

# CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

14901 S. Inglewood Ave., Lawndale, CA 90260



# PERSONNEL COMMISSION ANNUAL REPORT

## 2015-2016

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, Veronica Gamboa*

Appointed by the Board of Education

*Vice Chair, Jose Sergio Garcia*

Appointed jointly by two commissioners

*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, 2015-2016 was another busy year.

We continue to receive large number of applications for all posted positions. The processing of the applications and the preparations for all testing was coordinated by Administrative Assistant Ms. Pamela Jacome. We started online testing for all applicants beginning in March of 2016. Ms. Jacome was instrumental in implementing the online testing.

We are also collaborating with CSEA to finalize a job classification and compensation study that should be completed by the end of 2016.

*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.

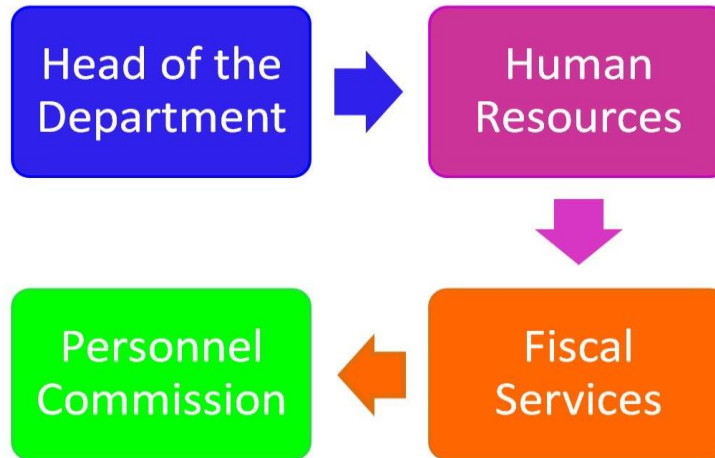
The Personnel Commission’s responsibilities are multifaceted. In accordance with the provisions of the Education Code 45240 to 45320 and 88000 to 8818, the Personnel Commission establishes and amends Personnel Commission rules that are binding on the District as a whole; conducts classification studies;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



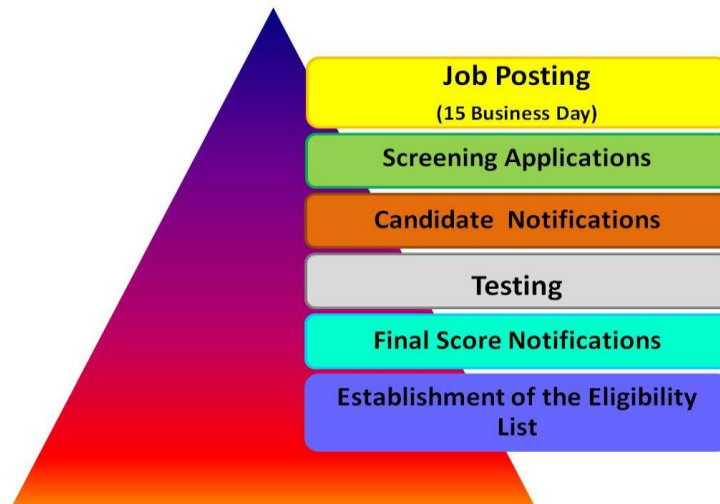
## Centinela Valley Union High School District Classified Recruitment & Hiring Process

