

Regular Meeting
April 10, 2013
5:00 p.m. – Public Session

District Office
North Facility, Conference Room A
1400 E. Janss Road, Thousand Oaks, CA 91362

I. OPENING PROVISIONS

- 1.1 Call to Order: Meeting called to order by _____ at _____ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:
 ___ Nathan Harimoto, Chairperson; ___ Nina Brandt, Vice-Chairperson; ___ Rose Jeffery, Member

II. GENERAL INFORMATION

- 2.1 Request for approval of the agenda for the regular Personnel Commission meeting of April 10, 2013, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___
- 2.2 Request for approval of the official minutes for the meeting of March 13, 2013, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___
- 2.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Deputy Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners
- 2.4 HEAR Public on items not appearing on the Agenda **Speaker card required*

III. CONTINUOUS BUSINESS

- 3.1 Request for APPROVAL of the field of competition for active/future recruitments as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title	Field of Competition
12-110-2	Account Clerk	Open
12-125-1	Administrative Assistant	Open
12-277-2	Health Clerk	Open
12-291-3	Language Assessment & Development Facilitator/Spanish	Open
12-425-2	Secretary/School Office Manager (Bilingual Stipend)	Open

- 3.2 Request for RATIFICATION of the employment eligibility lists as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title
12-305-2	Intermediate Clerk Typist
12-278-2	Licensed Vocational Nurse

IV. NEW BUSINESS – ACTION ITEMS

4.1 CLASS SPECIFICATION REVISION

Request for motion to ADOPT OR AMEND the changes to the job specification of Administrative Assistant.

Discussion/Action: M ___ S ___ Vote ___

4.2 PERSONNEL COMMISSION 2013 / 2014 BUDGET (1st Reading)

Discussion Only

4.3 SCHEDULE PUBLIC HEARING FOR THE 2013/2014 PERSONNEL COMMISSION BUDGET

Scheduled for:

Date: _____

Time: _____

Location: _____

Discussion/Action: M ___ S ___ Vote ___

V. NEXT MEETING

Wednesday, May 8, 2013, 5:00 pm, Conference Room A

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission, and that are public record not otherwise exempt from disclosure, will be available at the Classified Personnel Office – 1400 E. Janss Road, Thousand Oaks, CA 91362. Agenda may also be available on the CVUSD website: www.conejousd.org – Departments/Personnel Services/Classified Personnel/Agenda Minutes Reports.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible to the attention of the Director, Classified Personnel.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – MARCH 13, 2013

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on March 13, 2013, in the District Office Board Room. The meeting was called to order at 5:03 pm by Chairperson, Mr. Nathan Harimoto.

1.2 ~ Pledge of Allegiance

Mr. Harimoto led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

Present were Personnel Commissioners Mr. Nathan Harimoto, Chairperson; Mrs. Nina Brandt, Vice-Chairperson; and Mrs. Rose Jeffery, Member. Also present was Mrs. Marina Mihalevsky, Director, Classified Personnel.

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Rose Jeffery, seconded by Nina Brandt, and carried 3-0, the Commission approved the agenda submitted.

2.2 ~ Approval of Minutes

On the motion of Nina Brandt, seconded by Rose Jeffery, and carried 3-0, the Commission approved the minutes of February 13, 2013 as submitted.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky reported on the CSPCA conference. She attended the Director seminars and they were very good. The Personnel Commission budget has to be approved prior to May 30th of every year. The anticipation is that the budget will remain the same except for Health Benefit cost increases. Next month will be the first reading.
- B. Deputy Superintendent, Personnel Services – Mr. Tim Carpenter recently attended the Health Benefit Committee and CVUSD's self-funded medical plan is running \$1.6 million in the negative. Also, state funding for next year is still unknown and may be postponed for one year. More information should be available with the May revise.
- C. CSEA Representative – Mr. Ron Meyer added that CSEA has projected what each district budget may be if the local funding formula is applied and what our district would receive would not be enough to restore personnel and programs..
- D. Commissioners – Mrs. Nina Brandt attended the CSPCA conference and share the following.

The Personnel Commission conference ran from February 21-February 24th, 2013. It was held at the Paradise Pier Hotel in Anaheim. With approximately 210 attendees consisting of Personnel Commissioners, Directors and Assistant Superintendents of Personnel and 40 to 50 school districts represented, the conference was informative, challenging and robust.

