

Regular Meeting
Wednesday, February 17, 2016
4:00 p.m. – Closed Session – Planning Conference Room
5:00 p.m. – Public Session – Conference Room A

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

I. CLOSED SESSION

- 1.1 Call to Order: Closed session called to order by _____ at _____ pm
- 1.2 Public Employee Performance Evaluation, pursuant to Government Code Section 54957
Title: Director, Classified Personnel
- 1.3 ADJOURN: Closed session at _____ p.m.

II. OPENING PROVISIONS

- 2.1 Call to Order: Open session called to order by _____ at _____ pm
- 2.2 Pledge of Allegiance
- 2.3 Roll Call of Members:
____ Nathan Harimoto, Chairperson; _____, Rose Jeffery, Vice- Chairperson____ Nina Brandt, Member
- 2.4 REPORT on actions taken in closed session: _____

III. GENERAL INFORMATION

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on February 17, 2016, as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 3.2 Request for approval of the official minutes for the regular meeting of January 13, 2016, as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 3.5 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners
- 3.6 HEAR Public on items not appearing on the Agenda **Speaker card required*

IV. CONTINUOUS BUSINESS

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

Exam #	Recruitment / Examination Title	Field of Competition
15-284-1	Intermediate Clerk Typist/Bilingual	Open and Promotional
15-383-2	School Outreach Assistant	Dual Certification
15-393-1	Early Care Teacher	Dual Certification
15-182-2	Child Nutrition Assistant – Satellite	Dual Certification
15-220-1	Coordinator of Communication, Community Engagement and Marketing	Dual Certification
15-272-2	Behavior Intervention Specialist	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

4.2 Request for RATIFICATION of the employment eligibility lists as *submitted or amended*.

Exam #	Recruitment / Examination Title
15-205-1	Clerk Typist
15-215-S2	Custodian – Substitute
15-217-1	Registrar

Discussion/Action: M ___ S ___ Vote ___

V. NEW BUSINESS –ACTION/INFORMATION ITEMS

5.1 PERSONNEL COMMISSION RULES REVISIONS – 3rd READING – ACTION

A. Article III – Personnel Commission Organization and General Provisions

Request for motion to APPROVE Article III – Personnel Commission Organization and General Provisions (replacing current Article III – The Personnel Commission and Staff), *as submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

5.2 RECLASSIFICATION OF POSITION(S)

Intermediate Clerk Typist (Breakthrough Program/Student Support Services Department)

A. RECLASSIFY the Intermediate Clerk Typist position, salary range 40 (\$2,614 - \$3,189), assigned to the Breakthrough Program/Student Support Services Department, to Secretary, salary range 55 (\$3,027-3,700).

Discussion/Action: M ___ S ___ Vote ___

B. RECLASSIFY/REASSIGN, Claudia Hughes, Intermediate Clerk Typist (Breakthrough Program/Student Support Services), to Secretary, salary range 55 (\$3,027-3,700) on the Classified Unit Salary Schedule, without further competitive examination on the basis of gradual accretion of duties and in accord with Personnel Commission Rule 6.14.

Discussion/Action: M ___ S ___ Vote ___

5.3 SALARY REALLOCATION

A. APPROVE salary reallocation proposal for School Office Manager III from range 59 (\$3,160-3,844) to range 60 (\$3,189-3,890) pending final approval by the Board of Education.

5.4 RECLASSIFICATION PROCEDURES – DISCUSSION ONLY

VI. NEXT MEETING

Wednesday, March 9, 2016, 5:00 pm – Open Session, location 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 – JANUARY 13, 2016

I. OPENING PROVISIONS – OPEN SESSION:

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Regular Session on January 13, 2016, in the District Board Room A. The meeting was called to order at 5:10 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. Rose Jeffery, Vice-Chairperson, and Mrs. Nina Brandt, Member. Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

1.4 Actions Taken in Closed Session

None.

II. GENERAL INFORMATION:

2.1 Agenda Approval

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the agenda for the meeting on January 13, 2016, as submitted.