### Request for Personnel Action (RPA)



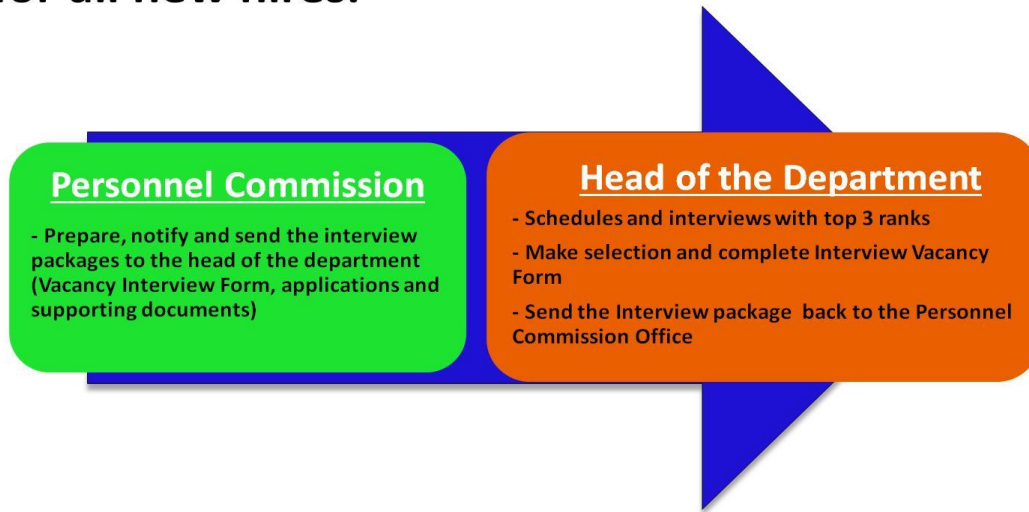
## Recruitment Process

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 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*

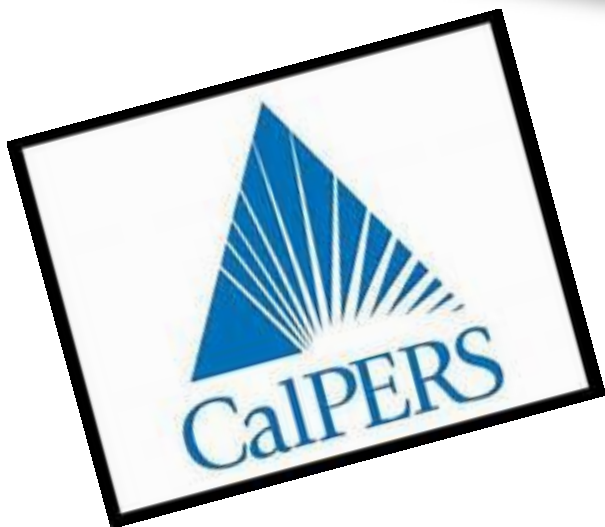
## **BUDGET**

The public hearing for the 2015-2016 budget was held on April 29, 2015, and the Commission adopted the budget following the hearing. The Governing Board concurred with the budget on May 12, 2015 and the County Superintendent of the schools approved it on May 14, 2015.

## **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

	2014-2015	2015-2016
Regular Meetings	15	8
Special Meetings	5	1
Canceled Meetings	4	4

## RECRUITMENT & TESTING

Total Recruitments	38	18
Applications Received	1154	920
Applicants Tested	577	529
Interviews	92	56
Eligibility List Established	27	17