We had very dynamic speakers. The first speaker was Rudy Hanley, who is the President and CEO of Schools First FCU with 8.5 billion in assets. He strived how important customer service is in his business and how it should be just as important in our districts. Our clientele happen to be the staff of CVUSD. He emphasized how we need to strive to put an end to friction because friction takes a lot more energy to solve important issues. He also said we need to provide empathy and resolve to our clientele. We need to try and feel what they are feeling and help them resolve their problems as best we can. Happier people are calmer and more pliable people which lead to a happier workplace.

Our second speaker was Patrick Ibarra. Patrick is the co-founder and partner in the Mejorando Group. He has 15 years experience serving in four cities of varying size primarily as a City Manager. He works with

organizations on crafting strategies and techniques to address the impacts of the changing workforce and workplace.

What I gleaned from his presentation is that we as a board need to keep up with change, be good listeners and keep asking questions. We need to define our role as PC because if we don't define our roles, someone else will define our roles for us. As we all know, we are not on the PC for the paycheck, we are here because our job is to execute the Merit System.

I enjoyed his humor and his quotes. Here are a few of them.

"We need to put an expiration date on opinions."

"We cannot have a "stale" board. Just as we need to keep our relationships fresh by "dating our spouse", we also need to keep things fresh with employees and co-workers. We need to keep on our toes and be aware of important issues they are about to face or are facing at the moment and be compassionate and understanding."

"We need to put passion into the art of compromise."

"Let's never forget that every decision we make impacts children."

And last but not least, "The Personnel Commission is the building block of the district. The cafeteria workers, custodians, clerks, secretaries, office managers and all others staff are the support for teachers. Without the valuable support they bring, teaching would not be possible which in the end affects our students."

A few of the workshops I attended were: Merit 101- The functions of the Personnel Commission. The Role of the PC's Director. and The Personnel Commission : Mediocrity to Excellence.

Here are some traits of a good Personnel Commission. Transparency, active listening, be informed of the district and employee concerns and educating administrators, school board and public of the Merit System.

I also learned of a website for CSPCA. It is meritsystem.org. It gives webinars and information about the Merit System. You can also email the Executive Director, George Cole (cspca01@gmail.com) and he will give you a member login so you can have access to other Personnel Commissioners in the State.

I am very thankful that I attended the conference and I look forward to attending more in the future. Let's not forget that everything we do is linked to student achievement. ~ Nina Brandt

Mrs. Brandt asked if the eligibility lists on the Classified Personnel website were kept up to date. After some clarifying questions whether she was referring to the Seniority List or the Eligibility List information, Mrs. Mihalevsky said that the Eligibility List information is updated by staff and with the high workload, it is not updated on a regular basis. Mrs. Magno assured the commission that everyone who is on an eligibility list knows their initial rank (and may ask for updated rank information as needed) and when that list expires. Mrs. Mihalevsky stated we may have to disable that page unless the commission considered it a priority.

2.4 ~ Public Comments – Speaker Card Required

No comments.

III. CONTINUING BUSINESS:

3.1 ~ Active/Future Recruitments

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments as specified on the meeting agenda and read aloud by Nathan Harimoto.

3.2 ~ Ratification of Eligibility Lists

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Child Care Leader, Clerical-Substitute, Custodian, Early Literacy

Teacher, Telephone Operator/Receptionist, and Telephone Operator/Receptionist (Bilingual Stipend) as submitted.

IV. NEW BUSINESS

No New Business

V. NEXT MEETING

Wednesday, April 10, 2013, District Office, Conference Room A

VI. CLOSED SESSION

No Closed Session

VII. ADJOURNMENT

The commission adjourned the meeting at 5:27 pm.

Personnel Commission Examination Statistics 2012-2013

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did Not Qualify	Invited to Written Exam	Did Not Appear for Written Exam	Did Not Pass Written Exam	# Recommended for Oral Exam	Did Not Appear for Oral Exam	Did Not Pass Oral Exam	# Placed on Eligibility List	# on Merged Eligibility List
12-305-2	Intermediate Clerk Typist (Open)	3/19/2014	80	8	72	43	14	15	0	5	10	
12-278-2	Licensed Vocational Nurse	4/4/2014	15	3	12			12	3	0	9	11

Personnel Commission Meeting 4/10/13

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: April 10, 2013 (Action)

SUBJECT: Agenda Report 4.1 – Class Specification Revision

ISSUE:

Should the Personnel Commission approve the proposed changes to the class specification?