2.2 Approval of Minutes

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the minutes for the meeting on December 9, 2015, as submitted.

2.3 Reports/Announcements

- A. Director, Classified Personnel, Marina Mihalevsky, did not have any reports.
- B. Assistant Superintendent, Personnel Services, Mark McLaughlin, reported that the District has met with CSEA for negotiations and felt they have been very productive and there was a lot accomplished.
- C. CSEA Representative, Mr. Matt Waldman, stated that CSEA felt they had good negotiations and that they have agreed on a lot of things.
- D. Commissioners, did not have any reports.

III. CONTINUING BUSINESS:

3.1 Active/Future Recruitments

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments submitted on the meeting agenda.

3.2 Ratification of Eligibility Lists

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission ratified the employment eligibility lists on the meeting agenda.

IV. NEW BUSINESS

4.1 Personnel Commission Rules Revisions – 2nd Reading

A. Article I – Preamble

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the revision to Article I – Preamble.

B. Article II – Rule Making Authority and Definitions

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the revisions to Article II – Rule Making Authority and Definitions.

C. Article III – Personnel Commission Organization and General Provisions

The CSEA Rep Alex Moore had some concerns with the revisions to Article III and the members having direct access to the Commissioners versus addressing their Director then the full Commission. Mrs. Brandt asked to table this Article for future discussion. Discussion ensued as to proper protocol for communication within the district and the proper chain of command. It was decided to look at changing the "wording" and then go back to the CSEA Rep Alex Moore for consideration.

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission moved to table Article III pending further review.

D. Article IV – Meetings of the Personnel Commission

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the revisions to Article IV – Meetings of the Personnel Commission.

4.2 Establishment of New Classification / Salary Allocation

A. **Request for motion to ESTABLISH a new classification Coordinator of Communications, Community Engagement, and Marketing and APPROVAL of the job specification.**

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the establishment of a new classification Coordinator of Communications, Community Engagement, and Marketing.

B. **Request for motion to ALLOCATE the job class of Coordinator of Communications, Community Engagement, and Marketing and Approval to salary range 110 (\$6,006 - \$7,472) on the Classified Management Salary Schedule.**

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the salary allocation of the job class of Coordinator of Communications, Community Engagement, and Marketing to salary range 110 (\$6,006 - \$7,472) on the Classified Management Salary Schedule.

V. NEXT MEETING

Wednesday, February 17, 2016, 4:00 pm (closed session) Location: Planning Conference Room, and 5:00 pm (open session) - Location: Conference Room A.

VI. ADJOURNMENT

Mr. Harimoto adjourned the Personnel Commission meeting at 6:34 pm.

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: February 17, 2016

SUBJECT: REVISION OF PERSONNEL COMMISSION RULES

ISSUE:

Should the Personnel Commission adopt the proposed restructuring and revisions to the Personnel Commission Rules?

BACKGROUND:

The Personnel Commission reviewed the proposed changes to Article III on January 13, 2016, as part of a second reading. Due to concerns brought forward by CSEA Labor Representative, Alex Moore, the Commission agreed to additional amendments, but also tabled final action on the adoption of the revision.

The proposed revision incorporates the agreed to amendment within Article 3.1.9 – Resolution of the Personnel Commissioners' Code of Professional

Article III – Personnel Commission Organization and General Provisions is intended to replace the current Article III – The Personnel Commission and Staff.

The Personnel Commission held a 1st reading on the proposed revisions on December 9, 2015.

