

Personnel Commission
of Cajon Valley Union Schc



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CAJON VALLEY UNION SCHOOL DISTRICT

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CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Regular Meeting

PERSONNEL COMMISSION

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San Diego County Office of Education Main Campus

6401 Linda Vista Road, San Diego, CA 92121

619.393.3500 ext. 4100

July 15, 2020

Ms. Angela Bishop
Director, Personnel Commission
Cajon Valley Union School District
P.O. Box 1007
El Cajon, CA 92022-1007

Dear Ms. Bishop:

In accordance with the provisions of Education Code 45253, the County Superintendent of Schools has approved the 2020-21 Personnel Commission budget for the Cajon Valley Union School District in the amount of \$430,681.

The budget submitted reflects an increase over the Personnel Commission's 2019-20 budget. If during the year, the school board approves any budget amendments for the Personnel Commission, please forward a copy of the changes to our office.

Your district has indicated that the amount of \$430,681 has been included in the 2020-21 regular general fund adopted budget.

Sincerely,

Brent Watson
Executive Director
District Financial Services

BW:VS

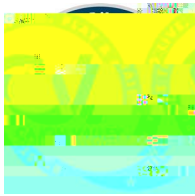
cc: Scott Buxbaum, Assistant Superintendent, Business Services, Cajon Valley USD
Louise Gibson, Fiscal Services Director, Cajon Valley USD

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CAJON VALLEY UNION SCHOOL DISTRICT

**Classification Study of
Administrative Assistant I
(Long-Range Planning Dept.)**



Introduction

In June 2020, the Cajon Valley Union School District (CVUSD) contracted with Eric Hall and Associates (EH&A) to provide a classification study of their Administrative Assistant I position in the Long-Range Planning Department (LRPD). Associate Ross Hessler with EH&A conducted the study. The decision to seek the assistance of a consultant came as a result of discussion by the district's Personnel Commission at their meeting of May 28, 2020, and action at their June 25, 2020 meeting.

Scope of Study

To accomplish the goals of the study, EH&A undertook the following tasks:

- Conducted a preliminary meeting over Zoom on June 30, 2020 with the incumbent, Victoria Hayman. The steps and timeline of the study were introduced and questions were answered. A Classification Study Questionnaire was sent out the same day for Ms. Hayman to complete. The approximate timeline for return was one week.

- Conducted an interview with the incumbent, as well as her supervisor, Sharon Dobbins, Director – Long Range Planning Department.

- Prepared a revised job description and sent out a first draft to the incumbent and her supervisor.

- Reviewed and revised the first draft of the job description.

- Drafted this Report for the District, the Personnel Commission and the bargaining unit for review, discussion and forwarding to the Board of Trustees for review and action.

Information Reviewed and Research Conducted

- Job descriptions

- Employee Classification Study Questionnaire

- District salary schedule

- Personnel Commission Rules and Regulations

Background and Analysis

The Administrative Assistant I position studied is in the Long-Range Planning Department (LRPD). It is one of only four positions in the department, including the department director. The LRPD is responsible for facilities planning and financing, and for management of the district's bond/capital improvement program. The department is also responsible for demographics, enrollment projections, school boundary changes, school facility (developer) fees, and redevelopment agency agreements. The enrollment piece includes handling and reviewing transfer requests.

The incumbent has the main responsibility, working fairly independently, for handling the student transfer process in the district. This involves meeting with, or discussing with by phone, parents who are considering a transfer of their child between schools within the district (intra-district) or to a school outside the district (inter-district). The incumbent works with parents to answer questions and provide information on options available. She will try to find the b

Report on the Classification Study of
Administrative Assistant I (Long-Range Planning Dept.)

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS TITLE: PLANNING ASSISTANT

BASIC FUNCTION:

Under the direction of the Superintendent, the Planning Assistant will assist in the development and implementation of the district's long-range planning process. This position will be responsible for gathering and analyzing data, preparing reports, and assisting in the development of the district's strategic plan.