BACKGROUND:

The current Administrative Assistant job specification has been last revised in December 1996 (attachment 1). The duties and responsibilities assigned to the position(s) have not by-in-large changed over the years; statements of duties reflected in the proposed job description (attachment 2) accurately define the scope and breadth of work performed by the incumbents in the positions assigned to the Administrative Assistant job class.

Notice regarding proposed changes to the job specification was provided to CSEA Chapter 620 in order to address concerns or objections to any areas of change that may fall under the subjects of mandatory bargaining. No request for bargaining was received to date.

ALTERNATIVES:

1. Adopt the changes to the job specification of Administrative Assistant as submitted.
2. Adopt the changes to the job specification of Administrative Assistant as amended.

RECOMMENDATION:

Adopt Alternative #1 consistent with the motion on the agenda item 4.1

RATIONALE:

The proposed changes to the job specification encompass the duties/responsibilities to be prescribed to the position upon vacancy.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family:

Salary Range:

Schedule: GenClssfd

FLSA Status: Exempt Work Year:

ADMINISTRATIVE ASSISTANT

BASIC FUNCTION

~~Under direction, to perform very complex and highly specialized secretarial and clerical work; to relieve an administrator of clerical and administrative detail; to do related work as required.~~

Under general supervision, performs a variety of difficult, responsible and specialized administrative and clerical duties as related to the functions and operations of an assigned department or division unit.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

The position allocated to this class exercises a considerable degree of initiative, tact and mature judgment in the performance of a variety of administrative duties in support of a department head or an assistant/deputy superintendent. The incumbent must possess the experience and diplomacy necessary to interact with the public. Duties are performed under minimal supervision and require a comprehensive knowledge of District, division and/or department policies and procedures. Positions in this class are distinguished from the next lower secretarial support class, Secretary, by the performance of duties requiring a greater working knowledge of the technical subject matter and functions of the office. Work is usually varied in nature and requires the incumbent to secure more information than is given with the assignment, and involves selection and application of technical or legal concepts and procedures to solution of a problem. The work is further distinguished from that of Secretary by delegation of more responsibility for performance of duties and by the greater complexity of the work.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

~~Serves as secretary to a District administrator, relieving him/her of administrative detail;~~

Manages administrative support functions within an assigned department or division unit including establishing relative priorities of current and anticipated workload and organizing and conducting assignments according to deadlines.

Receives and responds to inquiries incoming in person, by phone or email, providing general and specialized information regarding departmental functions that may require the use of judgment, tact and sensitivity and the interrelation of policies, rules and procedures; researches and responds to requests or refers complaints and requests to other staff when warranted.

Manages the calendar of an administrator; keeps the administrator informed of appointments, priorities, and deadlines through multiple channels as appropriate and in a timely and efficient manner; maintains a calendar of activities, meetings, and various events for other assigned staff.

Coordinates activities and meetings with multiple departments, the public, and outside agencies; prepares and assembles meeting agenda items and materials; takes, transcribes, and distributes meeting minutes.

Job Description:
Administrative Assistant

~~Screens incoming correspondence routed to supervisor, refers to appropriate staff member for reply, and follows up to insure that deadlines are met; arranges correspondence for department head's personal reply in order of priority with appropriate background material attached for reference;~~

Designs, organizes and maintains forms, records, reports, files and logs to support technical work processes in areas of assigned responsibility; designs, develops and maintains spreadsheets, including charts, graphs, tables, and flowcharts in order to enable data interpretation and manipulation for administrative decision making purposes;

Independently or in accordance with general instructions researches and assembles information from a variety of sources for the completion of specialized forms, technical reports and Board of Education agenda reports, legal documents, purchasing, professional services or educational programming related contracts, varied letters and memoranda; copies, compiles and distributes contracts, reports, documents and other materials.

~~Composes difficult correspondence and memos independently or from brief verbal instructions or notes; types letters, reports, requisitions and makes entries on other forms, devising format as required, or setting it up in accordance with general independent judgment in securing and categorizing these data;-[redundant]~~

Designs and produces newsletters, brochures, technical handouts, and other specialized documents using desktop publishing software and other computer applications as assigned.