RECOMMENDATION:

The recommendations are specified on the agenda item # 5.1.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

ARTICLE III: PERSONNEL COMMISSION

Current

3.1 ORGANIZATION OF THE COMMISSION

- 3.1.1 COMPOSITION OF THE PERSONNEL COMMISSION: The Personnel Commission shall be comprised of a body of three (3) persons, as follows: ← 3.1
← 3.3
- A. One member appointed by the governing board of the district.
 - B. One member appointed by the classified employees of the district; as used in this section, "classified employees" shall mean an organization of classified employees which represents the greatest number of classified employees of the district as determined by the board exercising its authority under Section 7110 of the Education Code. If there is no such organization existing within the district the board shall, by written rule, prescribe the method by which the recommendation is to be made by its classified employees.
 - C. One member appointed by the appointees of the governing board and the classified employees.
- 3.1.2 QUALIFICATIONS FOR MEMBERSHIP: Members of the Commission shall be registered voters, territorial boundaries of the Conejo Valley Unified School District, and shall be "known adherents of the principle of the merit system." For purposes of this Rule the following definitions shall apply: ← 3.2
- A. "Known adherents to the principle of the merit system," with respect to a candidate for new appointment, shall mean a person who by nature of his/her prior public or private service has given evidence that he/she supports the concept of employment, continuance in employment, in service promotional opportunities, and other related matters on the basis of merit and fitness.
 - B. With respect to a candidate for reappointment, "known adherent of the merit system" shall mean a Commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system and its operation.
 - C. No member of the governing board of any school district or county board of education shall be eligible for appointment, reappointment, or continuance as a member of the Commission nor shall a Commissioner be an employee of the District during his or her terms of service.
- 3.1.3 APPOINTMENT PROCEDURES: On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Education and the recognized classified employee organizations(s) of the name and home address of the commissioner whose term will be expiring, and whether or not that commissioner will accept reappointment for another three-year term. The ← 3.4

notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming vacancy.

3.1.3.1 BOARD OF EDUCATION APPOINTEE: The governing board shall publicly announce the name of the person it intends to appoint or reappoint, if the vacancy is its appointee, by September 30, if a vacancy should exist on December 1.

- A. At a board meeting to be held after 30 days and within 45 days of the date the Board publicly announced its candidate, the Board shall hold a public hearing provide the public and employees and employee organizations the opportunity to express their views on the qualifications of those person recommended by the Board for appointment.
- B. Following the public hearing, the Board may appoint its initial nominee or may make a substitute appointment or recommendation without further notification or public hearing.

3.1.3.2 CLASSIFIED EMPLOYEES' APPOINTEE: By September 20th, the classified employee organization having authority to nominate the classified employees' appointee to the Commission, shall publicly submit the name of the person it wishes to appoint to the Commission.

- A. The name of the classified employees' intended appointment must be submitted to the Board of Education for approval at a Board meeting held on or before the 30th of September (of the year in which the classified employees' appointment is to be made), or 30 days before the date on which the vacancy shall occur, whichever is greater notice.
- B. The Board of Education shall appoint the classified employees' nominee unless the classified employees voluntarily withdraw their original nominee and submit the name of a new nominee. In the latter case, the Board of Education shall approve the appointment of the new nominee.
- C. In the event that the classified employees of the District are represented by one or more recognized employee organizations, the employee organization representing the largest number of the District's classified staff on September 1st of the year in which the classified employee's appointment is to be made, shall be authorized to submit the recommended appointment to the Board of Education for action as required by law and these rules and regulations.

D. In the event that a vacancy is created on the Personnel Commission because of the classified employees' failure to submit a recommendation, the Board of Education, upon the recommendation of the Personnel Director, may make an emergency appointment to insure the continuance of the functions of the Personnel Commission. The interim appointment shall terminate on the date the notification of permanent appointment is received by the appointee and in no event shall be valid for more than sixty (60) days.

3.1.3.3 COMMISSIONERS' JOINT APPOINTEE: By September 30th, the appointee of the Board of Education and the appointee of the classified employees (or the appointee of the Executive Officer of the State Personnel Board if that is the situation) shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after 30 and within 45 days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

3.1.4 TERM(S) OF OFFICE: The term of each Commissioner is three years and expires at noon, December 1, upon completion of the third year. Appointments shall be made in such a way as to assure that the term of one Commissioner expires each year. ← 3.5

3.1.5 ELECTION OF OFFICERS:

- A. The officers of the Personnel Commission shall be designated as Chair and Vice Chair.
- B. At its first meeting in December of each year, the Personnel Commission shall elect one of its members to serve as Chair for a period of one year. A Chair may serve more than one term.
- C. At the same time and in the same manner, the Personnel Commission shall elect one of its members to serve as Vice-Chair.
- D. The Chair shall be the presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice-Chair shall preside.

