



Personnel Commission

Forty-eighth Annual Report

2016-2017

The Merit System

Very simply, the merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters, on the basis of merit, fitness and the principle of *"like pay for like work."*

► Who Started It?

The merit (civil service) system is not a new system.

Early in the 1800s, the "spoils system" of patronage was well established as a method of filling government jobs. It took the tragedy of the shooting of President John Garfield by a disgruntled office worker in 1881 to focus enough attention on the practice to spark legislative reform.

Two years later, the Congress passed the Civil Service Act of 1882 (the Pendleton Act) which set up the first civil service system for federal employees to guard against patronage appointments. In the following years, state and local civil service systems flourished, but it was not until 1936 that the first merit system law for school districts was established.

It was California that became the leader in the national movement to implement the merit system in school districts when, as a result of a disgraceful patronage system in the Los Angeles Unified School District, more than 700 employees were fired on the day after a school board election in order to make room for hiring political "spoils men" for their positions. The fired employees had no appeal rights.

► Who Needs it?

With the advent of collective bargaining in the public education field, functions performed by Personnel Commissions took on added significance. The necessity for objective information, classification decisions, appeals unaltered by Board and management pressures, protection of the rights of unrepresented employees and an independent body to hear employee appeals in an impartial manner, are all

vital to the efficient and economic operations of a school district and to the benefit of the public and employees.

► Who Uses it?

There are nearly 100 merit system school districts in California that employ almost 70 percent of the total classified school employees in the state.

A merit system may be voted into a district by a vote of the classified employees following the submission of a petition requesting an election. It takes a simple majority affirmative vote and the merit system becomes effective; then begins the process of appointing a three-member Personnel Commission and the appointment of a Director of Classified Personnel. This starts the transition into developing and putting into effect the system of personnel management based on the concept of merit and fitness

► Who Administers it?

The Personnel Commission is the mainstay of the merit system. It is an independent body composed of three persons appointed for three-year staggered terms.

Personnel Commissioners are laypersons who must be known adherents of the merit principle. The Personnel Commission is responsible for maintaining a merit system for classified employees of the school district 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, selection and appointment procedures; and prescribe rules related to a variety of personnel practices.

Authority for Personnel Commission functions is provided in Sections 45220 through 45320 of the State Education Code.

► What Are the "Merit" Principles?

The Merit System encompasses these basic principles and concepts:

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing for compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those who inadequate performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person and with proper regard for their privacy and Constitutional rights as citizens.**
- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

► What Are the Responsibilities of Personnel Commissioners?

Commissioners have threefold responsibility:

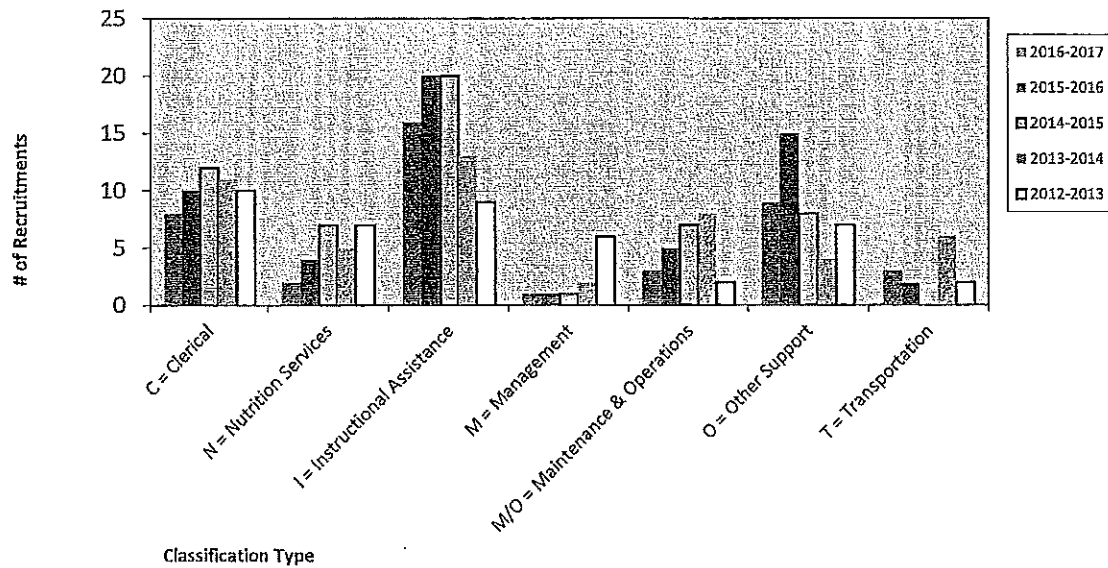
- The Personnel Commission ensures that classified employees receive fair and equitable treatment.
- Personnel Commissions represent the public's interest by providing a personnel system dedicated to the hiring and retaining of the best qualified employees.
- Personnel Commissions work in cooperation with the governing board and administrators in the quest for competent employees and good personnel administration.

