

## General Functions of the Commission

Among the normal functions of FUSD's Personnel Commission are the following:

- A. Serve as governing body of FUSD's merit system, enforcing the merit system and related statutory provisions,
- B. Appoint the Director, Classified Personnel,
- C. Select commission employees,
- D. Adopt a budget, including staffing provisions, for the merit system and office activities, subject to approval of the County Superintendent of Schools,
- E. Establish and maintain employee evaluation system,
- F. Review and approve qualifications for new classifications, after the Board of Education approves the duties, perform job audits, classification of new positions, reclassification of existing positions,
- G. Recommend salary range placement of classifications, to the Board of Education,
- H. Approve and establish eligibility lists,
- I. Establish rules and regulations affecting the classified service (aside from those contained in relevant labor agreements), pertaining especially to the merit system and the classification plan guidelines,
- J. Review and approve various personnel transactions (e.g., transfers, layoffs, rehires, return to works and leaves, process merit step increases); make recommendations to the Board of Education on certain transactions,
- K. Serve as a hearing panel upon appeal from employees on appropriate matters,
- L. Maintain Seniority lists,
- M. Conduct recruitment, screening, examinations, eligible certifications, notify candidates of results, maintain examination material and,
- N. Establish and maintain classification specifications, occupational hierarchies, salary surveys, determine employees working out of class.