3.1.6 EMERGENCY APPOINTMENT OF COMMISSIONERS: In the event of a 3.6
vacancy on the commission, the board at the request of the director shall
declare that an emergency exists and shall make an interim appointment to
fill a vacancy to insure the continuance of the functions of the commission.

- A. Appointment to vacancies occurring subsequent to the initial appointment shall be made by the original appointing authority, either for a new full term or to fill an unexpired term.
- B. If there is no personnel director, the board may, nevertheless, make an emergency interim appointment.
- C. An interim appointee must meet the requirements of Education Code Section 45244 and be free of the restrictions contained therein and the appointment shall be valid for not more than 60 days.
- D. An interim appointment shall terminate immediately on the date the notification of permanent appointment is received by the appointee. Notification shall be made upon selection of the appointing authority of a new appointee.

REFERENCES: Education Code 45244, 45248, 45260 and 45261

3.1.7 EVENTS CAUSING VACANCY OR INVOLUNTARY REMOVAL BEFORE EXPIRATION OF TERM: Personnel Commissioners shall be expected to attend all regular and special meetings of the Personnel Commission. If a member is unable to attend a scheduled meeting, the member shall contact the Personnel Director to inform the Commission of the expected absence. A member of the Personnel Commission shall be deemed to have vacated the seat of the Commission before the expiration of the prescribed term in case of any of the following events: New addition

- A. The death of the Commissioner
- B. An adjudication pursuant to a *quo warranto* proceeding, declaring that the Commissioner is physically or mentally incapacitated due to disease, illness, or accident, and that there is reasonable cause to believe that the Commissioner will not be able to perform the duties of the office for the remainder of the term.
- C. The Commissioner's resignation.
- D. The Commissioner's removal from office by a court of competent jurisdiction.
- E. The Commissioner's ceasing to meet all the legal requirements to continue to be a Commissioner as outlined in Rule 2.1.2.

- F. The Commissioner's ceasing to discharge the duties of the office for a period of three consecutive months, except when prevented by sickness.
- G. The Commissioner's unexcused absence exceeding four (4) total regular meetings in a fiscal year.
- H. The Commissioner's conviction of a felony or of any offense involving a violation of the official duties of a Commissioner as required by these rules and/or the law. A Commissioner shall be deemed to have been convicted under this rule when trial court judgment is entered. For the purposes of this section, "trial court judgment" means a judgment by the trial court either sentencing the commissioner or otherwise upholding and implementing the plea, including nolo contendere, verdict or finding.
- I. The decision of a competent tribunal declaring void the Commissioner's appointment.
- J. The Commissioner's commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, or inebriate. In this event, the office shall not be deemed vacant until the order of commitment has become final.

REFERENCES: Government Code Section 1060 et seq., 1750, 1770, 2000, 2001, 2100, 2752
Penal Code Sections 1026, 1268 et seq.

3.1.8 REMOVAL OF COMMISSIONER FOR CAUSE BY COMMISSION: Unless one of the causes for vacating a Commissioner's position is ordered by a court of competent jurisdiction, the Commission may only declare a position vacant pursuant to rule 2.1.7 and only by majority vote of the Commission. New Addition

- A. Such action must be taken at a regular or special meeting of the Commission, and the proposed declaration of vacancy must be listed as an action item on the official published agenda for said meeting.
- B. A copy of the agenda must be delivered in the usual and prescribed manner required by these rules to the Commissioner being subjected to possible removal, except in cases of a decedent.
- C. The Commission shall solicit input from the Superintendent and the employee organization(s), if any, prior to the final vote. Only a majority vote by the Commission will effect a valid vacancy.
- D. If the majority of the Commissioners vote to declare a seat vacant, the Commission shall direct the Director, Classified Personnel to so inform the removed Commissioner in writing. The Personnel Director shall initiate the necessary legal steps to fill the vacancy as mandated by the Education Code and by these rules and regulations.

