



Thursday, September 17, 2020, 4:00 p.m.

Pursuant to Governor Newsom's Executive Order N-71-20, the Personnel Commission's regular meeting will be held virtually, and all Commissioners will attend the meeting via teleconference. Members of the public may participate in the meeting via Zoom, as follows:

<https://cajonvalley.zoom.us/j/99261551216?pwd=NTM4bFZXcG0vZGtxdTZHCjY3cVUT09>

Dial in: 1-669-900-9128

Meeting ID: 992 6155 1216

enda or matters related to
Commission business. Please email comments to bishopa@cajonvalley.net no later than 10:00 a.m. on September 17, 2020. Comments will be read aloud to the Personnel Commission during the Public Comment section of the agenda.

The Personnel Commission will accommodate individuals with disabilities who wish to submit public comments. If you require accommodation, please email Maritza Diaz at diazm@cajonvalley.net.

SPECIAL MEETING AGENDA

1. REGULAR MEETING OPEN SESSION

a.	Call to Order	Or I "	Õ	present	> À M	Oo O
	Timothy McKay, Member				absent	
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- 2. PUBLIC COMMENT** – Members of the public shall have the opportunity to address the Personnel Commission regarding items on the agenda or matters directly related to the Commission's business. In accordance with the Brown Act, the Commissioners may not act upon, or engage in a discussion of, non-agenda items or issues raised during public comment except to: 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer

4. DISCUSSION / INFORMATION ITEMS

- a. Presentation of questions and answers regarding the Personnel Commission and the merit system
- b. Presentation by Philip Gordillo regarding Personnel Director job description and salary allocation
- c. CSEA input and comment regarding Personnel Director job description and recruitment process
- d. District input and comment regarding Personnel Director job description and recruitment process
- e. Classified employee comment regarding Personnel Director job description and recruitment process
- f. Commissioner discussion regarding Personnel Director job description and recruitment process

5. NEXT PERSONNEL COMMISSION MEETING

- a. September 24, 2020
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Personnel Commission

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<i>District</i>	<i>Director Title</i>	<i>Minimum Salary</i>	<i>Maximum Salary</i>	<i>Comments (See Legend)</i>
CHULA VISTA	Director, Human Resources	\$133,083	\$149,146	9
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COMMENTS LEGEND

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**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: DIRECTOR, PERSONNEL

BASIC FUNCTION:

Under the direction of Personnel Commission, plan, organize, control and direct operations and activities involved in the District's classified personnel management program. Enforce rules and regulations, applicable State and Federal laws, codes, orders, powers and procedures, serve as secretary to the Personnel Commission, coordinate and train employees assigned to the Personnel Commission office and other staff performing responsibilities associated with the classified personnel program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District's personnel management program, including recruitment, examination, promotion, layoff, employment, discipline, reasonable accommodation, grievance, and other personnel programs.

Serve as secretary to the Personnel Commission, coordinate agenda and staff for the Personnel Commission, and act as liaison between the Personnel Commission and the District.

Oversee recruitment, examination, eligibility determination and selection activities; direct and participate in the preparation of recruitment materials and examinations; assure the validity of the recruitment process.

Prepare classified seniority lists and administrative action notices; administer seniority lists and recommend seniority adjustments.

Oversee the preparation of eligibility lists; direct the preparation and maintenance of a variety of narrative descriptions of job duties related to assigned activities and personnel.

Administer the classification and salary schedule; administer the salary schedule; administer the salary schedule; administer the salary schedule.

Serve as technical resource for questions and counsel to the Personnel Commission, District managers, employees and the public; interpret and apply rules and employment policies and procedures; advise and counsel employees on personnel issues; and exchange information with other administrators and personnel.

Director of Education

recommendations to the Personnel Commission, Board of Education, Superintendent, Board of

District management, and other appropriate organizations with

Establish and maintain effective working relationships with

Prepare and present comprehensive, effective oral and written

Maintain accurate records and reports

Plan and organize work

Meet schedules and deadlines

Operate computer system

Work independently

Report

Direct

EDUCATION AND EXPERIENCE

Any combination of education and experience in the field and five years increasingly responsible experience in

instructing, supervising, or coordinating instructional activities

in a public school system and practice within a school system is desirable

LICENSE AND OTHER REQUIREMENTS

Valid Indiana driver's license

Ability to qualify and

WORKING CONDITIONS

ENVIRONMENTAL

Office environment

During

PHYSICAL DEMANDS:

Hearing and speaking

Seeing to read and

Flexibility of hands and wrists to operate a computer keyboard

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