

By the Numbers

09

**Class Specifications
Revised**

The Personnel Commission is responsible for reviewing and evaluating requests for advanced salary step placement. Advanced steps are based on an employee's experience, education, and other factors related to recruitment.

The Personnel Commission is responsible for defining, categorizing, and allocating positions to appropriate classes, assigning classifications within occupational hierarchies, and developing written class specifications.

24

**Advanced Step
Placements
Approved**

The Personnel Commission is responsible for reviewing and evaluating requests for advanced salary step placement. Advanced steps are based on an employee's experience, education, and other factors related to recruitment.

36

**Recruitments
Opened**

43% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Instructional Assistant series at 12%, followed by Health Office Specialist at 11%.

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on provisions of the Education Code and other relevant laws, regulations, guidelines, and standards.

95

**Positions
Filled**

571

**Unemployment
Insurance Claim
Responses**

33% of all applications reviewed were for positions in the Instructional Assistant and Paraprofessional job group, 35% for Office, Technical, and Business Services positions, 23% for Operations Support, and 9% for Management positions.

Personnel Commission staff provides support to the district by responding to classified unemployment insurance claims. 2020-21 saw a 97% increase in claims over 2019-20 and a 596% increase over 2018-19.

2,037

**Applications
Reviewed**

Other Activities & Accomplishments

New Personnel Commissioner

Ms. Maria Stewart served on the Personnel Commission from May 2019 to February 2021. Following a recruitment and interviews conducted by a selection committee, the Board of Education recommended Ms. Mahshid Tarazi for appointment to the State Superintendent of Public Instruction. Pending approval from the State Superintendent, Ms. Tarazi's term will expire in 2023.

Salary Realignments

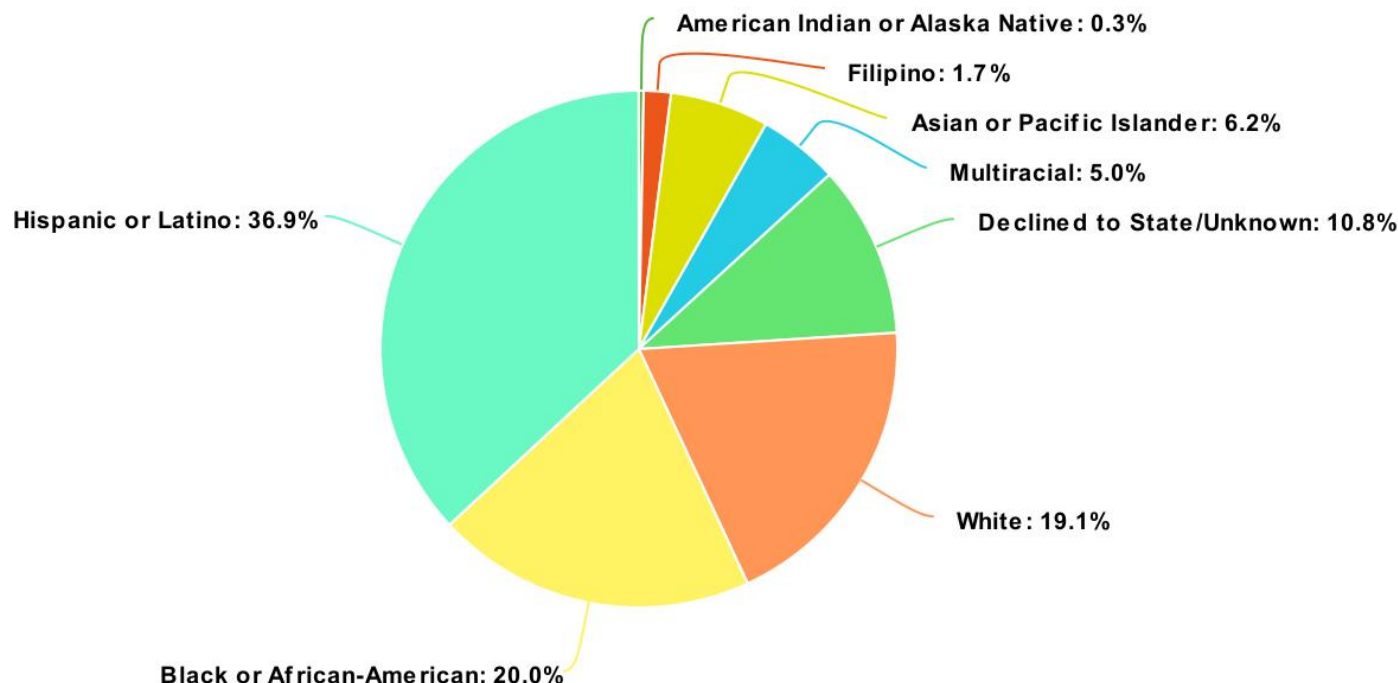
Studies were conducted to determine if salaries were appropriately aligned internally when compared to other existing classifications within the district. Findings resulted in the Personnel Commission approving salary realignments for Bilingual Community Liaison, Translator/Interpreter, Assistant Director, Fiscal Services, and Payroll Specialist.

Classification Study

A classification study was conducted for Bilingual Community Liaison that resulted in a comprehensive revision to the job description, a salary realignment, and a method for distinguishing between levels of complexity for bilingual duties that can be applied to other classifications.

Commitment to Diversity

Providing equal employment opportunities is a keystone of merit system principles. We strive to ensure diversity in the candidates available for selection by using a balanced set of recruitment strategies, ensuring that selection criteria are job-related and do not impose unnecessary requirements, assess skills through direct measurement, and develop and use structured rather than unstructured assessments to minimize the possibility that decisions will be influenced by unconscious or unwarranted assumptions about candidates. Below is a chart summarizing the ethnic background of our applicant pool:



52.9% of applicants identified as female, 41.3% identified as male, and 5.7% declined to state or are unknown.