REFERENCES: Government Code Section 1060 et seq., 1750, 1770, 2000, 2001, 2100, 2752
 Penal Code Sections 1026, 1268 et seq.
 Welfare and Institutions Code Sections 5008, 6200 et seq.
 Education Code Sections 45244, 45245, 45246, and 45247

3.1.9 COMMISSIONERS' CODE OF PROFESSIONAL CONDUCT: All personnel commissioners shall be provided an opportunity to affirm and accept the Commissioners' Code of Professional Conduct. New Addition

- A. In the Order of Business of the meeting in which a new commissioner is sworn-in (usually the December meeting), the personnel director shall place on the agenda a recommendation that the Commission accept the Resolution of the Personnel Commissioners Code of Professional Conduct (Resolution). The Commission Chair will ask for a motion that the Resolution be accepted. If seconded, the new commission member will be given the opportunity to sign a copy of the Resolution.
- B. The signed Resolution shall be made a part of the personnel commissioner's individual service file maintained by the Commission Recording Secretary. If the Resolution is not signed by a dissenting commissioner, the unsigned Resolution shall be made part of the commissioner's service file and annotated as "unsigned." The dissenting commissioner may attach written comments.

C. Resolution of the Personnel Commissioners' Code of Professional Conduct

Whereas, the Personnel Commission shall base all actions and decisions on merit, fairness and efficiency regardless of outside influence, and

Whereas, Commissioners shall publicly champion and vocally encourage others to embrace the principles of merit in all decisions and actions related to Classified Employment, and

Whereas, Commissioners shall act and vote independently and objectively regardless of their source of appointment, and

Whereas, the Commission is to provide counsel and direction to their Director at the policy level rather than become involved in the day-to-day operations of the staff, and

Whereas, Commissioners understand and recognize that the power and decision-making authority over the Personnel Commission and its staff or over actions that impact the Classified Service lies only with the full Commission and not with an individual opinion or one Commissioner, and

Whereas, Commission members are expected to attend and participate in all Commission meetings and become fully informed of the issues being considered at those meetings, and

Whereas, Commission members who receive expressions of concern regarding issues that impact the Classified Service should share that information with the entire Commission, and

Whereas, Commissioners welcome individuals to privately contact them about specific Commission issues, they will also encourage them to address the Director, and the full Commission, and

Whereas, Commission members should avail themselves of opportunities to inform and educate themselves about current Human Resources practices and employment law by individual study and/or through participation in programs providing related information, and

Whereas, the Commission shall encourage regular and impartial performance evaluations of all Classified employees, and

Whereas, the Commission shall encourage training programs for all Classified employees, and

Whereas, the Commission shall ensure a continuous review of positions in the Classified Service and recognize that classification designations are based on assigned duties not attributes of individual incumbents, and

Whereas, Commissioners shall not publicly engage in personal attacks on Commission staff or attempt to discipline any employee other than the Director of their staff, and

Whereas, Commission members shall recognize that the Chair of the Commission is the official voice of the Personnel Commission and that members have the responsibility when meeting privately with others to differentiate their views from those of the Commission as a whole, and

Whereas, Commissioners shall respect the confidentiality of all privileged information, including that discussed in closed session, and

Whereas, Commissioners shall comply with the accepted Rules of Order and the Brown Act in the conduct of their meetings, and shall enforce the accepted Rules of Order for attendees at their meetings, and

Whereas, Commissioners shall support and ensure that all candidates for classified employment are provided with equal employment opportunity and that selection procedures are based on merit and fitness, and

Whereas, the Commission shall recognize the value of diversity in the workplace and encourage recruitment outreach to members of underrepresented groups, and

Whereas, the Commission shall adjudicate disciplinary and examination appeals on the basis of relevant substantial evidence and not on personal, prejudicial, or extraneous information, feelings, or beliefs, and

Whereas, the Commission shall abide by related provisions of the California State Education Code and federal, state and local legislation and regulations;

Therefore, be it resolved that Personnel Commissioners, agree to and support this Code of Conduct.

