

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, 2019, through noon December 1, 2022.

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 Mr. Jeremy Martinson. He was appointed as the joint commissioner on December 1, 2019 for a two (2) year term of office, through noon December 1, 2021.

Memberships and Professional Subscriptions:

- California State Personnel Commissioners Association (CSPCA)
- Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
- NEOGOV/Government Jobs (applicant tracking)
- San Diego Chapter – California State Personnel Commissioners Association (SD-CSPCA)
- The International Public Management Association for Human Resources (IPMA-HR)

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

Andrea Rivera, 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*

2019-2020 PERSONNEL COMMISSION ANNUAL REPORT

Adopted September 2020

Personnel Commissioners *(alphabetical order)*

*Steve Babbitt
Jeremy Martinson
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 2019–2020 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.
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. Supported classified staff development through the Training and Learning Cooperative (TLC).
6. Maintained seniority, reemployment, and reinstatement lists.
7. Reviewed the Personnel Commission Rules and Regulations, and updated as needed.
8. Submitted, maintained, and evaluated the annual budget.
9. Conducted Job Family Studies to ensure job descriptions and salary alignment were accurate.
10. Coordinated final hiring interviews and made subsequent job offers.
11. Served on the CSPCA Board of Directors.

CLASSIFICATION AND COMPENSATION STUDY

In 2017, the Personnel Commission approved a comprehensive classification and compensation study conducted by an outside agency. The Job Family Studies were created to ensure appropriate review of every classification as per the Personnel Commission Rules and Regulations. The Personnel Commission staff completed Job Family Studies for six job families. Staff collected information from employees, managers, and benchmark districts. The information was analyzed and presented to the CSEA and District bargaining teams. As a result of the study, internal alignment for job classifications and salary structures have been updated. Staff will continue the Job Family Studies each year with new job families.

	2019-20	2018-19	2017-18
Eligibility Lists Developed	46	54	50
Examinations Held	46	54	50
Applications Received	2,548	2,469	3,962
Classified Positions Filled	180	399	258
Promotions	45	53	29
Reinstatements	8	7	2
Classified Resignations Separations	162	115	166
Classified Retirements	30	33	23
Non-Merit Positions Filled	25	141	291
Non-Merit Positions Separations	33	562	224

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 in 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.