



Poway Unified School District Personnel Commission

15250 Avenue of Science, San Diego, CA 92128
www.powayusd.com/en-US/classified-employment

2020-2021 Annual Report

The Annual Report for the 2020-21 school year has been prepared in accordance with Education Code Section 45266 and Personnel Commission Rule 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.

About the District

The District is comprised of 39 outstanding schools covering preschool through grade 12, including 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

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Classified Employees	2446	2496	2210
Confidential Employees	12	13	16
Classified Supervisors	77	75	68
Classified Managers	20	19	20



Appreciation

The Personnel Commission extends special appreciation to the 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, highly-qualified Classified service for the Poway Unified School District since 1969.

The Commissioners

		
David Little Association Appointee Serving since December 2013	Margaret Wyatt Board of Education Appointee Serving since April 2015	Hans Christian Sison Commissioners' Appointee Serving since February 2019

2020-21 Personnel Commission Staff

Jeremy Lyche
Director

Hannah Komorny
Human Resources Analyst

Niki Wells
Human Resources Specialist

Melanie Rodriguez
Human Resources Specialist

Angela Voggenthaler
Human Resources Assistant

Michelle Doehr
Administrative Assistant II

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.

Notable Accomplishments



- Successfully completed Year Two of the Classification Review Cycle.
- Established an entirely new, robust testing process; created over 140 new exams and conducted over 80 Subject Matter Expert (SME) reviews, fostering a collaborative testing relationship between site/department administrators and the Personnel Commission team.
- Hired 109 Limited-Term General Education Instructional Assistants as part of PUSD's effort to reopen schools.
- Refined processes for high volume recruitments, while adhering to the Personnel Commission Rules, to get candidates to sites faster by utilizing application-based testing, electronic onboarding, and virtual hiring fairs.
- Enhanced our marketing efforts by creating and delivering "Now Hiring" banners for all school sites.

2020-21 Personnel Commission Activities	2018-19	2019-20	2020-21
RECRUITMENT ACTIVITIES			
Applications Received	4704	4715	4662
Open and Promotional Recruitments	160	171	163
Promotional Only Recruitments	14	14	14
Candidates who participated in written and performance exams	1804	2048	3500
Candidates participating in oral exams (QAI)	1266	1273	1878
EMPLOYMENT ACTIVITY			
Total Placements*	-	-	1280
New Hires	538	362	370
Transfers	203	214	276
Promotions	84	92	114
Reinstatements	16	22	11
Resignations & Terminations	305	282	346
Retirements	41	41	87
Layoffs	0	7	5
CLASSIFICATION REVIEWS			
Classification Review Cycle Positions Studied	-	-	36
Classifications Revised	12	4	3
Creation of New Classifications	2	5	6
Employees Reclassified	0	1	2
Salary Reallocations	2	1	5
ADMINISTRATIVE ACTIVITIES			
Disciplinary Appeals	0	1	0

*Not recorded prior to 20-21. Includes both contracted and limited term hires, transfers, rehires, and reinstatements.

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, 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.

Regular meetings of the Personnel Commission are typically held on the fourth Monday of the month at 4:45 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