

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

JOB DESCRIPTION FOR PERSONNEL COMMISSIONER

The Commission

A Personnel Commission is a nonpartisan public body responsible for the administration of a "merit system" for the selection, retention, and promotion of classified (non-certificated) employees in a public school district or County Office of Education. By law, it is composed of three members appointed for three-year terms with the term of one member expiring each year. Effective March 15, 2011, the Personnel Commissioners are selected per Education Code 45245: One member of the personnel commission shall be appointed by the governing board of the district and one member, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those two members shall, in turn, appoint the third member.

Class Characteristics

Personnel Commissioners have the following responsibilities:

- 1) to cooperate with the Superintendent and administrators in the quest for competent employees and a sound plan of personnel administration;
- 2) to represent the interests of the general public by providing a personnel system dedicated to hiring, retaining, and promoting competent workers in the service of the jurisdiction; and
- 3) to see that classified employees receive fair and equitable treatment;
- 4) to sit as an appeals board in matters of discipline, demotion, and dismissal of classified employees.

Example of Duties

Specific functions with which personnel commissioners in California school districts and county offices of education have been charged by the Education Code are:

The classifying of all positions in the classified service; recommending salary schedules and rates of pay to the Superintendent; hearing and deciding appeals in regard to disciplinary and dismissal actions against classified employees; the adopting of rules which shall provide for the procedures to be followed by SLOCOE as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analysis and specifications, public advertisement of examinations, rejection of unfit applicants without

competition, and any other matter necessary to carry out the provisions and purposes of the merit system.

The Personnel Commission directs the Chief Human Resources Officer who serves as the Director/Secretary to the Commission and insures that the provisions of the merit system are carried out.

Employment Standards

Required:

To be eligible for appointment or reappointment to the Personnel Commission, a person:

- a) Shall be a registered voter and resident within the territorial jurisdiction of the San Luis Obispo County Superintendent of Schools.
- b) Shall be a known adherent to the principle of the merit system. This shall mean a person, who by the nature of his/her prior public or private service, has given evidence that he/she actively supports the concept of the merit system, specifically the selection, retention and promotion of individuals upon the basis of merit and fitness.
- c) Shall not be a member of the County Board of Education.
- d) Shall not be an employee of the county office of education.
- e) Shall have the availability to actively engage in Personnel Commission activities including attending monthly meetings of the Personnel Commissioners.

Desirable:

Volunteer or paid experience associated with work with community groups and organizations including public agencies; experience sitting on a tribunal or appeals body; concern with the educational system in the COE; familiarity with the merit system, its concepts and philosophy; ability to work with administrators and employee organization groups and some knowledge of labor relations and recent legislative developments in this arena in the State of California; the time to actively attend workshops and/or conferences related to Personnel Commission functions, the merit system, and responsibilities of the Personnel Commission.

Revised 9/13/11