~~May take dictation that includes a substantial amount of technical terminology; takes minutes at group meetings, exercising judgment in taking verbatim minutes of some sections in accordance with general instructions; prepares and distributes minutes; may take dictation, revising as necessary to improve grammar and structure;~~

Establishes and maintains complex, interrelated filing systems; tracks department staff leave requests, and maintains payroll and personnel related records.

~~Gives specific information on the policies and procedures of the department and District;-[redundant]~~

Assists with review of administrative procedures and development of systems to assure compliance by all staff

May assist in assembling and preparing the annual department budget and contracts; monitor expenditures against budget; prepare purchase requisitions and requests for payment.

Monitors and updates the district website to ensure data and information presented is up-to-date and easy to comprehend.

~~Conducts interviews to ascertain information required;~~

~~Prepares agenda items for Board approval;~~

~~Establishes and maintains files; receives, interviews and screens callers;~~

Provides training, work direction, and guidance to clerical or other department personnel as assigned.
~~May supervise the work of clerical assistants.~~

OTHER DUTIES:

Perform other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

Organization, policies and rules of assigned campus or administrative office
District organization, operations, policies and objectives
Office procedures, methods, and equipment including computers
Basic computer applications such as word processing and spreadsheet software
Records management principles and procedures including record keeping and filing principles and practices
Methods and techniques of proper phone etiquette
Mathematical principles
Basic principles of business letter writing and report preparation
Fundamentals of English grammar, spelling, and composition
Principles and practices of business communication
Laws, policies, rules, regulations, and procedures related to the major functions of the District
Customer service and public relations methods and techniques

~~The functions and clerical operation of an administrative office; office methods and equipment including filing systems, receptionist and telephone techniques, letter and report writing, proofreading and office word processing and personal computer equipment; the elements of English usage, spelling, punctuation and arithmetic; and basic techniques of supervision.~~

Ability to:

Learn and utilize the latest version of word processing software, including Microsoft Office related applications, as well as other applicable technologies involved in department operations.
Interpret and apply general administrative and departmental policies and procedures
Apply applicable federal, state, and local laws, codes, and regulations
Learn and apply new information and skills
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Make arithmetic calculations quickly and accurately
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports;
Demonstrate mental acuity sufficient to perform the essential functions of the position
Exercise initiative and independence of judgment and action
Analyze situations accurately and adopt effective courses of action
Exercise diplomacy, poise and tact in contact with parents, staff, community members or other District stakeholders.

~~Perform complex secretarial and clerical work involving independent judgment and requiring thorough knowledge of department functions and District policy; devise or adopt office procedures to changing organization needs; make clear and comprehensive reports and keep complex records; learn, interpret and apply complex policies, administrative regulations and departmental policies; plan, organize, and may coordinate the work of others; meet the public in situations requiring tact, diplomacy, and poise; compose correspondence independently; type at a rate of 60 words per minute from clear copy; certain positions require dictation at a speed of 75 words per minute and transcribe it accurately.~~

Job Description:
Administrative Assistant

TOOLS/EQUIPMENT

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

- ✓ Operate a variety of office equipment including a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

ENTRANCE QUALIFICATIONS

Education/Experience

Graduation from high school or G.E.D. equivalent; and three years of increasingly responsible office administrative, specialized administrative support or secretarial experience; or an equivalent combination of training and experience.

Experience:

~~Three years of responsible and varied secretarial experience, or, one year at or equivalent to the level of Secretary with Conejo Valley Unified School District.~~

Education:

~~Persons with the experience, knowledge and abilities as stated are considered to have the necessary education.~~

**Alternate variations of education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process resulting in an eligibility list.*

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License

WORKING CONDITIONS

Physical Demands

Level - Minimal / Performance of position duties/responsibilities is subject to occasional standing, walking, kneeling with frequent opportunity to move about freely; on an occasional basis the incumbent may have to *lift, push, pull, carry, move, and/or position objects* weighting up to *15 lbs*; the position is subject to exercising continuous *manual dexterity* (i.e., coordinated and/or precise movement of hands, arms and fingers) throughout a work shift to operate office equipment (ie. computer and peripherals); the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- ✓ Indoor office
- ✓ May drive to different school district sites

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice/Federal fingerprints
- ✓ Tuberculosis screening
- ✓ Job knowledge/experience-based selection tests to assess minimum job competence and establish placement on the employment eligibility list used to fill job vacancies.

