

Personnel Commission

Office Address:
750 E. Main Street, El Cajon, CA

Mailing Address:
PO Box 1007, El Cajon, CA 92021
www.cajonvalley.net

Phone: (619) 588-3050

Fax: (619) 588-3663

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3XUVXDQW WR *RYHUQRU 1HZVRP1V ([HFXQMB 2R0FUV1LRQ1WKRHH
KHOG YLUWXDOO\ DQG DOO &RPPLVLD RQCHUF2IQ0UDWQWH QGHPIEHU
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(PSORIHHV RU PHPEHUV RI WKH SXEOLF ZKR ZLVK WR PDNH D SXEC
PXVW VXEPLW FRPPHQWV WKURXWVSRJQHURURVHOKQORRODXWHUW
S P RQ 0DUFK &RPPHQWV ZLOO EH UHGD DORXG WRJWWKH3BXV
&RPPHQW VHFWRQ RI WKH DJHQGD RU EHIRUH DFWLRQ RQ WKH L

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D \$SSURYH WKH DJHQGD RI WKH 5HJXODU 0HHWLQJ RQ 0DUF

0RWLRQ E\ 7LP 0F.D\ 6HFRQG HG E\ 7HULQD %URRPV 9RWH

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D ,Q DFFRUGDQFH ZLWK (GXFDWLRQ &RBHVVLRLQIZMOKH BSHUQ I
KHDULQJ WR SURYLGH WKH SXEOLF HPLSRQMHM KHDQ SSRBWO
H[SUHVV WKHLU YLHZV RQ WKH TXDOPH QDWGRQW WKWKYHDFD

7KH SXEOLF KHDULQJ ZDV RSHQH G DW Q LWHP ZRUSKHDFHIF

E \$SSURYH WKH DSSRLQWPHQW RI &RPPLVVLRQHU -RLQW \$S

0RWLRQ E\ 7LP 0F.D\ 6HFRQG HG E\ 7HULQD %URRPV 9RWH

&DMRQ 9DOOH\ 8QLRQ 6FKRRO 'LVWULFW 3HUVRQQHO &RPPLVVLRQ
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RDWK RI RIILFH

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D 7KH 3HUVRQQHO 'LUHFWRU ZLOO SURYLQH HQDUDLQV LRQ V
FRUUHVSRQGHHQH UHODWHG WR &RPPLVVLRQ PDWWHUV

1R FRUUHVSRQGHHQH

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D \$SSURYH WKH PLQXWHV RI WKH 5HJXODU 0HHWLQJ RQ -DQ
0RWLRQ E\ 7LPL 0F.D\ 6HFRQGHHG E\ XVLP 0F.D\ 9RW

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D \$SSURYH *HQ-LXQV OLQH 3UH (PSOR\PHQW 7HVWLQJ 6XLWH ,
0DULWJD 'LD] SURYLGHG KLVWRULFDO LQIRUPDWLRQ UHJD
0RWLRQ E\ 7LPL 0F.D\ 6HFRQGHHG E\ /RXLHV 0LFKDHO 9RW

