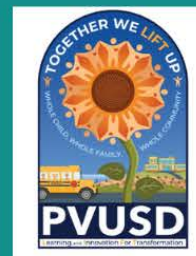




# PERSONNEL COMMISSION ANNUAL REPORT 2021-2022



## Personnel Commission Staff

Pam Shanks  
Director of Classified Human  
Resources

Mary Lou Masters  
Human Resources Analyst

Emmanuel Garcia  
Human Resources Analyst

Elizabeth Mejia-Muñoz  
Human Resources Specialist

Elizabeth Orozco  
Human Resources Technician

## Special Points of Interest

- Mary Ann Gomez  
Scholarship
- Annual CSPCA Conference
- Smart Find Express
- Professional Growth  
Increments
- Innovator of the Year

## The Personnel Commission

To ensure that employees' rights are protected under law, California has provided for the establishment of a Classified Personnel Commission. The Personnel Commission is composed of three individuals who must be registered voters, reside within the boundaries of the Pajaro Valley Unified School District, and be "known adherents to the principles of the Merit System." Under California Education Code, the term of office of each commissioner is for a three (3) year period; each commissioner serving in staggered terms.

- One commissioner is selected by the classified employees
- One is selected by the governing board
- The third commissioner is selected by both the commissioners

The Personnel Commission maintains a classification plan which groups positions into classes on the basis of duties and responsibilities assigned by the governing board. They establish rules for the examination of candidates for classified positions and ensure the application of the Merit System appointment procedures. The Commission investigates and hears appeals of disciplinary actions, and approves rules and regulations to ensure the efficiency of the classified service and the implementation of the Merit System.

## The Merit System

The Merit System is a set of laws, rules and procedures similar to the civil service system at the Federal and State level. It adheres to the California Education Code and is the method by which classified employees are governed. The fundamental purpose of the Merit System is to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness.

## 2022 CSPCA CONFERENCE

The CSPCA Conference was held in Monterey, from March 6th-8th, 2022. The conference was attended by our commissioners, director, CSEA leadership and HR staff members. This conference provided our staff the opportunity to attend sessions where they networked and learned best practices of the merit system.





## THANK YOU COMMISSIONER VALDIVIA-CASEY

We want to thank Commissioner Valdivia-Casey for doing an outstanding job since April 2021 as the CSEA appointed Commissioner. Commissioner Valdivia-Casey completed her term in November 2022. We would like to thank Commissioner Valdivia-Casey for serving the employees of the Pajaro Valley Unified School District. Thank you for your service, Commissioner Valdivia-Casey. You will be missed.



## WELCOME COMMISSIONER O'BRIEN



We want to welcome Casey O'Brien to the Personnel Commission. He was sworn in August 2022 as the Board Appointee. Commissioner O'Brien currently serves as the Principal at Branciforte Middle School in Santa Cruz and prior to his current role, Commissioner O'Brien was the Chief Student Services Officer for Carmel Unified School District. Prior to this, Commissioner O'Brien worked for 17 years at PVUSD as a Resource Teacher, Assistant Principal, and Principal. Commissioner O'Brien enjoys spending time with his three children and wife Holly. Welcome Casey O'Brien to the Commission. We look forward to working with you over the years to come.



Our Human Resources Department has been very busy this past year implementing our new Classified Absence Reporting System. It has taken an amazing team of people in all departments to move us along in our implementation of the Smart Find Express Absence Reporting System for Classified staff. All departments have been implemented into the system which has allowed a more integral way for reporting absences.



Create Job

Create Absence

Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Location:

Classification:

Reason:

Budget Code:

Start

End

Dates:

(MM/DD/YYYY)

REPORTING MULTIPLE DAYS?

If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule

If every day of the absence does not start and end at the same time, remember to change the



## MARY ANN GOMEZ SCHOLARSHIP RECIPIENTS

The Mary Ann Gomez Scholarship is an annual award from the Pajaro Valley Unified School District's Personnel Commissioners. The Personnel Commission selected six recipients to receive the Mary Ann Gomez Scholarship in 2022. The well deserved applicants were *Ada Neu, Acosta Vazquez, Emily Marcela, Lisandro Albor Jr., Pablo Moran, and Mateo Arias Luna*. Congratulations to the recipients of the Mary Ann Gomez Scholarship and good luck with college and all your future journeys throughout life. The scholarship will be announced in December for the next scholarship season.



## THANK YOU TO THOSE WHO PARTICIPATED AS SUBJECT MATTER EXPERTS

- DAWN ACOSTA
- ROCIO CAMARGO
- LAURA CARPIO
- VANESSA CRUZ
- ALICIA JIMENEZ
- KIMBERLY GUADRON
- KERRY LE ROUX
- EVA RENTERIA
- ELIZABETH UBALDO



## PVUSD INNOVATOR OF THE YEAR AWARDS 2022



- |                     |                      |                      |
|---------------------|----------------------|----------------------|
| • Dawn Acosta       | • Paloma Luna        | • Deann Najera       |
| • Jazmine Ancira    | • Linda Macias       | • Sylvia Piña        |
| • Vanessa Aromin    | • Alejandra Maciel   | • Judy Quezada       |
| • Nancy Broxton     | • Mabel Marquez      | • Francisco Ramirez  |
| • Maricela Cardenas | • Mairelin Marquez   | • Juan Rocha         |
| • Gustavo Carrera   | • Melina Martinez    | • Vince Rodriguez    |
| • Kristina Carrillo | • Mary Lou Masters   | • Angel Rodriguez    |
| • Tony Contreras    | • Celia Matsuo-Albor | • Doris Salazar Ruiz |
| • Teresa Covarrubia | • Juan C Mendoza     | • Dawn Sterner       |
| • Vickie Davis      | • Matt Merrill       | • Jamie Stott        |
| • Linda Estrada     | • Denise Mijares     | • Jennifer Torres    |
| • Lupita Fernandez  | • Sandra Moore       | • Gabriel Uribe      |
| • Bonnie Gley       | • Jaime Muñoz        | • Bernabe Vallejo    |
| • Andrea Hallett    | • Georgina Muñoz     | • Maria Vega-Perez   |
| • Megan Jacobsmyer  |                      | • Rebeca Vizcaino    |
| • Debra Leal        |                      | • Barbara Welty      |
|                     |                      | • Maria Zavala       |

## Classified Professional Growth Increments Awarded

- Esperanza Cabrera
- Rocio Camargo
- Cithia Corona Cisneros
- Ivana Cordova
- Delaney Faria
- Robby Herrera Garcia
- Delaney Lazalde
- Maricela Lopez
- Emilce Mendoza-Ramirez
- Angel Recla
- Alejandra Rocha
- Valeria Solorzano
- Lizabeth Suarez





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## PERSONNEL ACTIONS

RECRUITMENTS AND EXAMINATIONS			
	2019-2020	2020-2021	2021-2022
Recruitments	54	69	86
Applicants	1052	1524	1147
Written Exams	482	655	557
Oral Exams	179	378	347
Practical Exams	221	365	321
Eligibility List	54	66	100



APPOINTMENTS			
	2019-2020	2020-2021	2021-2022
New Hires	128	67	228
Promotions in Classified	30	46	46
Promotions to Certificated	3	3	8
Transfers	79	99	85
Re-Employment	0	2	14
Limited Term Projects	1482	1561	1784
Limited Term Subs	163	161	185



LEAVES, SEPERATIONS, AND WORKING OUT OF CLASS			
	2019-2020	2020-2021	2021-2022
Leaves of Absence	227	228	298
Seperations/Retirements	112	113	93
Working out of Class	7	8	21

