

2024-2025 ANNUAL REPORT

Cajon Valley Union School District

PERSONNEL COMMISSION



Placing People First

750 E. Main St, El Cajon, CA

619.588.3050

www.cajonvalley.net/personnelcommission

PERSONNEL COMMISSION

The Personnel Commission is the foundation of the merit system. It is an independent body composed of three persons appointed for three-year staggered terms. The Personnel Commission is responsible for maintaining a merit system for classified employees of the school district and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters, and protests involving examinations, selection and appointment procedures; and prescribe rules related to a variety of personnel practices.

MERIT PRINCIPLES

The Merit System encompasses these basic principles and concepts:

Hiring and promoting employees on the basis of ability, with open competition in initial employment.

- Providing for compensation.
- Retaining employees on the basis of performance.
- Training employees as needed for high quality performance.
- Ensuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, or religious creed and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.



COMMISSION FUNCTIONS

Prescribe Classified Rules & Regulations

- Establish rules pursuant to the Merit System sections within Education Code.
- Amend, delete, or add rules as needed.

Classify Positions

- Conduct classification studies
- Create & update position descriptions.
- Administer reclassification process.

Recommend Salary

- Conduct Salary Studies
- Ensure internal alignment
- Maintain salary

Conduct Recruitments for Classified Positions

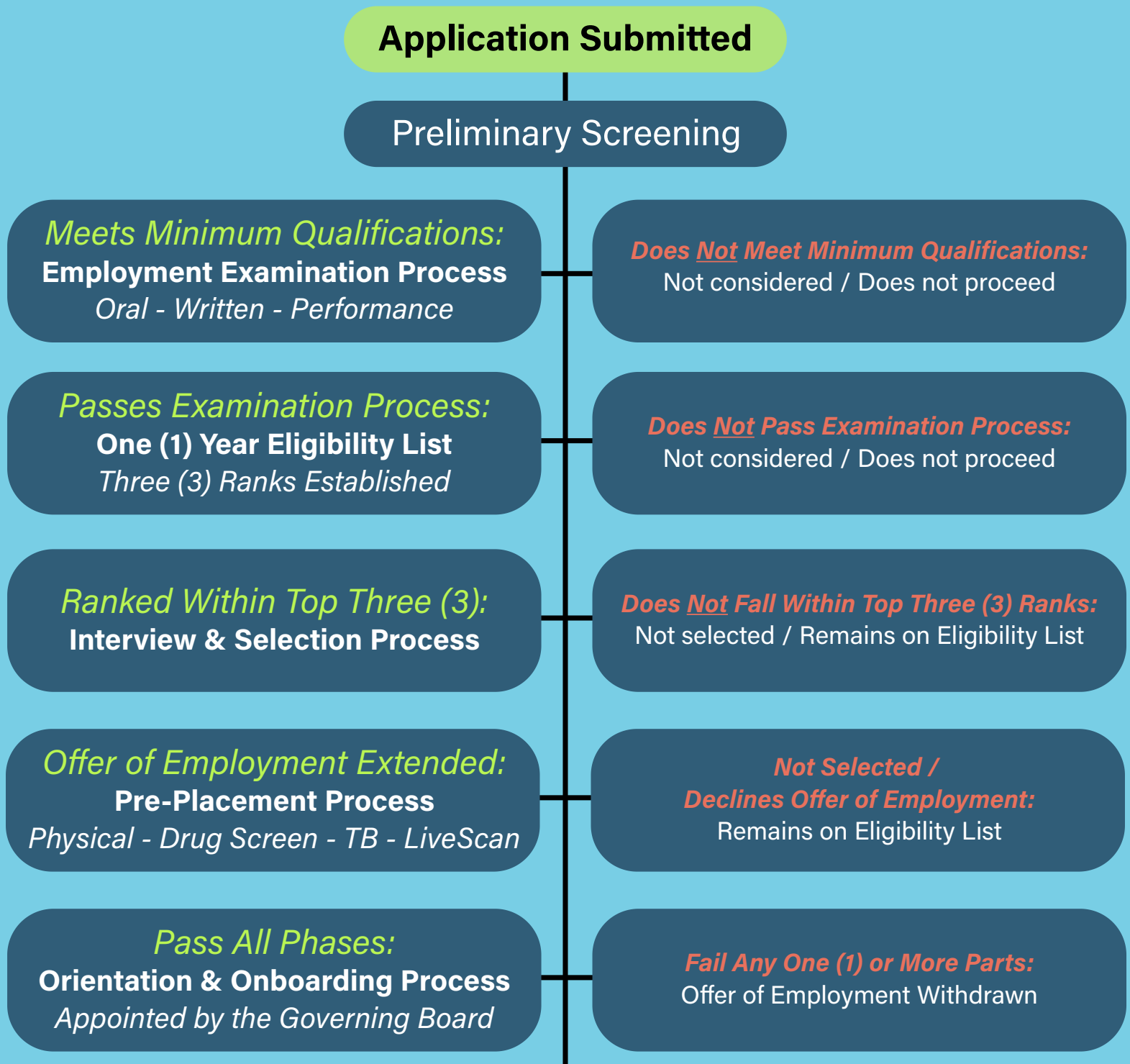
- Post and administer recruitments
- Conduct screening, exams, & interviews.
- Establish & certify eligibility lists.

