

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Associate Superintendent, PSS

**Issue No:** 1

**Date:** 2/10/15

**Page:** 1 of 2

**Reference:** EC 45246, 45260, 45261; PC  
Rules

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.300 PERSONNEL COMMISSION**

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**SECTION 4.300.1 PERSONNEL COMMISSION**

In selecting the Board of Education (Board) appointee to the Personnel Commission (Commission), a Screening Committee (Committee) shall be established by the President comprised of two members of the Board, to serve as Chair and Vice-Chair, and either the Superintendent or a designee thereof. This Committee will be responsible for soliciting applications from the public and evaluating them for suitability pursuant to the qualifications and restrictions of the Commission's rules and regulations. The Committee must recommend at least two (2) candidates for consideration by the Board. Any member of the Committee shall have the right to advance any candidate unilaterally for such consideration.

1. The Committee will seek, through public announcements, the names of individuals who are interested, eligible and capable of serving on the Commission.
2. These candidates shall have the following minimum qualifications:
  - a) Be both a registered voter and resident within the territorial jurisdiction of the Poway Unified School District;
  - b) Be a known adherent to the principles of the Merit System, as defined in Personnel Commission Rules and Regulations Section 20.100.2;
  - c) Are not a current employee of the Poway Unified School District; and
  - d) Are not a current member of any school district board or county board of education.
3. The following characteristics are highly desirable in a candidate:
  - a) A reputation for ethical behavior;
  - b) Demonstrated ability to work well with others;
  - c) Knowledge of public personnel administration, preferably evidenced by related paid or voluntary experience; and
  - d) Residence in the district long enough to have become familiar with its history, operations and general background.
4. Commission Staff (Staff) will assist the Committee by posting an application for appointment online through its usual and customary recruitment resources and through all other district employment notification systems. The vacancy will be posted on the front page of the district website and in the lobby of the district office. An advertisement shall also be placed in the local newspaper. All outreach must describe both the compensation and benefits, if any, associated with service as a Commissioner.
5. This recruitment will be posted for the usual and customary time frame of other Commission recruitments, which is a minimum of fifteen (15) calendar days.
6. Candidates shall submit their applications to the Commission Director (Director) electronically through the Commission webpage.

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7. All applications must first be reviewed by the Director to confirm eligibility for district employment and compliance with Sections 2 (a) (c) and (d) above. Those deemed eligible will then be forwarded to the individual Committee members for their consideration.
8. After due consideration, each member shall forward to the Director a list of applicants they wish the Committee to interview. Each such candidate must be offered an opportunity to interview and Staff will assist the Committee in scheduling said interviews.
9. At the conclusion of this process, the Committee shall recommend at least two (2) candidates for consideration by the Board as its intended appointee. The names of these potential intended appointees will then be forwarded to the Superintendent so the appropriate documents can be prepared in compliance with CA Education Code Section 45246(b)(1).
10. At its next regularly scheduled meeting, the Board shall invite each potential intended appointee to give a brief statement and answer questions. At the conclusion of this process, the Board will then select and announce its intended appointee.
11. The Board, in compliance with CA Education Code Section 45246(d), shall provide the public, employees and employee organizations an opportunity to present their respective views on the intended appointment in open session at a future Board meeting to be held after 30 and within 45 days of the announcement of its intended appointee. Following this public hearing, the Board may affirm their intended appointment or substitute another qualified appointee without further notification.
12. The term of service will be for three years commencing at Noon on the first day of December or immediately upon approval by the Board in the case of a vacancy.
13. The Board shall have the option of filling a vacancy by simple majority vote, without benefit of these procedures, provided that the unexpired term is for a period of less than twelve (12) months.