E \$SSURYH &63&\$ 0HULW \$FDGHP\ ,QYRLFHLVW &RPPLVVLRQHU
0RWLRQ E\ 7LPL 0F.D\ 6HFRQGHHG E\ /RXLHV 0LFKDHO 9RW

F \$SSURYH &36&\$ 0HULW \$FDGHP\ 5HJLVWDWLRQHU DLQW \$
3HUVRQQHO \$QDO\W

0V 'LD] UHSRUWHG WKH KLULQJ SURFHVV RQ 3HUVRQQHO
0DUFK 6KH VWDWHG LQ RUGHU WR PHHW WKH UHJLVW

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&DMRQ 9DOOH\ 8QLRQ 6FKRRO 'LVWULFW 3HUVRQQHO &RPPLVVLRQ
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%LOLQJXDO \$UDELF SRVLWLRQ GXWLHVWPHQWQWFEHQH
WKH ZRUN KDV UHPDLQH FRQVLVWHQWRQVFXOHJGKDOGHZ
SUHVHQWLQJ KHU UHFRPPHQGHFWLRQJ DW WKH 0DUFK
LLL 5HTXHVW IRU 6DODU\ 6WXG\ ± %LOLQJXDO %LFXOWXUD
0V 'LDJ LQIRUPHG D 6DODU\ 6WXG\ UHTXHVW 2DLFXOW
,QWHUSUHHU 6KH VWDWHG GXH WR WKHQZLWNOBRGLWQ
ZLOO EH ZRUNLQJ RQ SULRULWLJLQJ WKH VWXG\
E %RDUG'RFV ± 6FKRRO %RDUG 0DQDJHPPHQW 6RIWZDUH 6RO
0V 'LDJ LQIRUPHG VKH LV ZRUNLQJ ZLWKHWHWPHQWBRQ
HVWDEOLVKLQJ D WUDLQLQJ GD\ IRU WKH VRIWZDUH
0V %URRPV DVNHG IRU DQ HVWLPDWHGRWDPRXQG EHVWRD
%RDUG'RFV DW WKH \$SULO 3HUVRQQHO &RPPLVVLRQ PHHWL
F 6WDUV LQ (GXFDWLRQ DQG (PSOR\HH \$SSUHFLDWLRQ :HHN
0V 'LDJ SURYLGHG LQIRUPDWLRQ RQ WKH 6WDUV LQ (GXFD
RI WKH FRPPLWWHH 6KH LQIRUPHG LQ WKH SDVW &RPPLVV
WR &(\$V LFH FUNDVXDFLOOWDNDV SODFH LQ 0D\
G 9DFDQFLHV 5HFUXLWPHQWV 3HUVRQQHO \$FWLYLW\
L 6WDII ZLOO UHYLHZ VWDWXV RI EXPHQW DQGDQFWBYOB
VWDWXV RI HOLJLELOLW\ OLVWV
0V 'LDJ SUHVHQWHG OLVWV RI FXUUHQW YDFDQFLHV HOLJ
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D &6(\$ 0DUN 5HDJOHV &6(\$ &KDSWHU 3UHVVLGHQW
0U 5HJDOHV FRQJUDWXODWHG &SO /RXLH 0LFKDHO RQ KL
&RPPLVVLRQHUV IRU H[SHGLWLQJ WKH SURFHVV IRU WKH -
VHOHFWLRQ
E &9\$\$ &96\$ 1DRPLH 5RGULJXHV &ODVVLYLWBU0DQDJHPPHQW
5HSUHVHQWDWLYH
0V 5RGULJXHV FRQJUDWXODWHG &SO QWXLH 0LFKDHO RQ
F &DMRQ 9DOOH\ 8QLRQ 6FKRRO 'LVWULFW 5HSRUW V
L 0LFKHOOH +D\HV \$VVLVWDQW 6XSHULQWQHUSUWLGH
LQIRUPDWLRQ RQ FXUUHQW QHJRWLDWLRQV ZLWK &6(\$ D
0V +D\HV FRQJUDWXODWHG &SO /RXLH DQFRDPRQGRQKWKH
'LVWULFWV SODQV WR UHRSHQ VLWQVWRIURPHVSDWQDZU
+D\HV WKDQNHG DQG DFNQRZOHGJHG &6(\$ WQGLDPRUNIGH

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'DYLG 0L\DVKLUR (G ' 6XSHULQWHQGHQWIRWKKLQNM&U&LGH/B
'LVWULFW DQG LQ WKH FRPPXQLW\

G 3HUVRQQHO 'LUHFWRU 5HSRUW 0DULW]D 'LD]

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x 'LVWULFW RIIHUHG 6FKRRO %XV 'ULYHU FRXUVH

x 6HOHFWLRQ LQWHUYLHZV IRU 3HUVRQQHO \$QDO\ VW ZI

&DMRQ 9DOOH\ 8QLRQ 6FKRRO 'LVWULFW 3HUVRQQHO &RPPLVVLRQ
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3HU WKH &RPPLVVLRQ 5XOHV DQG 5HJXODWLRQV WKH
WRJHWKHU ZLWK D VWDWHPHQW UHTXHMWISQJDDW(GXFBWKRQ SHR
D XQLW RI WKH (GXFDWLRQDO 6HUYLFHV 'HSDUWPHQW

\$ UHYLHZ RI WKH GXWLHV DV RXWOLQH BULPDWKHQLOXHPWHHQWQD
VKDGRZ DQG GHVN DXGLW ZHUH FRQGXFWRU DGGIGMISDQDQ
DGPLQLVWUDWRUV FRQILUPHG WKH LQREHQWKRW HGVRIQMLEDQ

7KH LQFXPEHQW UHSRUWV WR ERWK WKH VLSRQZ&URRUFQDQDQW RLS
'LUHFWRU ,,TV RI (GXFDWLRQDO 6HUYLFHV SDQGSULQYRGHDQDQ
DFWLLY (GLHVSUREXSSQDQ (PSRZHU # DQG Gd€0@PÀ 0€

Compose correspondence and written materials independently or from oral instructions.
Type or input data at 45 words per minute from clear copy.
Understand and resolve issues, complaints or problems.
Maintain confidentiality of sensitive and privileged information.
Determine appropriate action within clearly defined guidelines.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and files.
Compile and verify data and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Complete work with many interruptions.
Plan and organize work.
Meet schedules and time lines.
Make arithmetical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by secretarial training and two years increasingly responsible secretarial experience in a large organization involving frequent public contact, including experience translating materials and interpreting in English and designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Kneeling, bending at the waist, and reaching above the shoulders and horizontally to retrieve and store files and supplies.
Pushing, pulling, lifting and carrying supplies and equipment.
Occasionally lift and/or move up to 25 pounds.