Hear Appeals to Personnel Action

- Recruitment processes
- Disciplinary actions

RECRUITMENT & SELECTION

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on the Merit System provisions of the Education Code and other relevant Federal and State laws and regulations. The flow chart shown below describes the typical steps taken to fill a contract position.



EMPLOYMENT ACTIONS

Classification & Compensation Study

In June 2021, the Classified School Employee Association (CSEA) Chapter 179 and the Cajon Valley Union School District approved a District-wide, three and half year classification study for all Classified positions. The study was conducted by Eric Hall & Associates.

Phase 5 - Finalized October 2024

Phase 6 - Finalized November 2024

Phase 7 - Finalized May 2025

With the last phase being finalized and board approved in May, the Classification & Compensation Study is now complete.

	23-24	24-25
Leave of Absence (LOA)	21	45
New Hire	362	351
Promotion	93	83
Rehire	1	0
Reinstatement	17	17
Resignation & Termination	206	175
Retirement	18	30
Return from LOA	18	19
Total Applications	3452	3312
Total Classified Employees	1499	1678
Total Classified Substitutes	656	765
Transfer	87	126

RECRUITMENTS:

Accounting Assistant I
 Administrative Assistant I
 Administrative Assistant I - Bilingual (Spanish)
 Behavior Intervention Specialist (BIS)
 Benefits Specialist
 Bilingual - Bicultural Interpreter (Arabic)
 Bus Attendant
 Campus Aide
 Campus Safety Assistant
 Campus Safety Lead
 Child Nutrition Services Lead - Distribution
 Child Nutrition Services Supervisor
 Child Nutrition Worker I
 Child Nutrition Worker II
 Community Liaison
 Community Liaison - Bilingual (Arabic)
 Computer Support Technician
 Curricular Materials Services Assistant
 Custodial Crew Leader
 Custodial Supervisor
 Day Custodian
 Day Custodian/Groundskeeper
 Delivery Driver/Warehouse Worker
 Director - Facilities, Maintenance, and Operations
 Early Childhood Education Assistant (Preschool/TK)
 Early Childhood Education Assistant (Preschool/TK) - Bilingual (Arabic)
 Early Childhood Education Assistant (Preschool/TK) - Bilingual (Farsi)
 Early Childhood Education Assistant (Preschool/TK) - Bilingual (Pashto)
 Early Childhood Education Assistant (Preschool/TK) - Bilingual (Spanish)
 Electrician
 English Language Development Assistant - Bilingual (Arabic)
 Executive Assistant
 Extended Day Program Aide
 Extended Day Program Assistant
 Extended Day Program Site Lead
 Grounds Crew Leader
 Groundskeeper II
 Guidance Technician
 Guidance Technician - Bilingual (Arabic)

Guidance Technician - Bilingual (Spanish)
 Health Assistant
 Health Assistant - Bilingual (Spanish)
 Health Technician
 Instructional Assistant
 Irrigation Technician
 Library Media Technician I
 Library Media Technician I - Bilingual (Spanish)
 Licensed Vocational Nurse (LVN)
 Lifeguard
 Maintenance Service Technician
 Manager, Risk Management
 Mental Health Clinician (MHC) I/II
 Night Custodian
 Occupational Therapist
 Office Assistant I
 Office Assistant II
 Office Assistant II - Bilingual (Arabic)
 Office Assistant II - Bilingual (Pashto)
 Office Assistant II - Bilingual (Spanish)
 Office Technician
 Office Technician - Bilingual (Spanish)
 Operations Supervisor
 Paraeducator
 Paraeducator - Bilingual (Arabic)
 Paraeducator - Bilingual (Pashto)
 Parent Facilitator - Bilingual (Arabic)
 Payroll & Benefits Technician
 Physical Therapist
 Print Shop Technician
 Registered Nurse
 Safety and Security Specialist
 School Administrative Assistant
 School Administrative Assistant - Bilingual (Spanish)
 School Bus Driver
 Student Data Technician
 Van Driver - Student Transportation

PERSONNEL COMMISSION STAFF



Paul Stephens
Chair
CSEA Appointee
Since June 2021



Dr. Terina Brooms
Vice Chair
Board Appointee
Since December 2020



Louie Michael
Member
Joint Appointee
Since October 2021



Maritza Diaz
Classified Personnel Director



Linda Gudino
Classified Personnel Analyst



Stephanie Sanchez Ponce
Personnel Assistant



Breanna Faber
Administrative Assistant I

Personnel Commission thanks our employees, Personnel Services, and CSEA Chapter 179 for their continued dedication to our Cajon Valley students.