## EMPLOYMENT

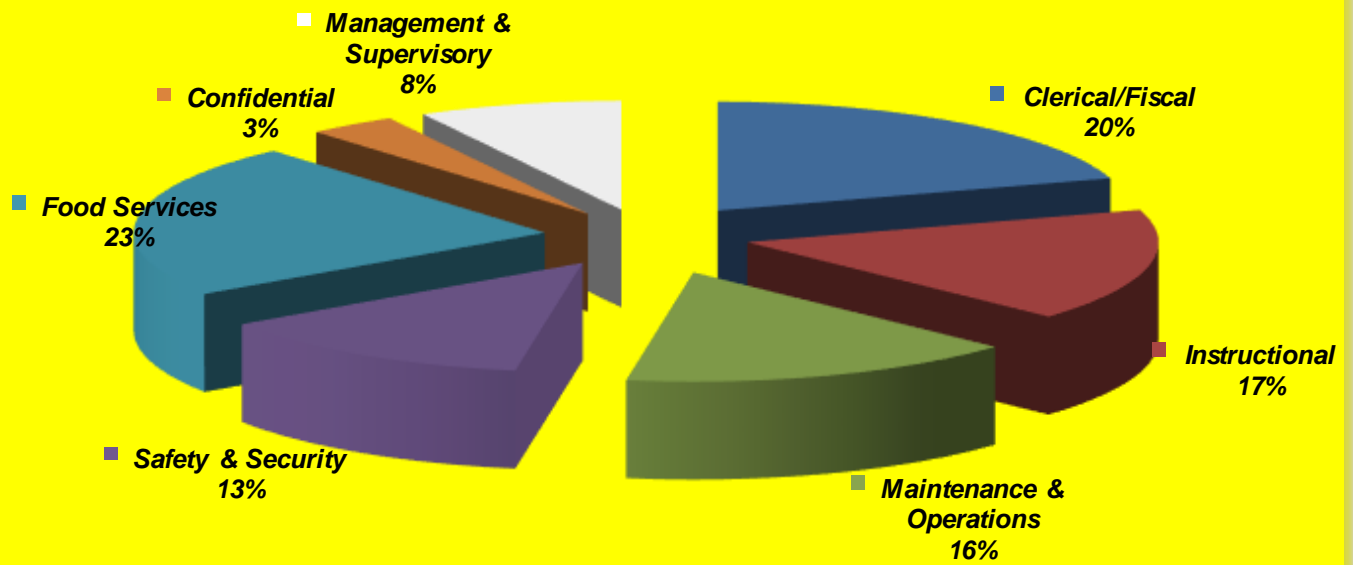
New Employees	33	24
Promotions	28	5
Reclassifications	4	1
Transfers	13	10
Substitutes	38	10
Reemployments	1	0
Retirements	6	8
Resigned	5	7
Probationary Release	5	4

## CLASSIFIED POSITIONS

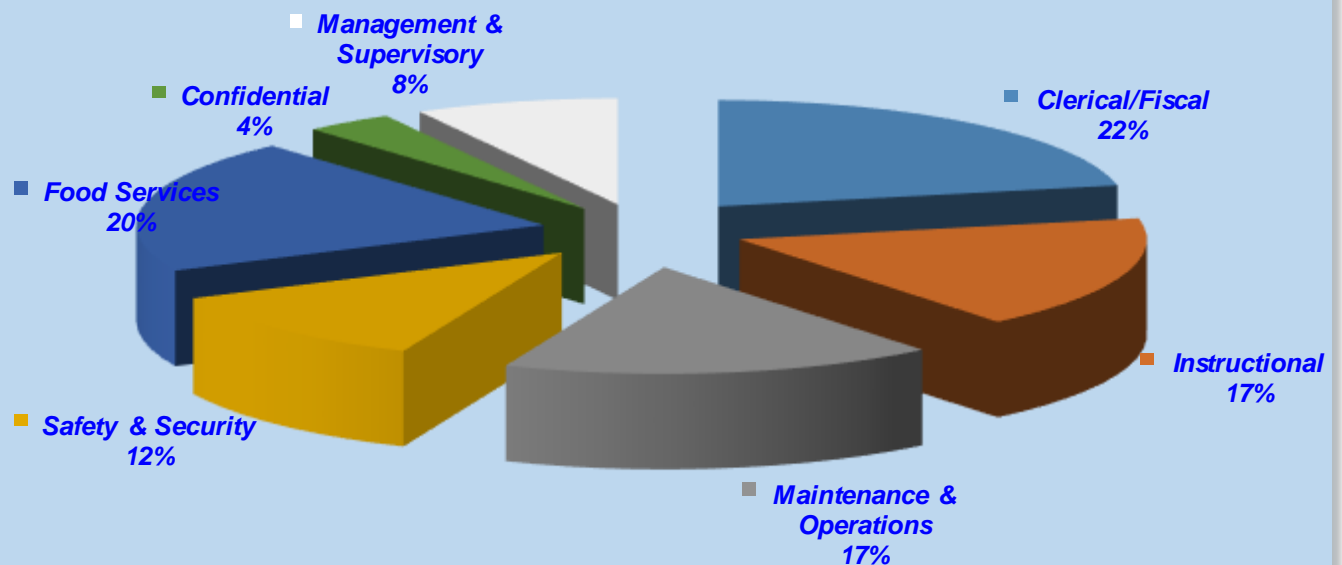
Management & Supervisory	23	23
Clerical/Fiscal	58	62
Instructional	48	49
Confidential	10	10
Safety & Security	37	33
Maintenance & Operations	45	50
Food Services	66	58

