFIED POSITIONS

Management & Supervisory	23	27
Clerical/Fiscal	58	66
Instructional	48	49
Confidential	10	10
Safety & Security	37	34
Maintenance & Operations	45	51
Food Services	66	58
Total Employeeess	284	296

CLASSIFIED POSITIONS 2015-2016



CLASSIFIED POSITIONS 2016-2017



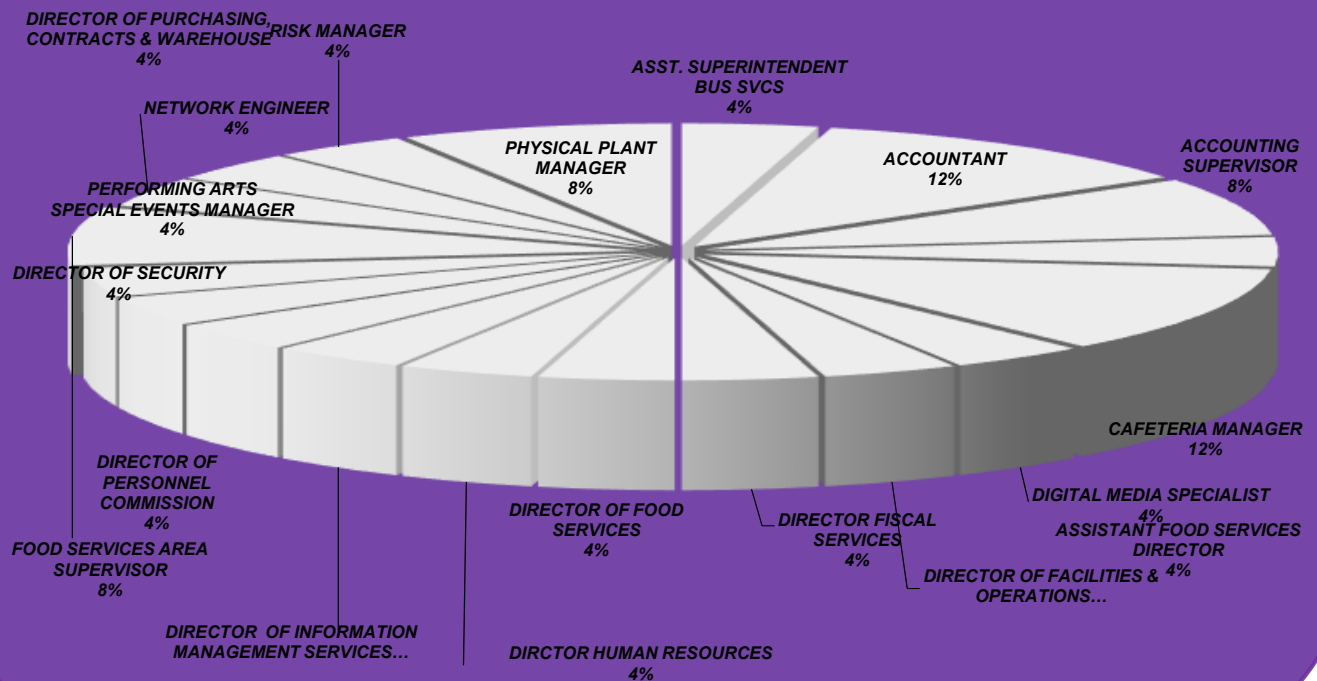
MANAGEMENT & SUPERVISORY

POSITIONS

EMPLOYEES

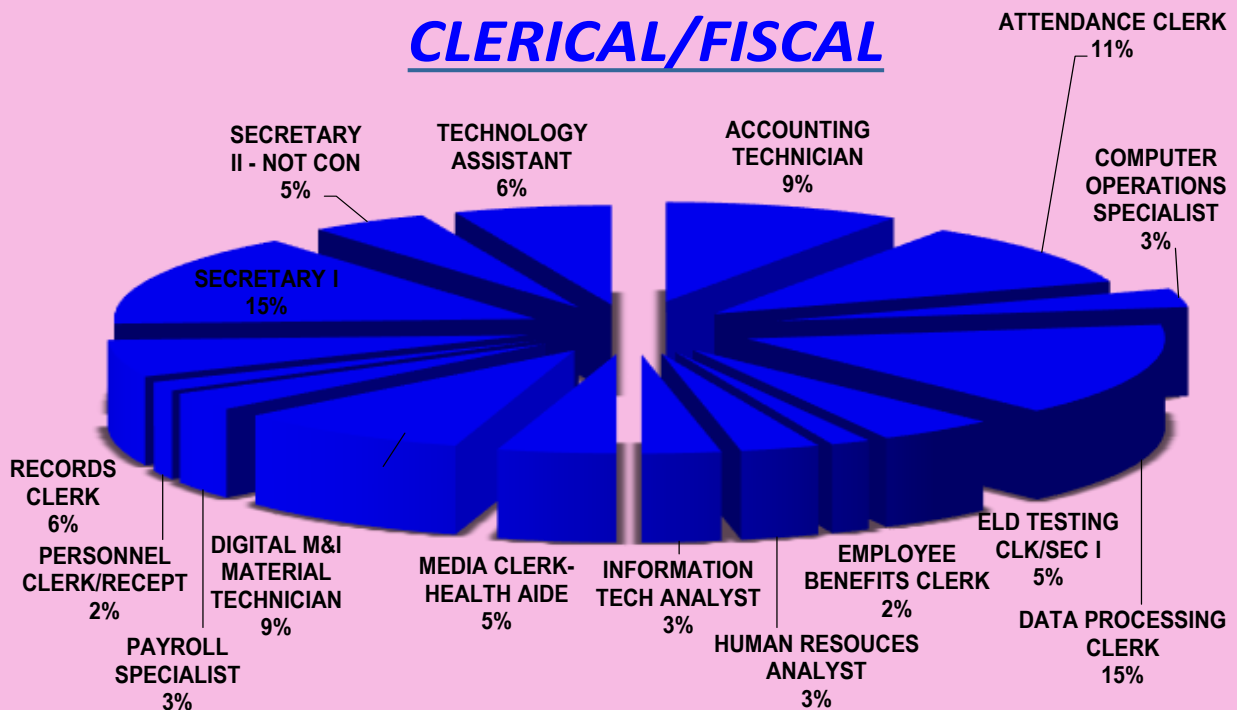
ASST. SUPERINTENDENT BUS SVCS	1
ACCOUNTANT	3
ACCOUNTING SUPERVISOR	2
ASSISTANT FOOD SERVICES DIRECTOR	1
CAFETERIA MANAGER	3
DIGITAL MEDIA SPECIALIST	1
DIRECTOR OF FACILITIES & OPERATIONS	1
DIRECTOR FISCAL SERVICES	1
DIRECTOR OF FOOD SERVICES	1
DIRCTOR HUMAN RESOURCES	1
DIRECTOR OF INFORMATION MANAGEMENT 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
RISK MANAGER	1
FOOD SERVICES AREA SUPERVISOR	2

MANAGEMENT & SUPERVISORY



CLERICAL/FISCAL

POSITIONS	EMPLOYEES
ACCOUNTING TECHNICIAN	6
ATTENDANCE CLERK	7
COMPUTER OPERATIONS SPECIALIST	2
DATA PROCESSING CLERK	10
ELD TESTING CLK/SEC I	3
EMPLOYEE BENEFITS CLERK	1
HUMAN RESOURCES ANALYST	2
INFORMATION TECH ANALYST	2
MEDIA CLERK-HEALTH AIDE	3
DIGITAL M&I MATERIAL TECHNICIAN	6
PAYROLL SPECIALIST	2
PERSONNEL CLERK/RECEPT	1
RECORDS CLERK	4
SECRETARY I	10
SECRETARY II - NOT CON	3
TECHNOLOGY ASSISTANT	4



