

Personnel Commission – What do they do?

*An Overview of the
Personnel Commission
Functions at
Hacienda La Puente USD.*

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Personnel Commission,
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What is the Personnel Commission?

- It is an independent body composed of three persons appointed for three-year staggered terms.



- They are 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.

Where did it come from?

- In 1933 there were four candidates up for election for the LAUSD school board. These men were known as the Four Horsemen. They stated prior to be elected:

“We wish to assure you that if we are elected to membership on the Board of Education, we intend to give you fair and just treatment. We expect to make only such changes as we find necessary in order to secure honest and efficient service. We do not believe in the ‘spoils system’. We are opposed to all forms of political coercion in the schools; we have not promised jobs or promotions to anyone.”

History of the Merit System in California

- Reason established
- Merit System made many improvements over the years
- Approximately 100 Merit System Districts in State of California
- Approximately 70% of Classified Employees Covered in the State of California

Personnel Commissioners

- Must be residents within territorial jurisdiction of the District
- Must be registered voters
- May not be governing board member in any district, and may not be a current district employee
- Must be known adherent to the principles of the merit system

Principles of the Merit System

- Employment and Promotion on the basis of merit and fitness as shown by competitive examination
- Encouragement of career service
- Ensuring like pay for like work
- Prohibition of discrimination in employment
- Impartial hearing on disciplinary appeals

Commission Provides Service

- Commission is a “service provider” for many constituents.
 - Employees
 - Students
 - Schools and Departments
 - Employment Seekers
 - Community

Fitting into the “Big Picture”

- Commission has Limited Scope
 - Classified Employees Only
 - Recruitment
 - Testing
 - Rules
 - Impartial Appeal Body
 - Classification of Positions

Personnel Commission Classifies

- Positions that are similar in nature, with the core duties the same, are classified by the Personnel Commission. (citation, ed. code section 45256)
 - “(a) The commission shall classify all employees and positions within the jurisdiction of the governing board or of the commission, except those that are exempt from the classified service.”

Classification Study Warranted

- A classification study warranted:
 - If the duties are outside the class description
 - If there is a current classification to which this job belongs
 - If a new class description needs to be developed
 - If the salary should be different
 - If testing methods need to be determined

Reclassification

- Reclassification is **NOT** based on:
 - a person
 - performance
 - salary
 - reward
 - workload - Additional responsibilities are not necessarily higher-level and therefore may not warrant a reclassification.
- A reclassification is based on:
 - complexity of the job
 - level of responsibility and consequence of error
 - level of independent judgment

Compensation

- Classification Study does **NOT** mean Salary Study
- Internal Alignment vs. External Alignment
 - Personnel Commission maintains internal alignment among classifications
 - Board of Education determines external alignment

Testing Appropriate to Job Class

- Tests must be job-related
- Artificial barriers to employment prohibited
- Must have clear idea of job through a job analysis to determine critical aspects upon which to base test

Request For Exam

- PC schedules an appointment with SME
 - Review MQ's on class description
 - Analyze duties and K.S.A.s
 - Recruitment possibilities
- Create test material from Job Analysis

Interviewing Process

- Be Prepared
 - Review the job description
 - Create a “brag book” of accomplishments
 - Dress appropriately
- Practice
- Ratings and Rankings

Other Commission Responsibilities

- Recruitment
- Training
- Annual Classified Employee Service Awards
- Update Rules:
 - **Ed. Code 45261:**“... applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensations 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 this article.”
- Disciplinary appeals

Personnel Commission “The Future”

- Joint Board and PC Meeting
- Provide Online Resources
- Computerized Testing
- Improved Customer Service



Thank you for attending...

- Do you have any questions?