<b>Total Employees</b>	<b>287</b>	<b>284</b>
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## CLASSIFIED POSITIONS 2014-2015



## CLASSIFIED POSITIONS 2015-2016



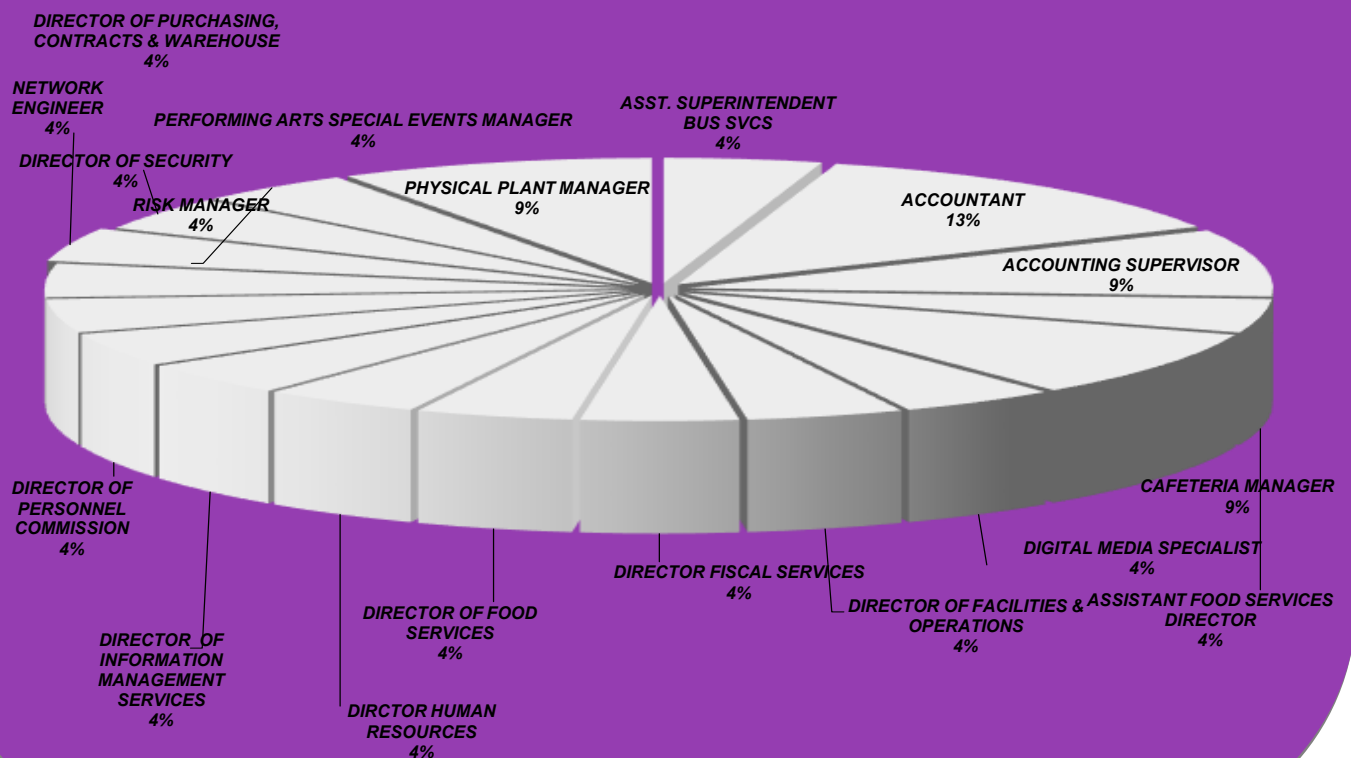
# MANAGEMENT & SUPERVISORY

## POSITIONS

## EMPLOYEES

ASST. SUPERINTENDENT BUS SVCS	1
ACCOUNTANT	3
ACCOUNTING SUPERVISOR	2
ASSISTANT FOOD SERVICES DIRECTOR	1