PERSONNEL COMMISSION MEMBERS

July 1, 2016 – June 30, 2017

| | |
|---------------|---|
| Gloria Bevers | Appointee of the Chico Unified School District Board of Education |
| Position(s): | Chairperson |
| Term: | 3-year appointment |
| Appointed: | December 1, 2002 (one-year term) |
| Reappointed: | December 1, 2006, 12:01 pm |
| Term Expires: | December 1, 2009, 12:00 noon |
| Reappointed: | December 1, 2009, 12:01 pm |
| Term Expires: | December 1, 2012, 12:00 noon |
| Reappointed: | December 1, 2012, 12:01 pm |
| Term Expires: | December 1, 2015, 12:00 noon |
| Reappointed: | December 1, 2015, 12:01 pm |
| Term Expires: | December 1, 2018, 12:00 noon |
| Jane Dolan | Appointee of the Classified School Employees Association of the Chico Unified School District |
| Position(s): | Vice Chairperson |
| Term: | 3-year appointment |
| Appointed: | January 23, 2012, 12:01 pm |
| Term Expires: | December 1, 2014, 12:00 noon |
| Reappointed: | December 1, 2014, 12:01 pm |
| Term Expires: | December 1, 2017, 12:00 noon |
| Scott Jones | Appointee of the Personnel Commissioners |
| Position(s): | Member |
| Term: | 3-year appointment |
| Appointed: | December 1, 2013, 12:01 pm |
| Term Expires: | December 1, 2016, 12:00 noon |
| Reappointed: | December 1, 2016, 12:01 pm |
| Term Expires: | December 1, 2019, 12:00 noon |

Summary of Recruitments by Classification Type



| | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 2012-13 |
|---|--------------|--------------|--------------|--------------|--------------|
| Examinations Announced: | | | | | |
| Announcements (Recruitments) | 43 | 57 | 61 | 51 | 42 |
| Applications Received | 1105 | 1489 | 1112 | 1516 | 1716 |
| Applications Approved | 1024 | 1396 | 974 | 1335 | 1072 |
| Examinations Conducted: | | | | | |
| Job Related Written Test | 21 | 28 | 28 | 28 | 25 |
| Performance/Technical Test | 7 | 12 | 14 | 12 | 10 |
| Competency Test (instructional positions) | 11 | 18 | 21 | 13 | 7 |
| Oral Exam | 41 | 57 | 61 | 52 | 41 |
| Total Exams Given (Test takers) | 923 | 1420 | 1063 | 1495 | 1274 |
| Candidates Eligible | 435 | 679 | 463 | 598 | 502 |
| % of Eligibles to Applicants | 42.48 | 48.64 | 47.54 | 44.79 | 46.83 |

| | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 2012-13 | 2011-12 |
|---|---------|---------|---------|---------|---------|---------|
| Position Request Forms Processed | | | | | | |
| | 351 | 398 | 421 | 370 | 399 | 337 |
| Notices | | | | | | |
| Lateral Transfer Notice | 159 | 195 | 172 | 149 | 123 | 107 |
| Limited Term Opportunity | 30 | 20 | 18 | 37 | 77 | 45 |
| Provisional Opportunity | 0 | 0 | 0 | 0 | 0 | 0 |

2016-17 2015-16 2014-15 2013-14 2012-13 2011-12 2010-11

of Employees

| | | | | | | | |
|-----------------------|-------------|------------|-------------|------------|-------------|------------|------------|
| Exempt | 36 | 53 | 58 | 56 | 44 | 50 | 41 |
| Restricted | 19 | 22 | 25 | 26 | 20 | 21 | 16 |
| Bargaining Unit | 674 | 654 | 630 | 704 | 622 | 613 | 574 |
| Confidential | 8 | 8 | 8 | 9 | 8 | 7 | 7 |
| Classified Management | 16 | 15 | 15 | 15 | 13 | 15 | 13 |
| Total | 753 | 752 | 736 | 810 | 707 | 706 | 651 |
| Substitutes | 292 | 272 | 247 | 287 | 242 | 318 | 308 |
| Combined Total | 1024 | 982 | 1097 | 949 | 1024 | 959 | |