DISTINGUISHING CHARACTERISTICS:

The Planning Assistant is responsible for assisting the Superintendent in the development and implementation of the district's long-range planning process. This position will be responsible for gathering and analyzing data, preparing reports, and assisting in the development of the district's strategic plan. The Planning Assistant will also be responsible for assisting in the development of the district's annual budget and for monitoring the district's financial performance.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Assist the Superintendent in the development and implementation of the district's long-range planning process.

2. Gather and analyze data related to the district's planning process.

3. Prepare reports and presentations for the Superintendent and the Board of Education.

4. Assist in the development of the district's strategic plan.

5. Assist in the development of the district's annual budget.

6. Monitor the district's financial performance.

7. Assist in the development of the district's long-range capital plan.

8. Assist in the development of the district's long-range facilities plan.

9. Assist in the development of the district's long-range technology plan.

10. Assist in the development of the district's long-range personnel plan.

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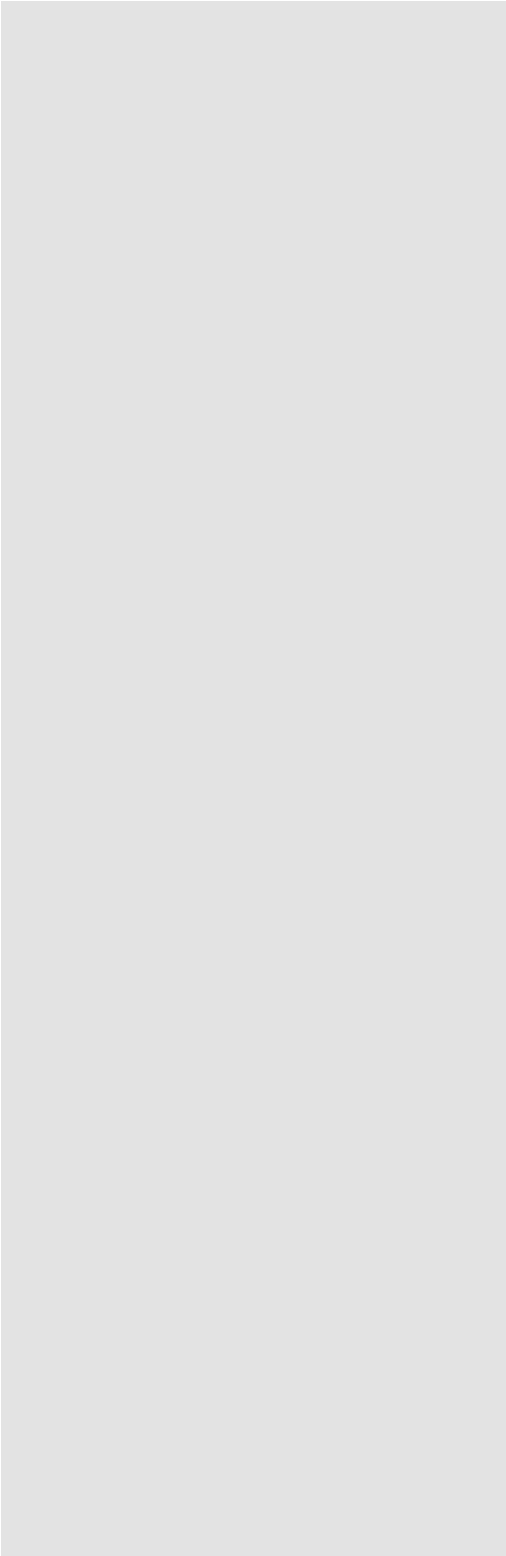