3.2 COMMISSION EMPLOYEES

3.9

3.2.1 STATUS OF COMMISSION EMPLOYEES: The Commission shall select, appoint and supervise the persons hired into positions allocated in its annual budget and performing the day-to-day responsibilities and functions of the Personnel Commission. The persons so employed shall be appointed from eligibility lists established pursuant to Commission rules pertaining to filling vacancies in regular classified service, be a part of the District's classified service and subject to all of the rules, procedures, rights, benefits and burdens pertinent to the classified service, including representation by the appropriate exclusive representative, if any, except as the Commission may specifically direct. 3.14

3.2.2 GENERAL DUTIES OF THE COMMISSION'S DIRECTOR:

3.15

- A. The Director, Classified Personnel shall perform all of the functions imposed upon this position by law and these rules and regulations, and as further prescribed by the Personnel Commission. He/she shall act as Secretary to the Personnel Commission, and shall issue and receive all notifications on its behalf. He/she shall direct and supervise the employees of the Commission, and conduct administrative transactions consistent with the law as well as the proper functioning of the office and staff of the Personnel Commission.
- B. By mutual interest and agreement between the Board and its Superintendent and the Commission, the Director, Classified Personnel shall also perform all Board related functions of administering the classified personnel management program, and shall serve as the advisor to the Superintendent and the Board of Education on classified personnel matters.
- C. The Director will abstain from advising the Personnel Commission in its deliberation of disciplinary hearing appeals, or any related Commission investigation, if the Director is a party to investigation or disciplinary charges brought against an employee of the District.
- D. The Director will administer these Rules and Regulations, and resolve application of rules, where two or more of these rules or regulations appear to be in conflict with each other or contrary to enacted State or federal law, or when there is no specific rule to guide resolution of an employment matter. The decision of the Director shall be subject to appeal to the Personnel Commission.

REFERENCES: Education Code Sections 45260 - 45261, 45266, and 45212

3.3 ANNUAL BUDGET OF THE COMMISSION

3.3.1 COMMISSION BUDGET - The Commission's Director (Director, Classified Personnel) shall prepare and submit to the Commission a proposed annual operating budget for the next ensuing fiscal year in accord with established timelines and statutory provisions of the Education Code. ←3.8

- A. The budget shall be prepared for a public hearing by the Commission to be held not later than May 30th of each year.
- B. Prior to the public hearing on its budget, the Personnel Commission, or its staff on its behalf, shall forward a copy of its proposed budget to the Board of Education indicating the time, date, and place of the public hearing, and shall invite the Board and District Administration representatives to attend the meeting and to present their views regarding the proposed budget of the ensuing fiscal year. The Commission shall fully consider the views of the Board prior to adoption of its proposed budget.
- C. Following its adoption of a budget for the ensuing year, the Commission shall then forward its adopted budget to the Ventura County Superintendent of Schools for action.
- D. In the event that the Personnel Commission adopts a budget not in accord with financial parameters stipulated by the Board or its Superintendent, it is incumbent upon both parties to address their positions and objections to the Ventura County Superintendent of Schools.
- E. The Commission's budget final approval is subject to review and approval by the Ventura County Superintendent of Schools. Budget adoption may be subject to a Public Hearing held by the County.

3.4 MISCELLENEOUS PROVISIONS

3.4.1 COMPENSATION OF COMMISSION MEMBERS: The members of the Personnel Commission shall receive compensation at a rate of fifty dollars (\$50) per meeting; not to exceed two-hundred fifty dollars (\$250) per month. The members of the Commission have also been approved (by the Board of Education) to participate in the district-paid health, life, dental and eye-care programs. New addition

