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Personnel Commission

The La Mesa-Spring Valley classified employees have operated under the Merit System since 1966. The Merit System is a system of rules and procedures similar to civil service. Its fundamental purpose is to ensure employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

The Personnel Commission consists of three Commissioners (shown above), all La Mesa-Spring Valley residents (one appointed by the Board of Education, one nominated by the Employee Association, and one appointed by the other two) to oversee the administration of the Merit System. The Personnel Commission plays a crucial role in the recruitment, selection and retention of the District's non-teaching staff. The Commissioners typically meet once a month.

The Personnel Commission's purpose is multifaceted. In accordance with the provisions of the Education Code, the Commission establishes and amends Personnel Commission rules that are binding on the District as a whole; conducts classification studies; recommends salary adjustments; conducts all classified recruitment and selection processes; establishes procedures for transfers; interprets rules and regulations; recommends classified training; and conducts disciplinary hearings and appeals.

The Director of Classified Personnel serves as the Secretary to the Commission. The Director and Commission staff are responsible for the preparation of Commission agendas and follow-up to all actions taken by the Commission.

www.lmsvsd.k12.ca.us/personnel_commisssion.html

SERVING CLASSIFIED EMPLOYEES

The Merit System

A system of
Rights and
Guarantees
for
Classified Employees
backed by
California State Law

La Mesa-Spring Valley School District
January 2011

The Merit System

The Merit System is a system of personnel administration based on these principles:

- Employment and promotion on the basis of merit.
- A career service.
- Equal pay for equal work.
- Impartial hearings of appeals of disciplinary action.
- Prohibition against discrimination.

In a Merit System District, all classified employees have rights guaranteed to them by California State Law. Classified employees have the right to . . .

- File for both open-competitive and promotional examinations for which they are qualified.
- Take examinations on District time.
- Have an oral interview electronically recorded.
- Expect an objective examination and certification for selection.
- Be considered for appointment if in the top three ranks.
- Participate in classified training activities.
- Appeal disciplinary actions.
- A disciplinary hearing before the Personnel Commission.



To ensure the employee's rights are protected under law, California has provided for the establishment of a Classified Personnel Commission.

The Commission . . .

- Maintains a classification plan which groups positions into classes on the basis of duties and responsibilities assigned by the governing board.
- Establishes rules for the examination of candidates for positions and ensures the application of the merit system appointment procedures.
- Formulates rules and regulations to ensure the efficiency of the classified service and the implementation of merit system principles.
- Establishes procedures for performance ratings.
- Investigates and hears appeals of disciplinary actions.
- Prepares an annual budget for its own office.

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