



Appointment Made by the Board

Of Education: The Board of Education of the La Mesa-Spring Valley School District has appointed Mr. Steve Babbitt to be their representative to the Personnel Commission. He is serving as the Board of Education's representative for a three (3) year term commencing at noon on December 1, 2017, through noon on December 1, 2020.

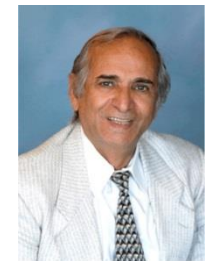
Appointment Made by the California School Employees Association, La Mesa-Spring Valley Chapter 419:

The California School Employees Association, La Mesa-Spring Valley Chapter 419, has appointed Mrs. Patricia Ridenour to be their representative to the Personnel Commission. Mrs. Ridenour has served as the Association's appointment to the Personnel Commission since December 1, 2001 and is serving another three (3) year term commencing at noon December 1, 2016, through noon December 1, 2019.



Joint Appointment:

The third Commissioner is appointed by the District's appointee and the Association's appointee and is known as the joint-appointee; currently Dr.



Arashmidos Monjazebe. He has served as the joint-appointee since December 1, 2003. Dr. Monjazebe was re-appointed on December 1, 2015 for another term of office through noon December 1, 2018.

MERIT SYSTEM LAW

The Merit System at La Mesa-Spring Valley School District is designed to ensure a system that provides fair and equitable personnel practices based upon the Personnel Commission Rules and Regulations. Per California Education Code Sections 45240-45320, Merit System Law requires Personnel Commissions do the following:

- Ensure highly qualified employees are hired in accordance with Commission Rules and Merit System Law on merit and fitness, without favoritism, interference, or influence.
- Protect applicants and employees from discriminatory treatment.
- Determine job-related educational and work experience requirements.
- Ensure objective, job-related tests and provide for establishment of eligibility lists.
- Provide for announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Establish reasonable causes for demotion, suspension, and dismissal.
- Investigate and hear appeals of permanent employees who have been suspended, demoted or dismissed.

Commission Support Staff

C. Xavier Thomas, Director, Classified Personnel
Alison Junker, Human Resources Analyst
Tina Cano, Human Resources Specialist



**LA MESA-SPRING VALLEY
SCHOOLS**

*Presented to the
Board of Education*

CA Education Code compliance Sect. 45266, and Personnel Commission Rules and Regulations 20.400.3.

**2018-2019
PERSONNEL COMMISSION
ANNUAL REPORT**

Adopted November, 2018

Personnel Commissioners
(alphabetical order)

*Steve Babbitt
Arashmidos Monjazebe
Patricia Ridenour*

PERSONNEL COMMISSION ACTIVITIES

Personnel Commission meetings are regularly scheduled for the third Thursday of each month. Alternate dates are occasionally necessary due to the need for special meetings or the availability of Commission members. This is an open meeting and everyone is invited to attend.

General functions of the Personnel Commission for 2017–2018 included:

1. Conducted recruitments and selection activities to fill classified vacancies with highly qualified applicants and employees, including job analyses, supplemental application and application reviews, test designs (e.g., training and experience ratings, written tests, oral board interviews, work sample or performance tests, and other specialized tests).
2. Certified eligibility lists and oversaw subsequent employment offers.
3. Conducted appeal hearings regarding employee disciplinary actions as needed.
4. Served as a resource in classified staffing matters, and in CSEA/District bargaining process.
5. Conducted the classified staff development program through the Classified Training Advisory Committee (C-TAC) with the support of the District, CSEA and LMSVTA.
6. Maintained current seniority and re-employment lists.
7. Reviewed the Personnel Commission Rules and Regulations, and updated as needed.
8. Submitted, maintained, and evaluated the annual budget.

CLASSIFICATION AND COMPENSATION STUDY

The Personnel Commission managed a comprehensive classification and compensation study conducted by Ewing Consulting. This was the first full classification and compensation study in over eight years. The Personnel Commission would like to thank all parties involved for their support and patience during the study. As a result of the study, we have been able to update our internal alignment for job classifications and salary structures.

The Personnel Commission will continually review the study to ensure that it remains updated and relevant for many years to come.

	2017-18	2016-17	2015-16
Eligibility Lists Developed	50	36	62
Examinations Held	50	36	62
Applications Received	3,962	2,176	4,954
Classified Positions Filled	258	105	200
Promotions	29	23	41
Reinstatements	2	0	6
Classified Resignations Separations	166	60	50
Classified Retirements	23	41	13
Classified Lateral Transfers	2	0	2
Non-Merit Positions Filled	291	270	339
Non-Merit Positions Separations	224	297	181

MERIT SYSTEM PRINCIPLES

The classified employees of the La Mesa-Spring Valley School District have operated under the Merit System since 1966. The system provides for equal employment opportunity for applicants and employees by requiring competition for positions. The Merit System is a system of rules and procedures similar to civil service. Its fundamental purpose is to ensure that highly qualified applicants and employees are recruited, selected, promoted and retained without favoritism and prejudice on the basis of merit and fitness. The Personnel Commission plays a crucial part in the recruitment, selection and retention of the District's classified staff. The Personnel Commission generally meets once per month to consider examinations, eligibility lists, reclassifications, salary studies, rule changes, disciplinary appeals, and other areas of importance to all classified employees.

The Personnel Commission's purpose is multifaceted. In accordance with the provisions of the Education Code, 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 recruitment and selection processes; establishes procedures for transfers; interprets rules and regulations; and conducts disciplinary hearings and appeals. Merit Systems operate in approximately 94 K-12 elementary, high or unified school districts, county offices of education, and community college districts in California. Approximately 64% of all classified school personnel in the state work under the framework of a Merit System and enjoy the equal opportunity and fair selection procedures which it generates.

THANK YOU!

The Personnel Commission thanks all of you who supported and assisted us in accomplishing the Commission's activities during the past fiscal year. We appreciate those individuals who volunteered their valuable time and expertise by serving on the many oral and performance examinations.