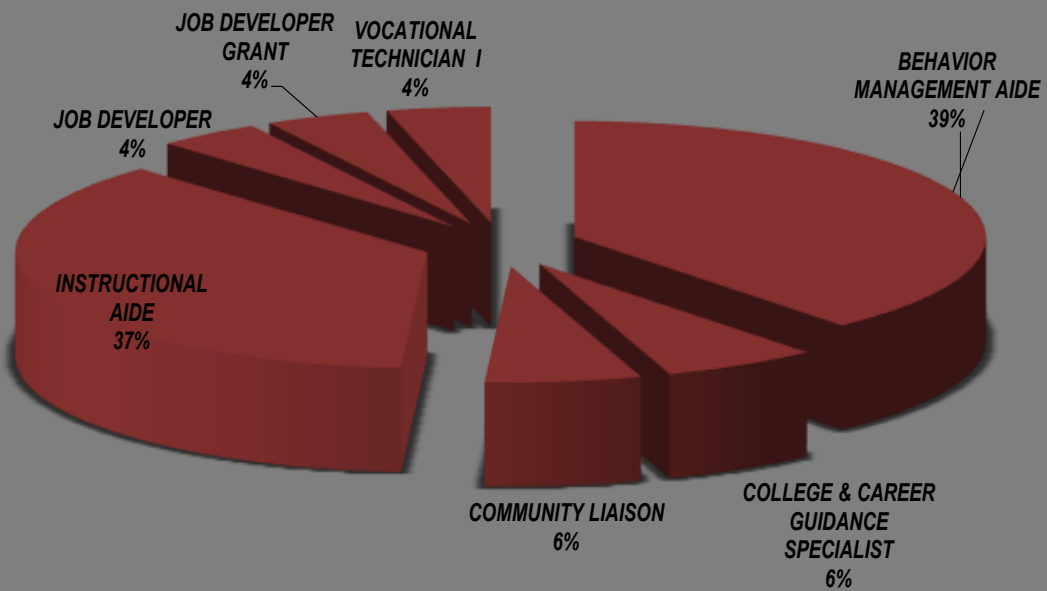
INSTRUCTIONAL

EMPLOYEES

POSITIONS

BEHAVIOR MANAGEMENT AIDE	19
COLLEGE & CAREER GUIDANCE SPECIALIST	3
COMMUNITY LIAISON	3
INSTRUCTIONAL AIDE	18
JOB DEVELOPER	2
JOB DEVELOPER GRANT	2
VOCATIONAL TECHNICIAN I	2

