



Poway Unified School District Personnel Commission

15250 Avenue of Science, San Diego, CA 92128
www.powayusd.com

October 2020

Special Points of Interest in this Report:

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

Merit System since
1969

2019-2020 Annual Report

The Annual Report for the 2019-20 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

	2017-18	2018-19	2019-20
Classified Employees	2238	2446	2496
Confidential Employees	12	12	13
Classified Supervisors	77	77	75
Classified Managers	19	20	19

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	Hans Christian Sison Commissioners' Appointee Serving Since February 2019	Margaret Wyatt Board of Education Appointee Serving Since April 2015

Personnel Commission Staff

Jeremy Lyche
Director

Carolyn Teig
Human Resources Analyst

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.

"We commend the classified employees for their exemplary service in the 2019-20 school year."

2019-20 PERSONNEL COMMISSION ACTIVITIES

	2017-18	2018-19	2019-20
RECRUITMENT ACTIVITIES			
Applications Received	4540	4704	4715
Promotional Only Recruitments	9	14	14
Open and Promotional Recruitments	163	160	171
Candidates who participated in written and performance exams	1575	1804	2048
Candidates participating in oral exams (QAI)	1392	1266	1273
EMPLOYMENT ACTIVITY			
Transfers	153	203	214
Promotions	73	84	92
New Hires	380	538	362
Reinstatements	25	16	22
Resignations & Terminations	260	305	282
Retirements	45	41	41
Layoffs	0	0	7
CLASSIFICATION REVIEWS			
Employees Reclassified	6	0	1
Classifications Revised	33	12	4
Creation of New Classifications	5	2	5
Salary Reallocations	14	2	1
ADMINISTRATIVE ACTIVITIES			
Disciplinary Appeals	0	0	1

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.

Regular meetings of the Personnel Commission are typically held on the fourth Monday of the month at 4:45 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 Annual Report was approved by the Personnel Commission on October 26, 2020, and presented to the Board of Education on November 12, 2020.