



Covina-Valley Unified School District

Personnel Commission 2014-15 Annual Report

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Employees are critical to the success of Covina-Valley Unified School District students and schools. The District continually provides efficiency in hiring, promoting, and motivating the most qualified classified employees in order to support the student learning environment.



Presented January 2016

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Recruitment and Selection



During the 2014-15 fiscal year a total of 1,360 applications were received through the recruitment process for the following positions:

- Account Clerk III
- Assistant Director, Fiscal Services
- Business Services Supervisor
- Campus Supervisor
- Career Center Assistant
- Child Care Aide - EDC
- Clerical Assistant I
- Clerical Assistant III
- Director of Fiscal Services
- Director of Maintenance, Operations, Facilities, and Transportation
- Elementary School Office Clerk
- Food Serves Worker I
- Food Services Worker II
- Groundskeeper II
- Health Clerk
- High School Secretary
- Instructional Aide - Adult Transition Program
- Instructional Aide - Behavior Class
- Instructional Aide - Classroom
- Job Coach, Adult Transition Program
- Lead Mechanic
- Library Clerk II
- Occupational Therapist
- Personnel Services Technician/Benefits
- Public Information Officer
- Secretary I
- Secretary II
- Senior Electrical Communications Specialist
- Student Information Systems Analyst I
- Translator

| | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 |
|---------------------|---------|---------|---------|---------|---------|---------|---------|
| Applications | 1,525 | 1,350 | 1,250 | 1,100 | 2,183 | 2,498 | 1,360 |
| Recruitments | | | | | | | |
| Perm. | 54 | 31 | 40 | 38 | 42 | 43 | 44 |
| Temp. Filled | 657 | 308 | 320 | 305 | 188 | 141 | 35 |
| Hearings | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Test Appeals | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Recruitment Process

Open and Promotional/Promotional Only Positions

- Create a flyer
- Post open position on Edjoin
- Accept applications
- Positions will either require testing or a supplemental to be turned in with the application
- Schedule test or score supplemental
- Supplementals are scored by two or more District employees within that field
- Tests are administered by a Personnel Recruiting Technician
- Questions provided by CODESP
- All qualified applicants will be invited to participate in a panel interview
- Panel interviews are conducted by department head/principal and two or more qualified interviewers
- Scores from testing or supplemental and panel interviews are combined and averaged to create an eligibility list by rank order to provide the top three ranks for final interviews
- Final interviews are scheduled with the supervisor (Supervisor may choose to have additional staff members participate in the final interview)

Temporary and Substitute Positions

- These positions are posted on an as-needed basis
- No interview or testing is required

Types of Recruitments

Open and Promotional:

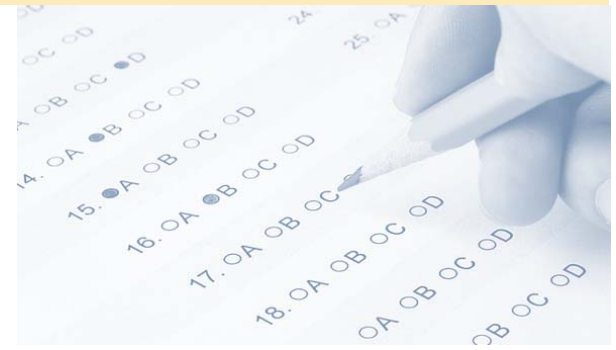
District employees and the public may apply for this position.

Promotional Only:

Current permanent District employees may apply for this position (which includes laid off and substitute employees).

Temporary and Substitute Positions:

District employees and the public may apply for this position.





Personnel Commissioners

CSEA Appointee: Jorge Marquez

In December 2011, Mr. Jorge Marquez was appointed to the Personnel Commission. Mr. Marquez earned a Bachelor's degree from Cal Poly Pomona. Currently, Mr. Marquez works as a Field Deputy for the California State Legislature. He is also a member of the Covina City Council. Mr. Marquez has been involved in the community through organizations such as Covina Lions Club, and is serving as Covina City Commissioner.

Joint Appointee: Dennis McNaught

Mr. Dennis McNaught was appointed in December 1981. Mr. McNaught is a retired Parole Agent with the California Department of Corrections. He graduated from California College of Mortuary Science in 1963. Mr. McNaught served as a Machinist Mate and Salvage Diver for the U.S. Navy, and has been a member and president of several community activities.

District Appointee: Judith North

In October 2015, Ms. North was appointed to complete the unexpired term of the previous District appointee. Ms. North was a high school principal in the Covina-Valley Unified School District for more than 20 years and remains active in community affairs as well as school district activities following her retirement.

Personnel Commission Staff

Louise Taylor, Interim Assistant Superintendent, Personnel Services

Rod Zerbel, Director, Personnel Services

Carol Irish, Administrative Secretary

Phillippa Kennedy, Personnel Services Technician, Recruiting

Audrey Aguilar, Personnel Services Technician, Recruiting

Regina Ruiz, Personnel Services Technician, Health and Welfare

Tracy Hong, Personnel Services Assistant

Personnel Services Department

- Certificated and Classified Discipline
- Credentialing
- Enrollment Projections
- Health and Welfare
- Labor Relations
- Parent Complaints
- Personnel Commission
- Recruiting and Selection of Certificated and Classified Employees
- Reduction in Force (RIF)
- Staffing Projection
- Substitute Teachers
- Title IX Coordinator
- Worker's Compensation



New Classifications:

- Instructional Aide - Behavior Class

Job Description Changes:

- User Support Analyst II

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