



Poway Unified School District Personnel Commission

15250 Avenue of Science, San Diego, CA 92128

www.powayusd.com

November 2017

Special Points of Interest in this Report:

- ◆ About the District
- ◆ Personnel Commissioners
- ◆ Personnel Commission Staff
- ◆ Commission Responsibilities
- ◆ Personnel Commission Activities
- ◆ Accomplishments
- ◆ Merit Principles and Goals

Merit System since
1969

2016-17 Annual Report

The Annual Report for the 2016-17 school year has been prepared in accordance with Education Code Section 45266, and Personnel Commission Rules and Regulations 20.600. The report is intended to provide information to the Board of Education, the staff and community of the Poway Unified School District regarding the activities of the Personnel Commission for the preceding fiscal year. It is the goal of the Personnel Commission to ensure the efficiency of the classified service through effective recruitment, selection, training, and retention procedures.

About the District

The District is comprised of 38 outstanding schools covering preschool through grade 12, as well as a Career, Technical, and Adult Education program. Classified Personnel support the District's mission through a variety of services within the school setting, as well as the departments of Food and Nutrition, Transportation, Facilities, Maintenance and Operations, Technology and Innovation, Purchasing/Warehouse and District Office central services.

Classified Service




Classified Employees	2106
Confidential Employees	11
Classified Supervisors	78
Classified Managers	20

Appreciation

The Personnel Commission extends special appreciation to employees of the Classified service for their dedication to the students and community of the Poway Unified School District. Additionally, the Personnel Commission appreciates the many subject matter experts who have assisted with test development or served as panel raters. Together, we have ensured the employment of an outstanding Classified service for the Poway Unified School District since 1969.



The Commissioners

		
David Little Association Appointee Serving Since December 2013	Darren Keenaghan Commissioners' Appointee Serving Since December 2015	Margaret Wyatt Board of Education Appointee Serving Since April 2015

Personnel Commission Staff

Corrie Amador
Director

Jane Kennington
Human Resources Analyst

Jolie Napier-Vea
Human Resources Analyst

Carolyn Teig
Human Resources Specialist

Christy Treese
Human Resources Specialist

Niki Wells
Human Resources Assistant

Gigi Lenz
Administrative Assistant II

.....

Ellen Faucher (Retired)
Human Resources Specialist

Marilyn Luu (Resigned)
Human Resources Specialist

Personnel Commission Responsibilities

The Personnel Commission has three core responsibilities as defined in the California Education Code. These are as follows:

- Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees based solely on qualifications through competitive examination.
- Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
- Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

The basic merit system principle of ensuring a fair and consistent employment process is the Personnel Commission's mission. The Commission supports the Board of Education, administrators, and certificated and classified employees in their efforts to ensure quality education and a healthy environment for the children of the Poway Unified School District.

"We commend the classified employees for their exemplary service in the 2016-17 school year."

2016-17 PERSONNEL COMMISSION ACTIVITIES

	2013 – 14	2014 – 15	2015 – 16	2016 - 17
RECRUITMENT ACTIVITIES				
Recruitments	156	164	180	182
Promotional Only	7	10	11	18
Open and Promotional	149	154	169	164
Applications Received	8410	6729	6321	5411
Candidates invited to Exams (Written & Performance)	3167	3795	3056	2652
Candidates participating in exams (Written & Performance)	2149	2561	2204	1973
Candidates invited to oral exams (QAI)	1301	1824	1763	1594
Candidates participating in oral exams (QAI)	1203	1496	1476	1372
Written & Performance Examinations	126	136	133	202
Oral Examinations	126	148	129	144
Candidates on Eligibility Lists	1094	1419	1544	1539
PERSONNEL COMMISSION MEETINGS				
Regular Personnel Commission Meetings	11	11	10	10
Special Personnel Commission Meetings	1	6	2	2
CLASSIFICATION REVIEWS				
Number of Employees Reclassified	10	6	8	7
Number of Classifications Revised	11	8	17	22
Number of New Classifications	7	2	5	4
Number of Reallocations (new data)			8	3
ADMINISTRATIVE ACTIVITIES				
Number of Rule Revisions	1	2	0	1
Disciplinary Appeals	0	0	0	0

Notable Accomplishments

- Conducted job fair selection interviews and participated in community job fairs to attract highly qualified candidates.
- Promoted the excellence of Classified employees with the Classified Employee of the Year, Everyday Heroes and Team PUSD Recognition Programs.
- Served as a resource to PSEA and the District in the course of Labor Relations and Contract Negotiations.
- Presented at the Classified Professional Growth Day on preparing for a promotion.
- Implemented a Classification Review Cycle to systematically review all classification in the Classified Service.
- Conducted classification and compensation studies including Classified, Supervisory, and Management level classes.

Merit Principles and Goals

The Personnel Commission's purpose is multi-faceted. In accordance with the provisions of the Education Code, the Commission establishes and amends Personnel Commission rules that provide the procedures to be followed regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of the Merit System.

The Merit System:

- Hires and promotes employees on the basis of knowledge, skill, and ability with open competition
- Retains employees on the basis of performance and separates from the service those whose performance does not meet employment expectations
- Removes the selection process from the political arena and personal favoritism
- Ensures that employees doing like work are classified the same and receive like pay
- Provides for fair and impartial rules and consistency of administration of the rules
- Assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, gender, age, race, color, national origin or ancestry, religious creed, and with proper regard for their privacy and constitutional rights as citizens

Effective
recruitment,
selection,
training and
retention of the
classified
service

Guaranteed Rights in a Merit System

In a merit system district, all classified employees have rights guaranteed to them by California State Law, Education Code and the Personnel Commission Rules and Regulations:

- ◆ The right to participate in examinations for both open and promotional recruitments for which they are qualified
- ◆ The right to have all vacancies filled in accordance with the rules of the Personnel Commission
- ◆ The right to be released during working hours to participate in examinations
- ◆ The right to participate in examinations that are job related and administered objectively
- ◆ The right to have oral examination interviews recorded electronically
- ◆ The right to be considered for appointment if in the top three ranks, on a reinstatement or re-employment list, or requesting a transfer
- ◆ The right to appeal disciplinary actions such as suspension, demotion, or dismissal

Regular meetings of the Personnel Commission are typically held on the first Monday of the month at 4:30 PM at the District Office. Meetings are open to the public.

A list of meeting dates and the agenda packet can be found on the website at www.powayusd.com

The Poway Unified School District is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of the Poway Unified School District that applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact the Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

The Annual Report was approved by the Personnel Commission on _____ and presented to the Board of Education on _____.