CAFETERIA MANAGER	2
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	2
RISK MANAGER	1

# MANAGEMENT & SUPERVISORY

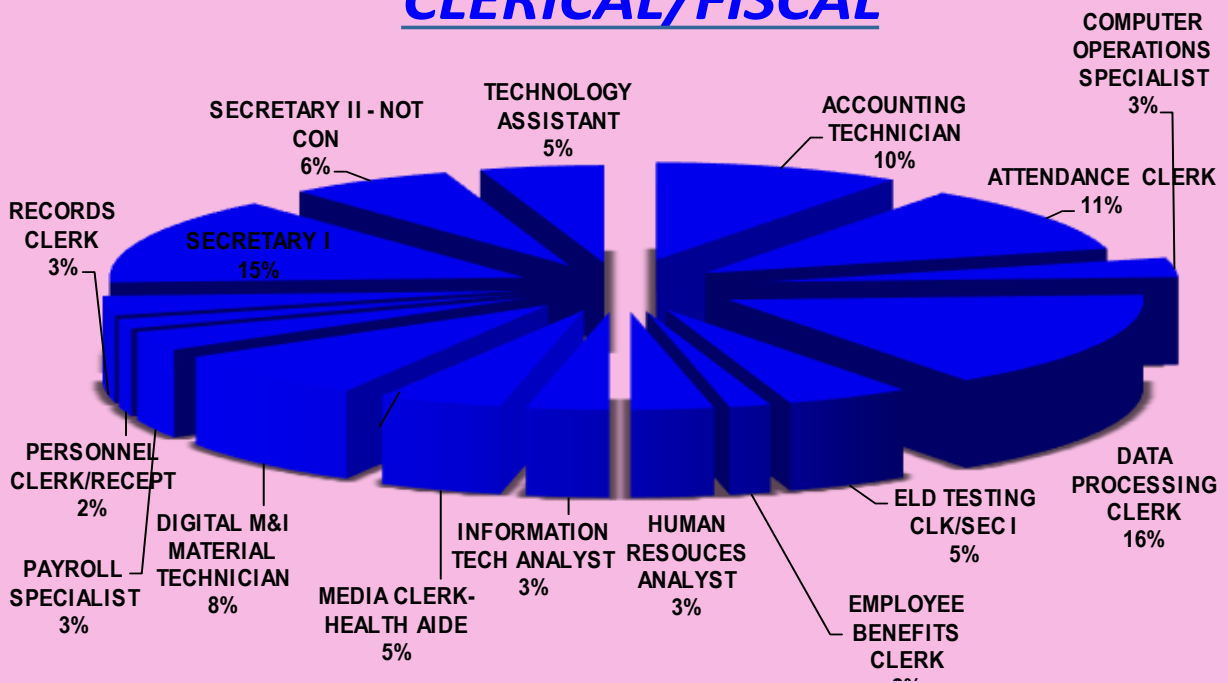




## CLERICAL/FISCAL

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	5
PAYROLL SPECIALIST	2
PERSONNEL CLERK/RECEPT	1
RECORDS CLERK	2
SECRETARY I	9
SECRETARY II - NOT CON	4
TECHNOLOGY ASSISTANT	3