FTE by Employee Type

| | | | | | | | |
|-----------------|-------|-------|-------|-------|-------|-------|-------|
| Exempt | 21.1 | 23.9 | 22.5 | 22.7 | 21.6 | 22.1 | 10.4 |
| Restricted | 12.8 | 13.7 | 12.7 | 9.3 | 8.6 | 12.6 | 7.2 |
| Bargaining Unit | 578.1 | 547.6 | 536.9 | 525.4 | 508.4 | 508.0 | 451.7 |
| Confidential | 9.0 | 8.0 | 8.0 | 9.0 | 8.0 | 7.0 | 7.0 |
| Management | 16.0 | 15.0 | 15.0 | 15.0 | 13.0 | 15.0 | 13.0 |

2016-17 2015-16 2014-15 2013-14 2012-13 2011-12 2010-11

Reclassification/Reallocation Studies

Total

4 0 0 0 0 1 0

2016-17: Bicultural Liaison, Director-Classified Human Resources, Sr Equipment Mechanic, Sr Maintenance Worker-Carpenter
 2015-16: None
 2014-15: None
 2013-14: None
 2012-13: None
 2011-12: High School Registrars
 2010-11: None

| | 2016-17 | 2015-17 | 2014-15 | 2013-14 | 2012-13 |
|--|---------------|---------------|---------------|---------------|---------------|
| Board Actions | | | | | |
| <i>Appointments:</i> | | | | | |
| Open | 235 | 227 | 216 | 163 | 195 |
| Restricted (parent positions) | 17 | 20 | 24 | 12 | 8 |
| Limited Term | 33 | 17 | 20 | 33 | 47 |
| Provisional/Interim | 0 | 0 | 0 | 0 | 0 |
| Promotional | 16 | 10 | 15 | 9 | 10 |
| Reclassification/Reallocation | 3 | 0 | 0 | 0 | 0 |
| Reinstatement/Reemployment | 2 | 3 | 11 | 17 | 12 |
| Voluntary Demotion | 1 | 0 | 1 | 0 | 0 |
| Leaves of Absence (unpaid) | 43 | 43 | 48 | 72 | 51 |
| Total | 350 | 320 | 335 | 306 | 323 |
| <i>Terminations:</i> | | | | | |
| Layoff to Re-employment List | 7 | 5 | 3 | 24 | 63 |
| Resignations | 68 | 63 | 60 | 51 | 34 |
| Limited Term | 3 | 4 | 5 | 1 | 2 |
| Parent Restricted | 5 | 5 | 9 | 2 | 1 |
| Parent Restricted (Released) | 3 | 5 | 2 | 4 | 4 |
| Retirement | 24 | 28 | 34 | 42 | 27 |
| Death | 0 | 0 | 1 | 2 | 1 |
| Dismissals | 4 | 5 | 6 | 6 | 4 |
| Total | 114 | 115 | 120 | 132 | 136 |
| Total Turn-Over Ratio | 16.07% | 19.68% | 17.66% | 18.15% | 22.49% |
| Voluntary Turn-Over Ratio | 10.09% | 11.44% | 10.60% | 7.41% | 5.09% |
| Non-Board Actions | | | | | |
| <i>Exempt/Substitute Appointments:</i> | | | | | |
| School Aide-Exempt | 8 | 14 | 15 | 8 | 6 |
| Pupil Helper-Exempt | 0 | 20 | 13 | 2 | 12 |
| Substitute | 129 | 147 | 103 | 160 | 141 |
| <i>Exempt/Substitute Resignations:</i> | | | | | |
| School Aide/Pupil Helper | 3 | 18 | 9 | 7 | 4 |
| Substitutes | 72 | 62 | 23 | 23 | 17 |
| <i>Exempt/Substitute Dismissals:</i> | | | | | |
| School Aide-Exempt | 0 | 1 | 1 | 0 | 4 |
| Pupil Helper-Exempt (Released) | 4 | 14 | 0 | 8 | 15 |
| Substitutes | 102 | 134 | 104 | 43 | 85 |