INSTRUCTIONAL



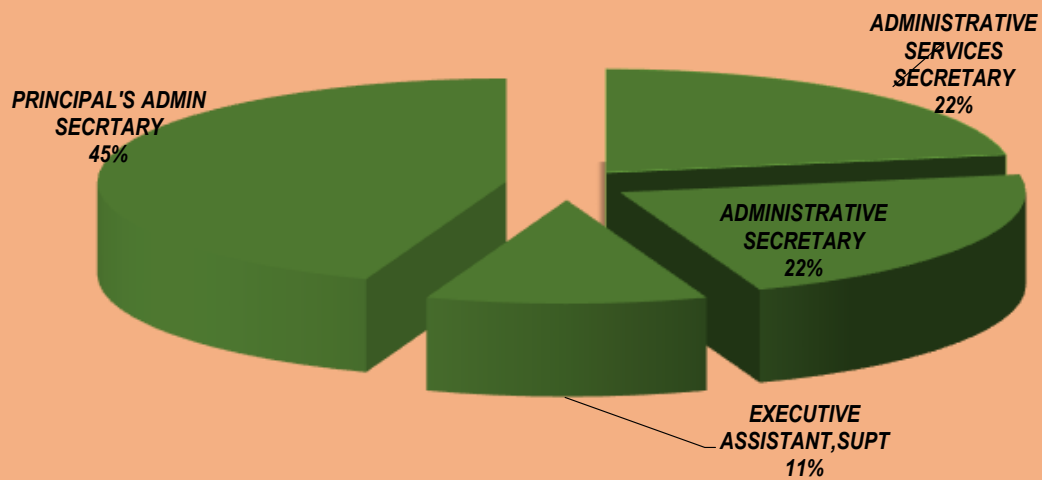
CONFIDENTIAL

POSITIONS

EMPLOYEES

ADMINISTRATIVE SERVICES SECRETARY	3
ADMINISTRATIVE SECRETARY	2
EXECUTIVE ASSISTANT,SUPT	1
PRINCIPAL'S ADMIN SECRETARY	4

CONFIDENTIAL



SAFETY & SECURITY

POSITIONS

EMPLOYEES

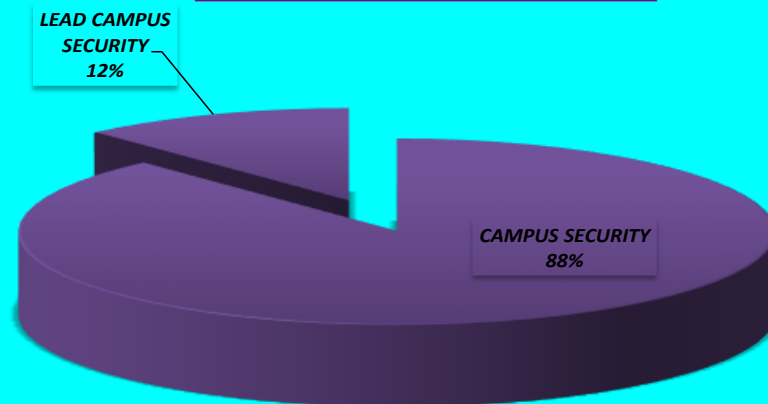
CAMPUS SECURITY

30

LEAD CAMPUS SECURITY

4

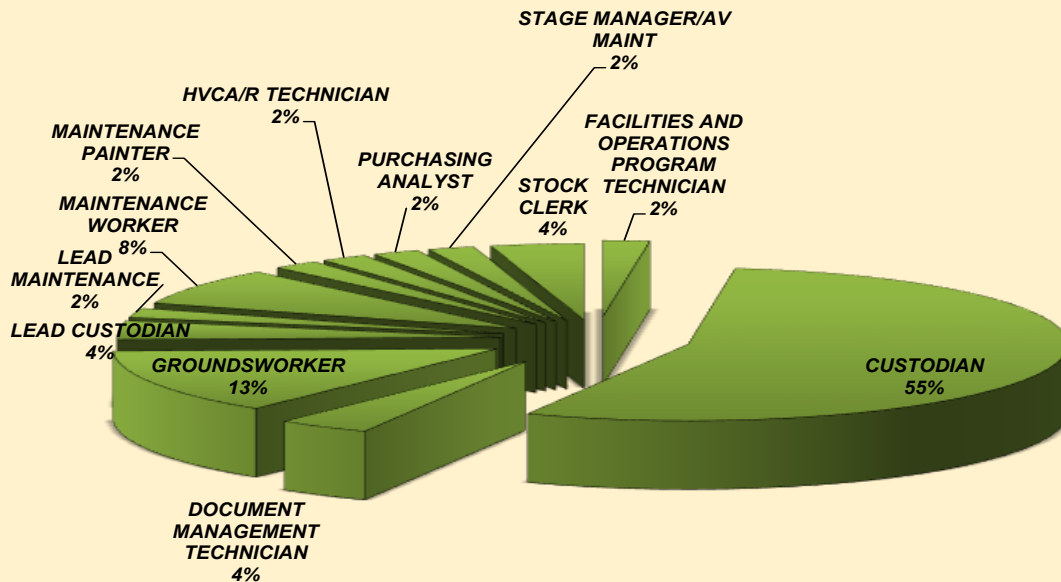
SAFETY & SECURITY



MAINTENANCE & OPERATIONS

POSITIONS	EMPLOYEES
FACILITIES AND OPERATIONS PROGRAM TECHNICIAN	1
CUSTODIAN	28
DOCUMENT MANAGEMENT TECHNICIAN	2
GROUNDWORKER	7
LEAD CUSTODIAN	2
LEAD MAINTENANCE	1
MAINTENANCE WORKER	4
MAINTENANCE PAINTER	1
HVCA/R TECHNICIAN	1
PURCHASING ANALYST	1
STAGE MANAGER/AV MAINT	1
STOCK CLERK	2

MAINTENANCE & OPERATIONS