operations, activities, policies and procedures.

activities and resolve issues or concerns related to office

EDUCATION AND EXPERIENCE

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%H IOH[LEOH DQG DGDSW WR FKDQJHV LQ URXWLQH DQG GXWLHV

%H UHOLDEOH LQ DWWHQGDQFH DQG SXQFWXDOLW\

3UHYHQW RU EUHDN XS VWXGHQW FRQIOLFWV DQG ILJKWV

8QGHUVWDQG DQG IROORZ RU~~DO~~DQG ZULWWHQ LQVWUXFWLRQV

~~:RUN ZLWK DQG RYHUVHH VWXGHQWV~~

\$GPLQLVWHU ILUVW DLG ~~DQG RU &35~~UHTXLUHG)LUVW DLG W

(VWDEOLVK DQG PDLQWDLQ FRRSHUDWLYH DQG HIIHFWLYH ZRUN

ODLQWDLQ DVVLJQH GORFDWLRQV LQ~~U~~VDIH FOHDQ DQG RUGHU

~~\$VVLVW VWXGHQWV ZLWK SHUVRQDO SUREDFHG DQWQHQ GIV FLID
DFWLYLWLHV~~

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\$Q\ FRPELQDWLRQ HTXLYDOHQW WR JUDGXDWLRQ IURP KLJK VFH
PRQWKV H[SHULHQFH LQ ZRUNLQJ ZLW~~K~~W~~E~~K~~R~~W~~O~~H~~D~~J~~R~~U~~R~~X~~S~~K~~W~~Q S
RUJDQL]HG VHWWLQJ

~~\$Q\ FRPELQDWLRQ RI HGXFDWLRQ WUDLQV WUDWLRUDH[SHULHV
WKH UHTXLUH GXWLHV \$ W\SLFD0 XEDOLUDQDWRQJ URXQGLZK
RU HTXLYDOHQW DQG GHPRQVWUDWHG OHDSHUHQWH LQ ZKRVNEQ0
DFWLYLWLHV RU VSRUWV LQ DQ RUJDQL]HG VHWWLQJ~~

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3RVVHVLRQ RI D FXUUHQW FHUWLILFDWLRQ&FDUGLVRXJOPRQ\$RI
5HG &URVV RU \$PHULFDQ +HDUW \$VVRIHGDWLRQVWQ&QD &FUGWLM
ODLQWDLQ XS WR GDWH FHUWLILFDWHV LQ ILUVW DLG DQG &35

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,QGRRU DQG RXWGRRU HQYLURQPHQW

6HDVRQDO KHDW DQG FROG RU DGYHUVH ZHDWKHU FRQGLWLRQV

3K\VLFD0 (GXFDWLRQ /RFNHU 5RRP \$VVLVWDQW

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~~7KH SK\VLFD0 GHPDQGV GHVFULEHG KHUWKDWH PXVSWHEVH QMWW
HPSOR\HH WR VFFFHVVIXOO\ SHUIRUP WKH HVVHQWLDO IXQFWLR
RI WKLVMRE WKH HPSOR\HH LV UHJXODU\ DQG WKH QJWR VWDQ
REMHFWV WRROV RU FRQWUROV 7WDOHQSRKHHU\LV DQG DWDLRQ
WR UHDFK ZLWK KDQGV DQG DUPV FOLPE RU EDODQFH DQG VWF~~

~~7KH HPSOR\HH PXVW UHJXODUO\ OLIW DQG RU PRYH XS WR SR
XS WR SRXQGV 6SHFLILF YLVLRQ DELOLWLHV UHTXLHG E\ W
SHULSKHUDO YLVLRQ GHSWK SHUFHPSWLRQK DQG WKHWHGL DQG M
EH DEOH WR SHUIRUP WKH GXWLHV RI D ULJRURXV ZRUN VFKHG
XQORDGLQJ DQG SDVV D SK\VLFD0 H[DPLQDWHLRQ DQG GGLWJ VFU~~

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6WDQGLQJ DQG ZDONLQJ IRU H[WHQG HG SHULRGV RI WLPH WR
DVVLJQH DUHDV

9LVLRQ VXIILFLHQW WR PRQLWRU VWXGHW DFWLYLWLHV

+HDULQJ DQG VSHDNLQJ WR H[FKDQJH LQIRUPDWLRQ

'H[WHULW\ RI KDQGV DQG ILQJHUV WR RSHUDWH DVVLJQH HTXL

5HJXODUO\ OLIW DQG RU PRYH XS WR WS B Q GRU DQGY IR PFUHL PQKD
SRXQGV ZLWK DVVLVWDQFH

%HQGLQJ NQHHOLQJ VTXDWWLQJ RU FURXFKLQJ WR DVVLVW VW

3K\VLFD0 DJLOLW\ VWDPLQD DQG UXQLW XDWLW\ QDWLTXL WHVPHU

5DLVH DUPV DERYH VKRXOGHU WR KROG D VLJQ XSZDUG IRU VHY

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&ULPLQDO -XVWLFH)LQJHUSULQW %DFNJURXQG