## CLERICAL/FISCAL



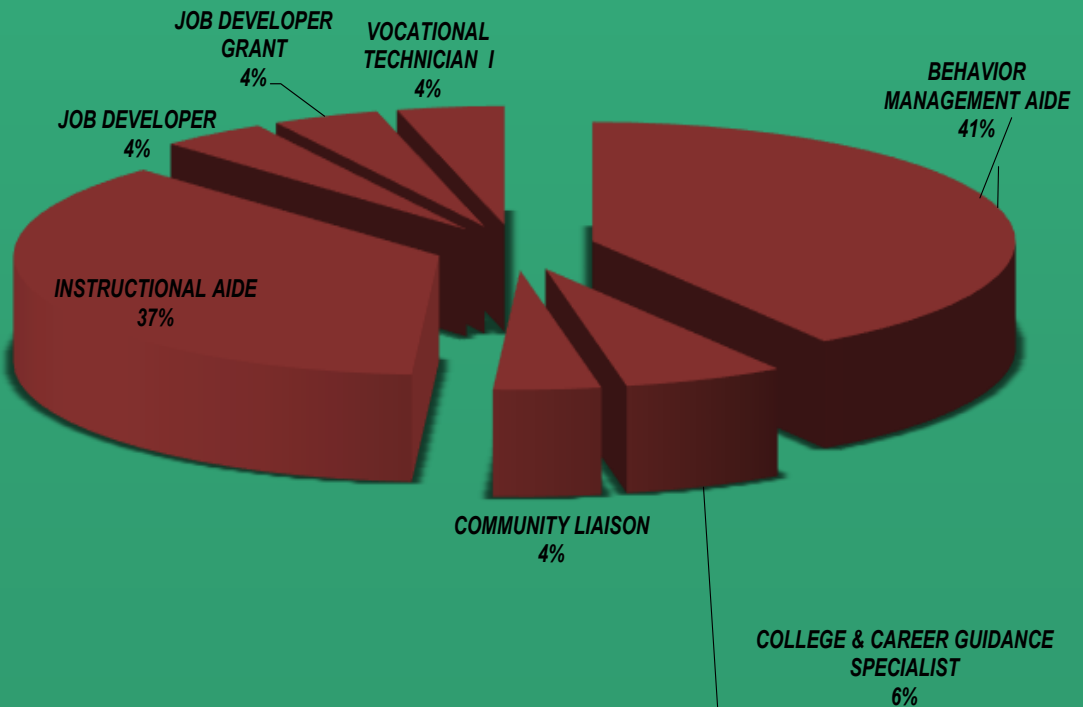
# INSTRUCTIONAL

## EMPLOYEES

### POSITIONS

BEHAVIOR MANAGEMENT AIDE	20
COLLEGE & CAREER GUIDANCE SPECIALIST	3
COMMUNITY LIAISON	2
INSTRUCTIONAL AIDE	18
JOB DEVELOPER	2
JOB DEVELOPER GRANT	2
VOCATIONAL TECHNICIAN I	2

