



**PERSONNEL COMMISSION
COVINA-VALLEY UNIFIED SCHOOL DISTRICT**

**Invites Applications For The Position Of:
DISTRICT APPOINTED PERSONNEL COMMISSIONER**

The Personnel Commission is now accepting applications for an appointment to a seat on the Personnel Commission. The appointment will be to fill the vacant term of the District Appointed Personnel Commissioner. Personnel Commission appointments are for a three-year term. The time frame for this term for this appointment will be **December 1, 2024 – November 30, 2027**.

All applicants **MUST** complete the Application for Appointment, which is located on the Covina-Valley Unified website and must provide detailed responses to the three questions in the Supplemental Application and provide a copy of their resume. **Applications must be submitted in person to the Covina-Valley Unified School District, Personnel Department, 519 E. Badillo St. Covina, CA 91723, by 4:00 p.m. on Friday, June 28, 2024.**

DESCRIPTION

The three-member CVUSD Personnel Commission is the public body responsible for administration of the District's Merit System, a civil service system for classified employees and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters and protests involving examinations; conduct fair and objective recruitment, selection, and appointment procedures that result in the establishment of eligibility lists to fill vacancies with qualified staff; and prescribe rules and regulations related directly and indirectly to such described personnel practices. The descriptions of the Personnel Commission functions are provided in Sections 45220 through 45320 of the California Education Code.

EXAMPLE OF DUTIES

The Personnel Commission represents the public's interest by providing a personnel system dedicated to the hiring and retaining of the best qualified employees.

The Personnel Commission is responsible for the management of personnel functions related to the Classified Service. These functions include recruitment, selection, classification, rules & regulations, development, and administration.

The Personnel Commission works in cooperation with the governing board, administrators, and the bargaining units in the quest for competent employees and proficient personnel administration.

MINIMUM QUALIFICATIONS

Must be a registered voter and a resident of the Covina-Valley Unified School District, which encompasses Covina, West Covina, and portions of Irwindale and Azusa.

Must be a known adherent to the principle of Merit Systems, meaning supporting the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

Shall not be an employee of Covina-Valley Unified School District.

Shall not be a member of the governing board of Covina-Valley Unified School District or any Community College District or County Board of Education.

SELECTION PROCESS

The selection process for this appointment may consist of any combination of the following: Screening of candidate's application, resume, and responses to supplemental questions; oral qualifications appraisal interview; confirmation of candidacy at Board of Education meeting; final approval by State Superintendent of Instruction.

ADDITIONAL INFORMATION

The Personnel Commission meets the second Tuesday of each month at 4:45 p.m. at the Hanes Professional Development Center. Commissioners receive a \$50 stipend per month and are eligible to receive health benefits.

PERSONNEL COMMISSION COVINA-VALLEY UNIFIED SCHOOL DISTRICT

APPLICATION FOR DISTRICT APPOINTEE - PERSONNEL COMMISSIONER

Name: _____
Last
First
Middle Initial

Residence Address: _____
Street
City/State
Zip Code

Mailing Address (if different from Residence): _____
Street
City/State
Zip Code

Business Address: _____
Street
City/State
Zip Code

Home Phone: () _____ Business/Office Phone: () _____

Cell Phone: () _____ Email Address: _____

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|--|-----|----|
| 1. Are you a resident within the territorial jurisdiction of Covina-Valley Unified School District? | Yes | No |
| 2. Are you a registered voter? | Yes | No |
| 3. Are you a known adherent of the Merit System? | Yes | No |
| 4. Are you employed by Covina-Valley Unified School District? | Yes | No |
| 5. Are you a member of the governing Board of Covina-Valley Unified School District, or any Community College District or County Board of Education? | Yes | No |

Once an applicant for Personnel Commissioner has been presented as a nominee for appointment, the Personnel Director shall be responsible for leading the nominee through the pre-appointment process. For all Commissioner appointments, nominees shall successfully complete all pre-appointment processes prior to taking their oath of office or being voted on at a Personnel Commission meeting. Pre-appointment processes shall be consistent for all Personnel Commissioners and include the following:

Personnel Commissioner Application & Supplemental Application
 Live Scan Service & Fingerprinting
 Department of Justice (OOJ) Report reviewed by the Personnel Director
 Tuberculosis (T.B.) Test

(Please continue to Supplemental Application)

PERSONNEL COMMISSION
COVINA-VALLEY UNIFIED SCHOOL DISTRICT

SUPPLEMENTAL APPLICATION - PERSONNEL COMMISSIONER

Please prepare your responses to the following questions on a separate sheet of paper. Submit your responses along with your resume.

1. This position requires that you are known as an adherent to the principle of the Merit System, which is defined by Education Code as a person who by the nature of his or her public or private service has evidenced that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. Please provide a brief statement of your views regarding the Merit System as it relates to the position of Personnel Commissioner.
2. Please list relevant experience or familiarity with human resources, employment services or personnel activities that would assist you in serving as a Personnel Commissioner. (This may include public or private sector experience.)
3. As a Commissioner, what do you think your role would be to uphold the mission of the Personnel Commission?

Mission: The Personnel Commission is committed to providing professional, timely, efficient, and effective service in attracting and retaining the best-qualified employees based on demonstrated job-related merit and fitness for providing the District with a quality workforce that promotes a culture of teamwork, fairness and an environment dedicated to student success.

4. Please list ANY misdemeanor and/or felony offenses, including driving under the influence (DUI), set asides and expungements for which you have been convicted or received a withheld judgment within your lifetime. Some juvenile offenses for which an individual is charged as an adult (tobacco, alcohol, and drug charges) and traffic citations or moving violations such as inattentive driving may fall into this category: it is the applicant's responsibility to verify the accuracy of the information contained within the record.

In submitting this application, I certify that:

1. I am a registered voter and resident within the boundaries of Covina-Valley Unified School District.
2. I am not a member of the Board of Education of Covina-Valley Unified School District or any Community College District or County Board of Education, nor am I an employee of Covina-Valley Unified School District.
3. I am a known adherent to the principle of the Merit System. (Known adherent to the Merit System means a person who, by nature of his/her prior public or private service, has given evidence for the support of the concept of employment, continuance in employment, in-service promotional opportunities and other related matters on the basis of merit and fitness.)
4. I give permission for the Personnel Director to receive my initial and any subsequent Department of Justice (DOJ) reports as part of the pre-appointment process for the position of Personnel Commissioner.

Signature _____

Date _____