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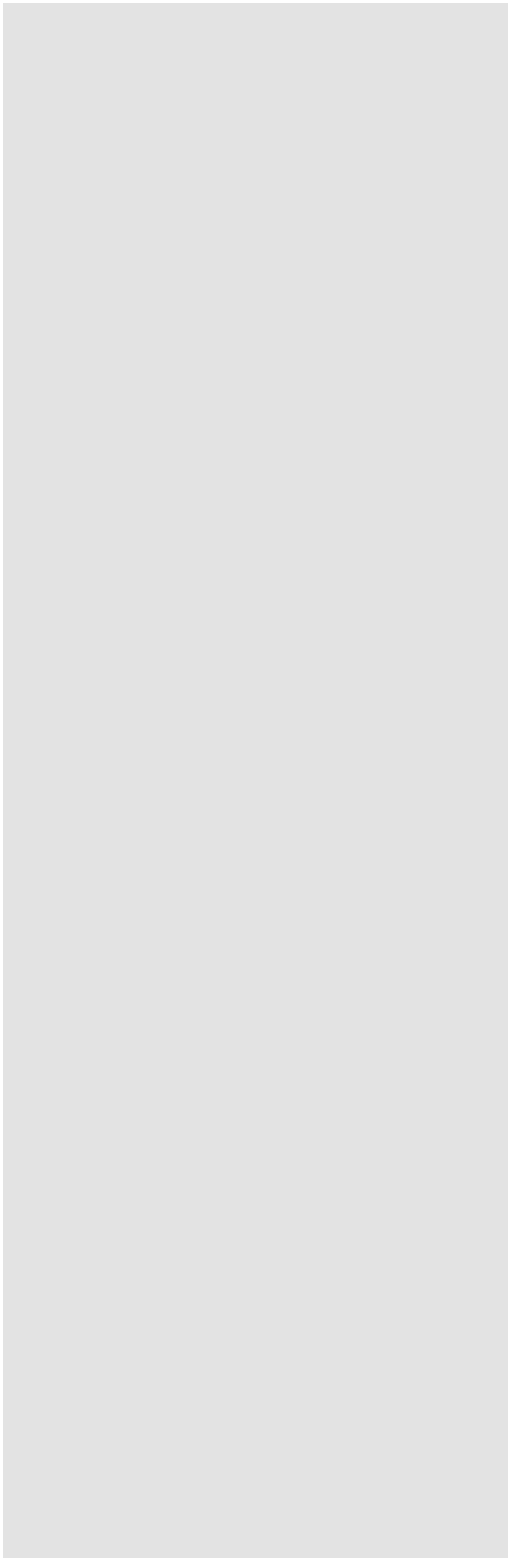
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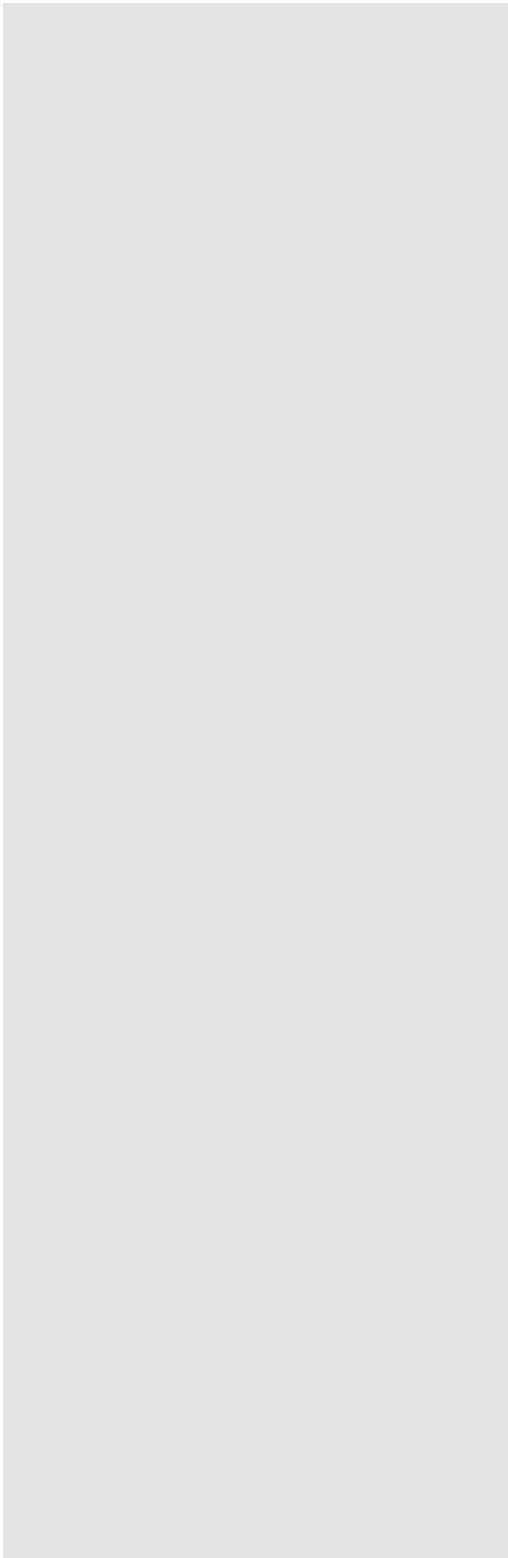
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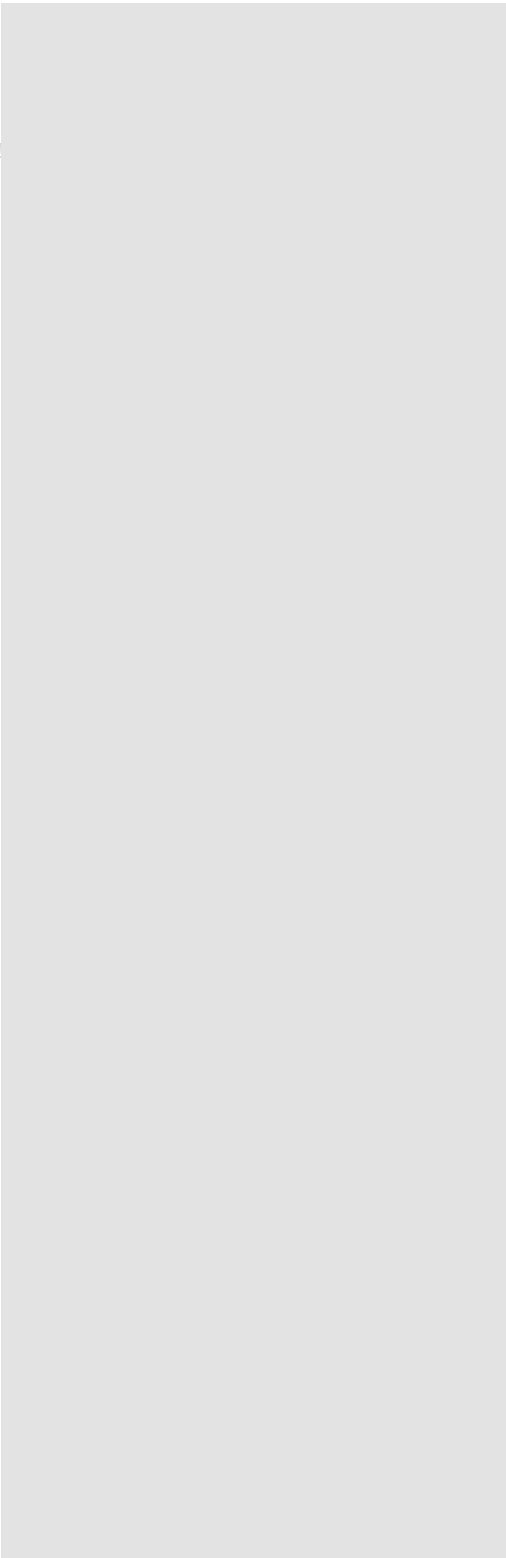
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POLYMER LETTERS

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Further, experts (CSE) advised that minimum ambient air is exposed to coronavirus only.

CHANG AND WANG AT 11:11 AM ON 10/10/2020. MAY 05, 2021. 10:00 AM ON 10/10/2020.

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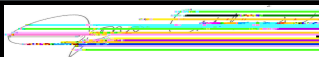
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