DISCLAIMER: This classification description is not a complete statement of essential functions, duties/responsibilities, or requirements. Stated requirements are representative of the minimum technical and behavioral job competency requirements. District Administration reserves the discretion to add or modify typical duties of a position as necessary for effective department/site operation.

ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction, to perform very complex and highly specialized secretarial and clerical work; to relieve an administrator of clerical and administrative detail; to do related work as required.

CLASS CHARACTERISTICS

Positions in this class are distinguished from the next lower class, Secretary, by the performance of duties requiring a greater working knowledge of the technical subject matter and functions of the office. Work is usually varied in nature and requires the incumbent to secure more information than is given with the assignment, and involves selection and application of technical or legal concepts and procedures to solution of a problem. The work is further distinguished from that of Secretary by delegation of more responsibility for performance of duties and by the greater complexity of the work.

EXAMPLES OF DUTIES

Serves as secretary to a District administrator, relieving him/her of administrative detail;
Screens incoming correspondence routed to supervisor, refers to appropriate staff member for reply, and follows up to insure that deadlines are met; arranges correspondence for department head's personal reply in order of priority with appropriate background material attached for reference;
Independently or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the department and District;
May take dictation that includes a substantial amount of technical terminology; takes minutes at group meetings, exercising judgment in taking verbatim minutes of some sections in accordance with general instructions; prepares and distributes minutes; may take dictation, revising as necessary to improve grammar and structure;
Composes difficult correspondence and memos independently or from brief verbal instructions or notes; types letters, reports, requisitions and makes entries on other forms, devising format as required, or setting it up in accordance with general independent judgment in securing and categorizing these data;
Gives specific information on the policies and procedures of the department and District;
Conducts interviews to ascertain information required;
Prepares agenda items for Board approval;
Establishes and maintains files; receives, interviews and screens callers;
May supervise the work of clerical assistants.

MINIMUM QUALIFICATIONS

Knowledge of:

The functions and clerical operation of an administrative office; office methods and equipment including filing systems, receptionist and telephone techniques, letter and report writing, proofreading and office word processing and personal computer equipment; the elements of English usage, spelling, punctuation and arithmetic; and basic techniques of supervision.

Ability to:

Perform complex secretarial and clerical work involving independent judgment and requiring thorough knowledge of department functions and District policy; devise or adopt office procedures to changing organization needs; make clear and comprehensive reports and keep complex records; learn, interpret and apply complex policies, administrative regulations and departmental policies; plan, organize, and may coordinate the work of others; meet the public in situations requiring tact, diplomacy, and poise; compose correspondence independently; type at a rate of 60 words per minute from clear copy; certain positions require dictation at a speed of 75 words per minute and transcribe it accurately.

Experience:

Three years of responsible and varied secretarial experience, or, one year at or equivalent to the level of Secretary with Conejo Valley Unified School District.

Education:

Persons with the experience, knowledge and abilities as stated are considered to have the necessary education.

To: Personnel Commission
From: Marina Mihalevsky, Director, Classified Personnel
Date: April 10, 2013 (First Reading/Information)

SUBJECT: PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2013/2014

Issue:

The Personnel Commission must adopt a budget for its operation for the 2013/2014 fiscal year.

Background:

Education Code §45253 provides that the Personnel Commission shall prepare an annual budget and hold a public hearing on its adoption, not later than May 30th of each year. As required the Commission staff will forward a copy of the proposed budget to the governing board indicating the time, date and place of the public hearing as a means of providing the Board and District administration an opportunity to voice their views. Following the public hearing, the adopted budget is submitted to the County Superintendent of Schools for approval. Following approval by the County Superintendent of Schools, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the District, and shall be included by the Governing Board in the regular budget of the District.

The proposed 2013-2014 budget parameters differ from 2012-2013 with respect to personnel costs having to account for a step increase for the HR Technician as well as the increase to the health and welfare benefits for six positions. There is, however, a potential of the District having to implement up to two furlough days, if such a cost saving measure is implemented the Commission budget should be adjusted accordingly to provide the necessary savings for other General Fund expenditures. New fiscal data may become available in coming weeks necessitating amendments to the proposed budget prior to the public hearing. Attachment 1 presents a worksheet that reflects the Personnel Commissions adopted financial figures for 2012/2013, expected or actual expenditures in 2012/2013, and proposed figures for 2013/14.

