



PERSONNEL COMMISSION

2021-2022 ANNUAL REPORT

ADOPTED NOVEMBER 2022

Personnel Commissioners

(alphabetical order)

Steve Babbitt
Jeremy Martinson
Patricia Ridenour

Presented to the Board of Education
CA Education Code compliance Sect. 45266,
and Personnel Commission Rules and Regulations 20.400.3

THE MERIT SYSTEM

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.

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.

The Personnel Commissioners of the La Mesa-Spring Valley School District demonstrate the highest level of commitment to the principles and practices of the Merit System. Each Commissioner has had private and public service that supports the concept of employment as outlined in the Personnel Commission Rules and Regulations and has further demonstrated through meeting attendance and actions in support of the Merit System principles and its operation.

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, 2020, through noon on December 1, 2023.

Appointment Made by the California School Employees Association Chapter 419:

The California School Employees Association 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, 2021 for a three (3) year term of office, through noon December 1, 2024.

BENEFITS OF A MERIT SYSTEM

Protects the district from liability related discrimination claims.

Upholds the public interest by ensuring objectivity and impartiality in personnel decisions and processes.

Salary placement based on objective data.

Protection for employees from arbitrary action, nepotism, personal favoritism, pressure from special groups or political coercion.

Like work for like pay based on classification to ensure consistency and fairness.

Promotes equitable treatment of all classified employees by using objective, consistent processes.

Job families, related standards, and career paths are established.

Ensures new employees have demonstrated the ability to perform the job before hire, preventing expensive turnover costs.

**PERSONNEL COMMISSION ACTIVITIES
FOR 2021-2022 INCLUDED:**

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)

Certified eligibility lists

Conducted appeal hearings regarding employee disciplinary actions as needed

Served as a resource in classified staffing matters, and in CSEA/District bargaining process

Supported classified staff development through the Training and Learning Cooperative (TLC)

Maintained seniority, reemployment, and reinstatement lists

Reviewed the Personnel Commission Rules and Regulations, and updated as needed

Submitted, maintained, and evaluated the Personnel Commission annual budget

Conducted Job Family Studies to ensure job descriptions and salary alignment were accurate

Collaborated with the district and CSEA to initiate a Global Study to align job families with minimum wage increases

Coordinated final selection interviews and made subsequent job offers

	21 – 22	20 – 21	19 – 20
Eligibility Lists Developed	67	39	46
Applications Received	1950	2015	2,548
Classified Positions Filled	219	149	180
Promotions	50	34	45
Reinstatements	5	1	8
Reemployments	1	3	0
Classified Separations (All)	163	132	162
Classified Retirements	24	29	30

New Recruitment Statistics for Annual Report for 2020-2021

Open	22	2	
Promotional-Only	5	10	
Dual-Merged	36	27	
Promotional & Open	3	0	
Unranked List	1	0	

*Prior statistics included all Campus Attendant recruitments as one eligibility list.

Personnel Commission Support Staff

ANDREA RIVERA

DIRECTOR, CLASSIFIED PERSONNEL

ALI JUNKER

HUMAN RESOURCES ANALYST

TINA CANO

HUMAN RESOURCES SPECIALIST

300

WRITTEN EXAMS
ADMINISTERED

31 CONTINUOUS RECRUITMENTS

94

ORAL EXAMS
HELD
VIA ZOOM

1829

“HITS” ON THE SKILLED MAINTENANCE
WORKER II JOB POSTING FROM OUR
WEBSITE ON NEOGOV

2

CLASSIFICATIONS CREATED

530

CANDIDATES
SCHEDULED
FOR WRITTEN
EXAMS

78

PARAPROFESSIONAL-SPECIAL EDUCATION
POSITIONS FILLED

3

DIFFERENT WAYS ORAL
EXAMS WERE
ADMINISTERED: VIA
ZOOM, IN-PERSON, HYBRID

40

REMOTE
PROFICIENCY
EXAMS
COORDINATED
SINCE MAY 2022

24

ORAL EXAMS ADMINISTERED FOR THE
PARAPROFESSIONAL-SPECIAL EDUCATION
CLASSIFICATION

4

AMENDMENTS TO JOB
DESCRIPTIONS

68

IN PERSON PROFICIENCY EXAMS
SCHEDULED TO HELP CANDIDATES
QUALIFY FOR MERIT EXAMS UNTIL MAY

269 PERMANENCY DATES CALCULATED

Candidate Application/Recruitment Process

