

By the Numbers

10

**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.

57

**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.

61

**Recruitments
Opened**

24% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Child Center Assistant series at 17%, followed by the Instructional Assistant series at 14%.

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.

228

**Positions
Filled**

24% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Child Center Assistant series at 17%, followed by the Instructional Assistant series at 14%.

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.

214

**Unemployment
Insurance Claim
Responses**

32% of all applications reviewed were for positions in the Instructional Assistant and Paraprofessional job group, 28% for Office, Technical, and Business Services positions, 37% for Operations Support, and 3% for Management positions.

Personnel Commission staff provides support to the district by responding to classified unemployment insurance claims. 2021-22 saw a 63% decrease from 2020-21 but is still a 161% increase over pre-pandemic years.

1,553

**Applications
Reviewed**

32% of all applications reviewed were for positions in the Instructional Assistant and Paraprofessional job group, 28% for Office, Technical, and Business Services positions, 37% for Operations Support, and 3% for Management positions.

Other Activities & Accomplishments

Compensation Study

The Personnel Commission completed a comprehensive compensation study for SEIU represented classifications. The study began by establishing a committee consisting of representatives from the District, Union, and Personnel Commission. 28 benchmark classifications and 9 comparable public agencies were then selected by the committee. The results of the study provided support for a 10% increase in salaries for all classifications.

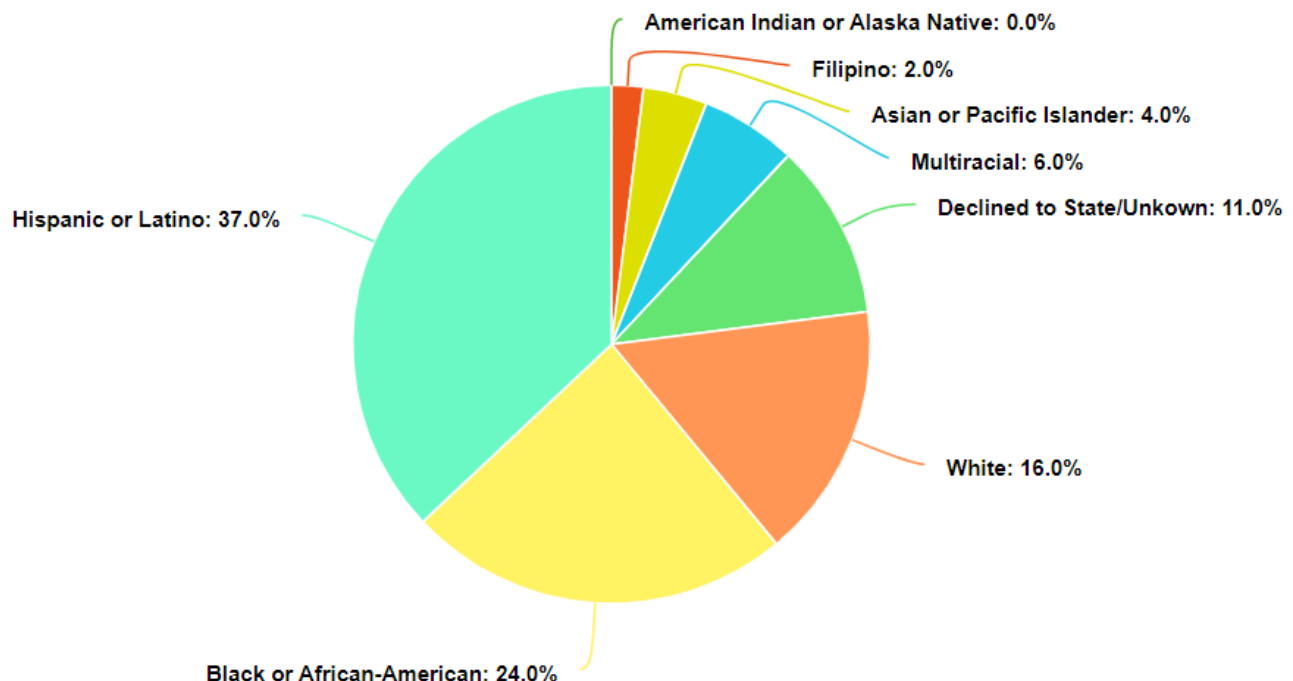
The study reviewed other forms of compensation such as health insurance and stipends that include longevity, night, bilingual, and professional growth. Overall, the results demonstrated that SMMUSD is competitive in all areas, especially in regards to full time employees seeking two party and family medical insurance coverage and our professional growth model.

Disciplinary Hearings

Permanent classified employees have the right to appeal a disciplinary action (termination, suspension, involuntary demotion) taken to the Board of Education. The Personnel Commission may sustain, modify, or reverse the action following a hearing. Two hearings were held in 2021-2022 resulting in one action being sustained and the other modified.

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:



51% of applicants identified as female, 43% identified as male, and 6% declined to state or are unknown.