Staff recommends that the public hearing on the budget and its adoption be held at the regular Personnel Commission meeting on May 15, 2012, at 5:00 p.m., in Conference Room A.

Alternatives:

1. Approve the scheduling of the public hearing on the adoption of the 2013-2014 Personnel Commission budget in accordance with Education Code Sections §45253 on Wednesday, May 16, 2012, 4:30 p.m. Conference Room A.
2. Approve and schedule the date/time/location of the public hearing on the adoption of the 2013-2014 Personnel Commission budget in accordance with Education Code Sections §45253 on Date/Time – to be determined, Place – to be determined.

Recommendation:

Approve alternatives #1

Rationale:

The Personnel Commission is required to hold a public hearing on the budget adoption no later than May 30, 2013. Notice of the public hearing will be forwarded to the Board of Education.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2013-2014**

		2012-13 Adopted Budget <i>(dollars only)</i>	2012-2013 Projected Expense <i>(dollars only)</i>	2013-2014 Proposed Budget <i>(dollars only)</i>
<u>2000</u>	<u>CLASSIFIED SALARIES¹</u>			
	2300 Administrative Personnel	110,024	109,176	110,000
	2400 Commission Members ²	2,200	1,800	2,200
	Personnel Staff (Clerical/ Professional)	86,369	88,571	91,500
	2900 Other	0		
	<i>Subtotal</i>	198,593	199,547	203,700
<u>3000</u>	<u>EMPLOYEE BENEFITS</u>			
	3200 PERS	21,692	22,576	23,000
	3300 OASDI & Medicare	15,182	15,528	16,000
	3400 Health & Welfare Benefits ³	75,228	75,228	78,000
	3500 SUI	2,185	2,245	2,400
	3600 Worker's Compensation	3,356	3,448	3,600
	3700 Retirement	0	0	0
	3800 PERS Reduction	4,164	3,171	3,171
	3900 Other Benefits	0	0	0
	<i>Subtotal</i>	121,808	119,034	126,171
<u>4000</u>	<u>SUPPLIES</u>			
	4300 Other Supplies			
	Literature, Periodicals	0	0	0
	Office Supplies	500	297.64	500
	Examinations Purchase	0		0
	Printing & Forms	1,500		500
	Other	0		
	4400 Non-Capitalized Equipment	7,500	7,000	7,000
	<i>Subtotal</i>	9,500	7,298	8,000

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (E.C.45250).

³ Group medical benefits cannot be provided to former Personnel Commission members.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2013-2014**

		2011-2012 Budgeted Amount <i>(dollars only)</i>	2012-2013 Projected Expense <i>(dollars only)</i>	2012-2013 Proposed Budget <i>(dollars only)</i>
<u>5000</u>	<u>SERVICES & OTHER OPERATING EXPENSES</u>			
5200	Travel & Conference			
	Mileage (local)	4,020	4,020	4,020
	Expense Allowance	1,000	0	1,000
	Conference	500	1,000	500
5300	Dues & Membership	3,000	2,911	3,000
5500	Utilities & Housekeeping	0		0
5600	Rentals, Leases & Repairs	0		0
5800	Other Services and			
	Advertising	0		0
	Salary Classification Surveys	0		0
	Physical Examination	0		0
	Fingerprinting	0		0
	Other Recruitment Expense	0		0
	Legal Expenses	3,500	3,200	3,500
	Contracted Testing	0		0
	Contracted Personnel Services	0		0
	Other	0		0
5900	Communications			
	Telephone/Fax	0		0
	Postage	1,250	58.00	250
	Other	0		0
	Subtotal	13,270	11,189	12,270
<u>6000</u>	<u>EQUIPMENT</u>			
6400	New Equipment			
	Office Furniture	0		0
	Office Equipment	300		300
	Other	0		0
6500	Equipment Replacement	0		0
	Subtotal	300	0	300
 <u>FUND BALANCE</u>				
	Actual or Estimated Expense Amount Budgeted	\$343,471	337,068	\$350,000