# INSTRUCTIONAL



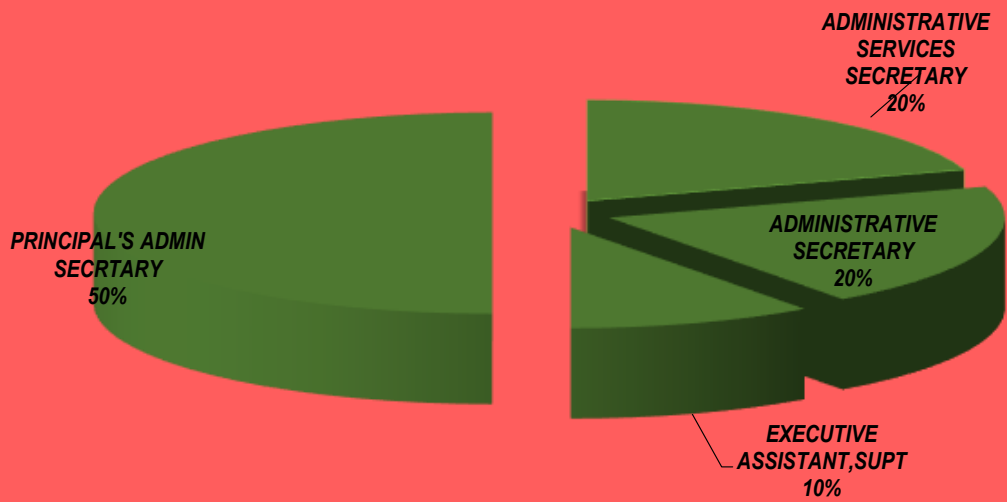
**CONFIDENTIAL**

**POSITIONS**

**EMPLOYEES**

ADMINISTRATIVE SERVICES SECRETARY	2
ADMINISTRATIVE SECRETARY	2
EXECUTIVE ASSISTANT,SUPT	1
PRINCIPAL'S ADMIN SECRETARY	5

**CONFIDENTIAL**



## **SAFETY & SECURITY**

### **POSITIONS**

### **EMPLOYEES**

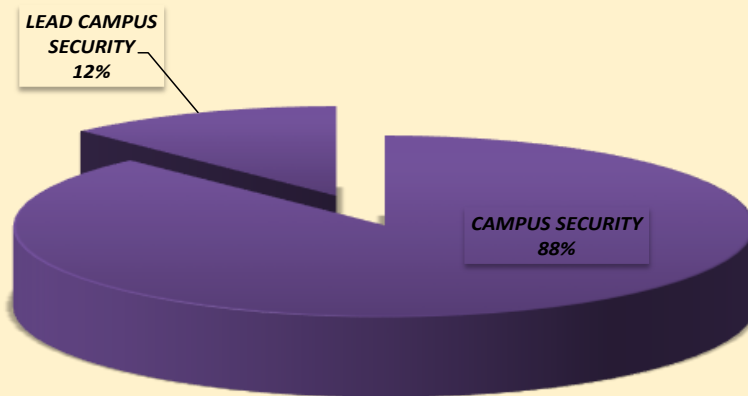
CAMPUS SECURITY

29

LEAD CAMPUS SECURITY

4

## **SAFETY & SECURITY**

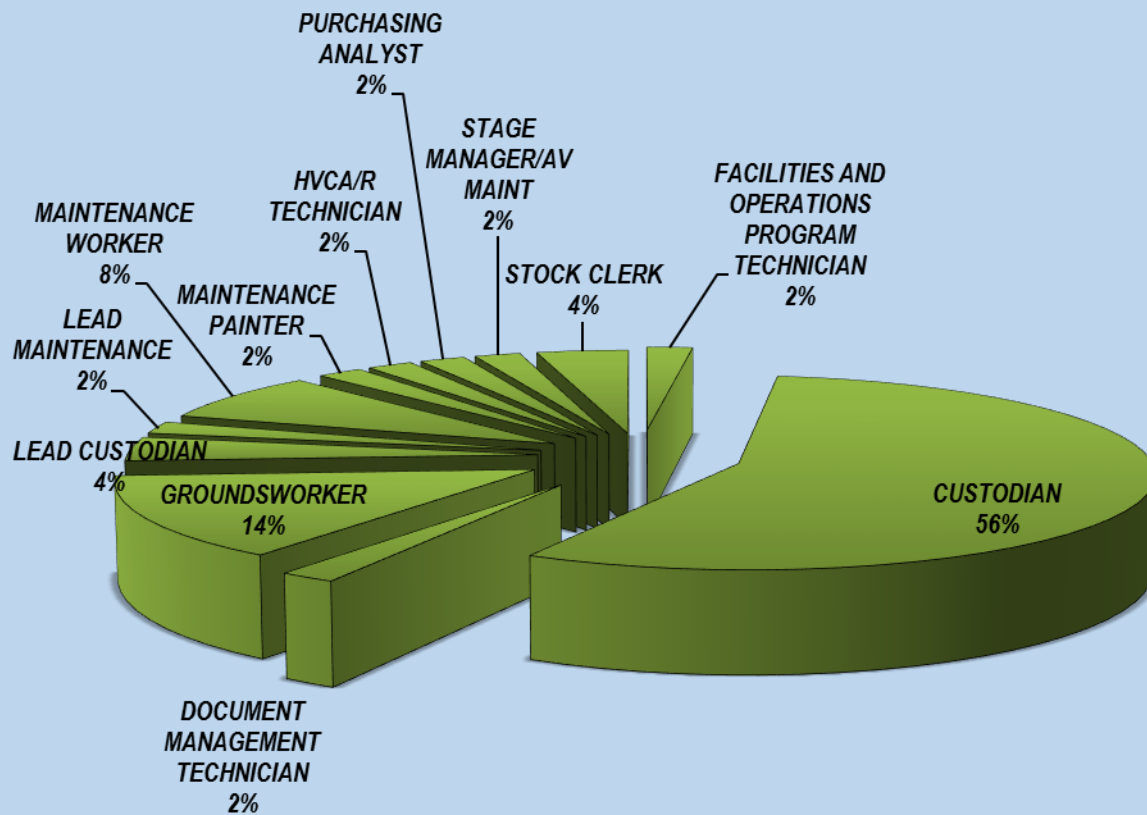




# MAINTENANCE & OPERATIONS

POSITIONS	EMPLOYEES
FACILITIES AND OPERATIONS PROGRAM TECHNICIAN	1
CUSTODIAN	28
DOCUMENT MANAGEMENT TECHNICIAN	1