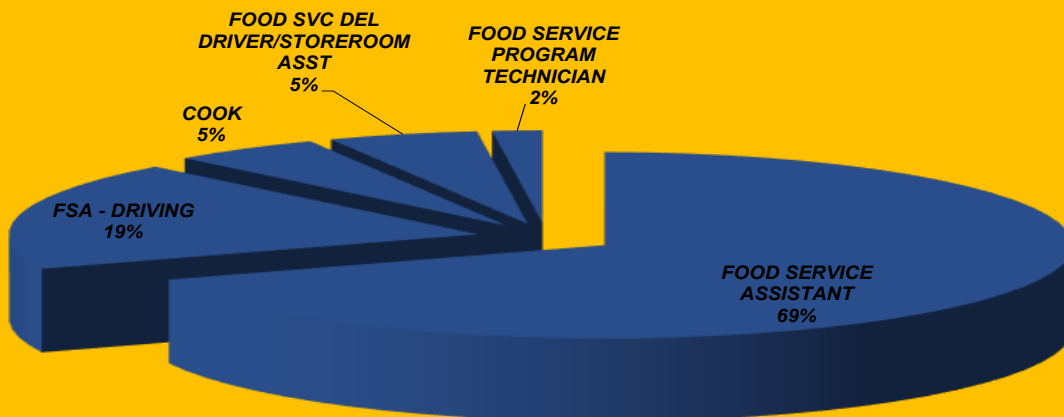
FOOD SERVICES

POSITIONS

EMPLOYEES

FOOD SERVICE ASSISTANT	40
FSA - DRIVING	11
COOK	3
FOOD SVC DEL DRIVER/STOREROOM ASST	3
FOOD SERVICE PROGRAM TECHNICIAN	1

FOOD SERVICES



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***
- ***Lawndale Elementary School District***
- ***South Bay Workforce Investment Board***
- ***Fountain Valley School District***



Bernie Konig
Director, Personnel Commission
310-263-3750

Pamela Jacome,
Administrative Secretary
310-263-3751

"Personnel Commission Office"
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Hawthorne, CA 90250

For any comments or suggestions please contact Personnel Commission at:

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