

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Duties of the Secretary of the Personnel Commission

The Personnel Director shall serve as Secretary of the Personnel Commission and shall:

1. Carry out all procedures in the administration of the classified personnel in conformity with law and the rules of the Commission.
2. Certify or attest to actions taken by the Commission whenever such certification or attestation is required for any purpose.
3. Recommend an annual budget for the Personnel Commission.
4. Administer the adopted budget of the Personnel Commission including:
  - a. Authorizing expenditures from approved budget categories.
  - b. Authorizing transfers of funds up to \$100 from one budget category to another.
  - c. Recommending to the Personnel Commission transfers of funds in excess of \$100 from one budget category to another.
  - d. Keeping an accurate account of the receipts and expenditures of Commission moneys and keeping such record open to public inspection.
5. Prepare an annual report which shall be sent by the Commission to the Board of Education.
6. Maintain such other records as the Commission requires, handle Commission correspondence, sign reports, legal documents and contracts, and certify proceedings.

(Education Code Section 45266)