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



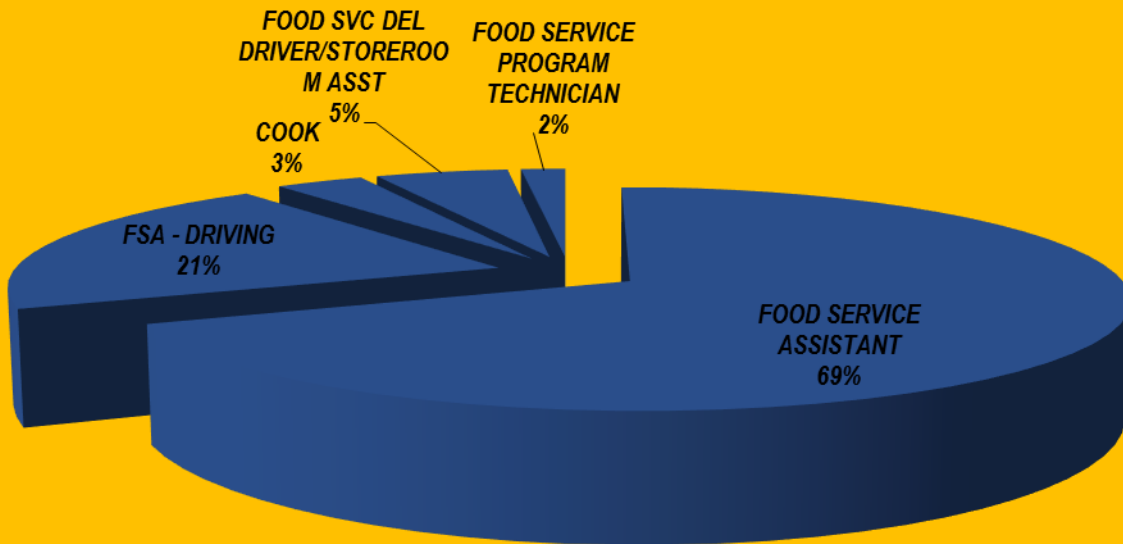
## FOOD SERVICES

### POSITIONS

### EMPLOYEES

FOOD SERVICE ASSISTANT	40
FSA - DRIVING	12
COOK	2
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***
- ***Inglewood Unified School District***
- ***Fountain Valley School District***



Bernie Konig  
Director, Personnel Commission  
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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:

[personnelcommision@centinela.k12.ca.us](mailto:personnelcommision@centinela.k12.ca.us)

Fax 310-676-1175