

## By the Numbers

**13** Class Specifications Revised

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

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.

**53** Recruitments Opened

**58** 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.

48% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Instructional Assistant series at 11%, followed by Campus Monitor at 7%.

**165** Positions Filled

**2,735** Job Interest Cards Received

Job Interest Cards are submitted online at [www.governmentjobs.com/careers/smmusd/jobInterestCards/categories](http://www.governmentjobs.com/careers/smmusd/jobInterestCards/categories) and help potential candidates stay informed about job opportunities as they become available.

39% of all applications reviewed were for positions in the Instructional Assistant and Paraprofessional job group, 30% for Office, Technical, and Business Services positions, 29% for Operations Support, and 2% for Administrative positions.

**2,766** Applications Reviewed

## Other Activities & Accomplishments

### New Director of Classified Personnel

Former Director, Eric Rowen, separated from the District in April 2019 and incoming Director, Josh Kahn, joined SMMUSD in August 2019.

### New Personnel Commissioner

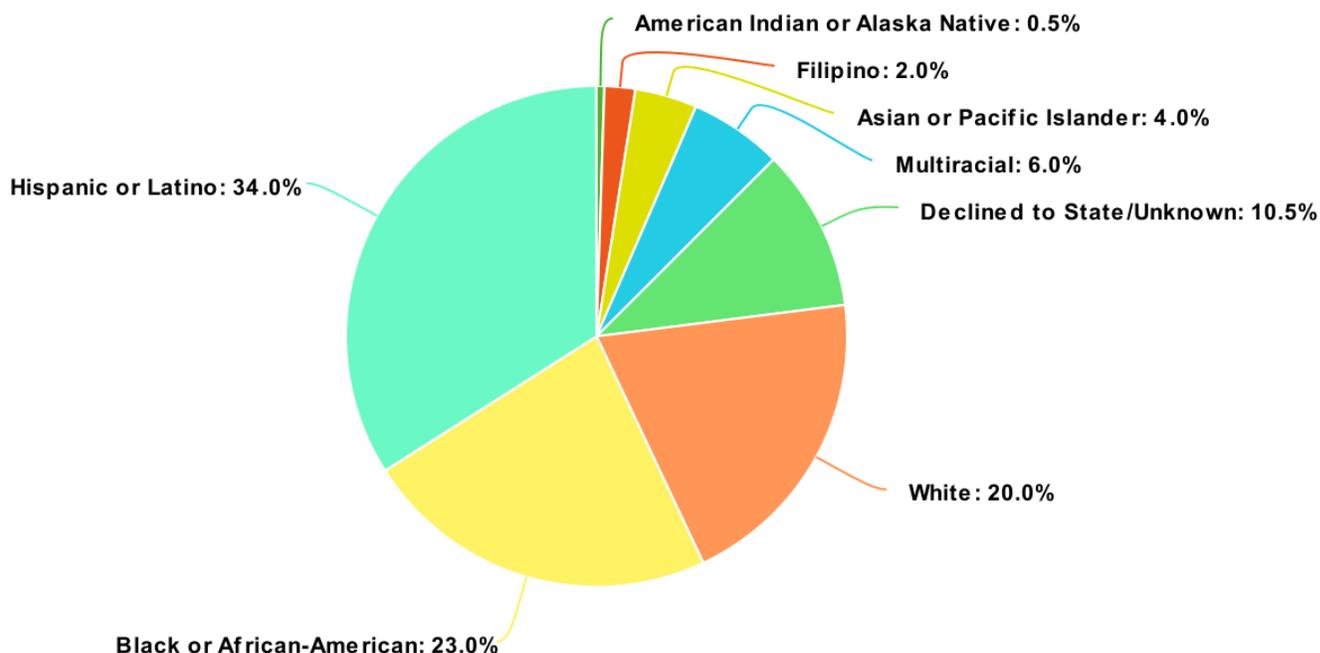
Ms. Julie Waterstone served on the Personnel Commission from May 2017 to February 2020. In April 2020, the State Superintendent of Public Instruction appointed Mr. Phillip Tate to the Personnel Commission for a three-year term that ends December 31, 2022.

### Covid-19 Response

The Personnel Commission transitioned to remote testing in response to shelter-in-place orders that included coordinating remote interviews via videoconference software, creating web-based rating sheets, implementing practices for pre-recorded interviews and performance exams, and transitioning existing material from Microsoft Office to Google's web-based office suite to be more accessible to candidates. Special thanks to PC staff, Clare Caldera, Nichelle Cummings, Jana Hatch, Cindy Johnston, and Julie Younan for their support during this time.

## 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:



55% of applicants identified as female, 40% identified as male, and 5% declined to state or are unknown.