7XEHUDXORVLV

3UH SODFHPHQW 3K\VLFD0 DQG 'UXJ 6FUHHQ

&ODVVLILHG (PSOR\HH\ 6DODU\ 6FKHGXOH 5DQJH

\$SSURYHG 5HY
5HDOORFDWHG IURP 5DQJH

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or bw Te 2 0 Tdfe;33 Th-27.36 A06 Tc 258386 Tw 13640 Td(The)Tj0.03e to succe-0.0ly requir objects, to reac179 Tc -08868 Tw 67.213et byyb, the em includer b0.0 vi req, c

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\$FFRXQWLQJ \$VVLVWDQW , , ,		KRXUV SHU GD\ \$FFRXQW	

5HFUXLWPHQWV

-RE 3RVWLQJ	5HFUXLWPHQ	'DWH 2SHQH	'DWH &ORVH
%HKDYLRU ,QWHUYHQWLRQ	6\$HREBWLWQDO	2SHQ	QWLQ
+HDOWK &DUH 6SHFLDOLVW	3URPRWLRQDO	2SHQ	
6SHFLDO (GXFDWLRQ &ODVV	URRP \$VVLVWDO	QW	\$BQWR
6SHFLDO (GXFDWLRQ &ODVV	URRP \$VVLVWDO	QW	
%LOLQJXDO \$6/	3URPRWLRQDO	2SHQ	

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-HDQ %\UQH DOWK \$VVLVWDQW 0RQWJRPHU\ HIIHFWLYH
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+LED 6R6SHFLDO (GXFDWLRQ &ODVVURRP \$VVLVWDQW)O\LQJ +

3URPRWLRQV

\$QGUHD *DOWK \$VVLVWDQW &DPSXV \$LGH VSDQWRQW,Q 'WHOR
6SDQLVK &KDVH HIIHFWLYH
=XOH\PD =HFLDQ &XVWRGLDQ 2SHUDWLRQV WQ 'DIIKWWWRGLDQ

5HWLUHPHQW

ODUL &6SHFLDO (GXFDWLRQ &ODVVURRP \$VVLVWDQW /RV &RFK
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ODODDN \$OD&DPSXV \$LGH 0HULGLDQ HIIHFWLYH
1HOO\ .RUHD &DPSXV \$LGH /H[LQJWRQ HIIHFWLYH
0LFKHOH 021010HU \$VVLVWDQW ,, %ORVVRP 9DOOH\ HIIHFWLYH

/HDYH RI \$EVHQFH

*HRUJH &KDVH &XVWRGLDQ %RVWRQLD H[WHQGHHG WKURXJK
.LPEHUO\ 5REHUWV %HKDYLRU ,QWHUYHQWLRQ 6SHFLDOLVW -D

5HWXUQ IURP /HDYH RI \$EVHQFH

5RVDO\QQ (OLDV 6SHFLDO (GXFDWLRQ &ODVVURRP \$VVLVWDQW

6HSDUDWLRQ IURP 6HUYLEFH

-DQHWK %XVWRV+*DOWK \$VVLVWDQW 0HULGLDQ HIIHFWLYH

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'LDQD &DQDOHYL&RWL&XVWRGLDQ 0DLQWHQDQFH 2SHUDWLRQV
&U\VWDO %CHQDYLRLU ,QWHUYHQWLRQ 6SHFLDOLVW -DPDFKD HII
6XPPHU +LOO 6SHFLDO (GXFDWLRQ &ODVVURRP \$VVLVWDQW (P
-DLPH 6DUGLQD

.LDUD *XHUE~~SHUR~~DO (GXFDWLRQ &ODVVURRP \$VVLVWDQW)O\LQJ
1DKDUD *XHUE~~SHUR~~DO (GXFDWLRQ &ODVVURRP \$VWL~~VW~~WDQW %ORY
-XOLD +HUURQ &KLOG 1XWULWLRQ :RUNHU ,, &KLOG 1XWULWLR
7DQQHU ,PPR~~SHUR~~DO (GXFDWLRQ &ODVVURRP \$VVLVWDQW 5LRV
D *XHUE• 6[RVP `... À2 #4À <0`đ@``P 0@``ÀÜ0mHU1XWULWLRQ HIIH
)*XHUU@HQ
DO (GXFDWLRQ &ODVVURRP \$VVL&Du`P 0 €pPÀpÀ đ0€••À C
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3URPRWLRQV