

**MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Job Description**

THE COMMISSION

The primary obligation of the Personnel Commission is to the public. To implement this obligation, it should do all within its power to recruit and test applicants for positions within the Morgan Hill Unified School District in such a manner as to obtain the best possible employees for the district.

By law, the commission is composed of three members appointed for three-year terms with the term of one member expiring each year. The personnel commissioners are selected as stated in the Education Code Section 45245:

- One member shall be appointed by the governing board of the district
- One member is nominated by the classified employees of the district and appointed by the governing board
- Those two members shall appoint the third member

MAJOR RESPONSIBILITIES

The major categories of responsibility of the Personnel Commission are:

1. Recruit in a manner which will obtain the best possible applicants
2. Qualify applicants for examination
3. Conduct an examination program which is fair and equitable
4. To classify all members of the classified service
5. To prescribe rules and regulations pertaining to the administration of the classified personnel program

REQUIREMENTS FOR APPOINTMENT

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

1. Shall be a registered voter and resident within the boundaries of district or territorial jurisdiction of a county superintendent the school
2. Shall be a known adherent to the principle of the merit system which is the selection, retention and promotion of individuals upon the basis of merit and fitness. A known adherent of the merit system shall mean a person who, by the nature of his/her prior public or private service, has given evidence that he/she supports the concept of the merit system.
3. Shall not be a member of the governing board of the same school district or a county board of education
4. Shall not be an employee of the same school district or county board of education