- 3.4.2 ANNUAL REPORT: The Commission's Director shall prepare an annual report of the Commission's activities. When approved by the Commission, the annual report shall be submitted to the Board of Education. The report shall be prepared for Commission approval as soon as possible after the close of each fiscal year, but no later than the Commission's regular scheduled meeting in November. The report shall cover the Personnel Commission's activities for the preceding fiscal year. ←3.11
- 3.4.3 LEGAL COUNSEL FOR THE PERSONNEL COMMISSION: The legal counsel for the Board of Education shall also aid and represent the Personnel Commission in all legal matters. If counsel does not respond to a written request by the Commission for aid or representation within fifteen (15) working days of receipt of a written request, the counsel is deemed to have refused to assist or represent the Commission in that matter. If legal counsel knows, or has reason to know, that at the time the request is made, a conflict of interest may exist between the interests of the Commission and the interest of the Board, legal counsel may not represent the Commission. In such circumstances, the Commission may employ its own legal counsel and the reasonable cost therefore shall constitute a legal charge against the District's general funds (whether or not the money-costs for such legal services appear in the Commission's budget). ←3.13

REFERENCES: Education Code Sections 45252,45260, 45266, 45212

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: February 17, 2016

SUBJECT: Reclassification of Position – Intermediate Clerk Typist (Breakthrough)

ISSUE:

Reclassification of position occupied by Claudia Hughes, Intermediate Clerk Typist, assigned to the BreakThrough Program/Student Support Services Department.

BACKGROUND:

The District collaborates with Ventura County Behavioral Health in administering the BreakThrough Student Assistance Program, which provides students and families with assistance relative to student or family stress, school challenges, family changes, attendance, alcohol or other drug or tobacco use, and other various mental health concerns.

Upon the program's inception in 2012, the District allocated a single clerical support position, in the job class of Intermediate Clerk Typist, with an assignment term of 6.0 hours per day. Such allocation was based on limited funding and the pilot nature of the program, whereby the specific scope of work relative to administrative operation was largely unknown.

The request for reclassification was initiated by the employee, with support by the department head, Dr. Antonio Castro, Director, Student Support Services.

The following is an analysis of duties and responsibilities that are deemed to be of substantial complexity and significant impact above and beyond the job class of Intermediate Clerk Typist;

- Receives student referrals and serves as the first point of contact to provide families information about the program and district policy. In serving this function, the position carries the responsibility of marketing and enticing students and family to participate, while the decision to participate may have lifelong outcomes. The degree of impact and the sensitivity of the discussion is commensurate with that performed by positions at the level of a Secretary/School Office Manager I.
- Coordinates and schedules staff meetings and prepares meeting agenda. This function is commensurate with that performed by positions in the job class of Secretary across the district.
- Assists in compiling program data, and utilizing data to formulate charts and graphs used to document and present program participation and outcomes.
- Prepares monthly budget report; works closely with the Fiscal Services Department to assess the accuracy of all the expenses being reported and ensure correct account coding for expenditures. Reviews and submits final budget report and supporting documents to Venture County Behavior Health.
- Meet with the ReadLeaf Resources, the program's technical assistance providers, to review the data required for the grant from VCBH. Receives on-going training on any policy and/or procedural change per the County of Ventura or State of California.
- Maintains the BreakThrough student database - a collection of data on each individual student and the personal information needed to track the academic, attendance and behavioral outcomes. Information for the database is derived from multiple resources including program referral forms, the District's student information system, and confidential information from district staff.

- Reviews, reconciles, and prepares payroll timesheets for counseling specialists.
- Engages in contacts with VCOE, VCBH and other district administrative staff relative to program administrative responsibilities.

The Reclassification Committee members unanimously supported the request for upward reclassification and allocation of funds towards implementation.

Based on the daily scope of work and the breadth of required knowledge to execute the essential job functions that have been prescribed to the position, staff recommend that the position of Intermediate Clerk Typist assigned to the BreakThrough / Student Support Services Department be reclassified to the job class of Secretary.

As the position incumbent, has been employed in the position since March 2013, and has gradually accrued higher level responsibilities over the course of at least two years, it is recommended that the Commission approve the reclassification of Ms. Hughes with the position, without further competitive examination process on the basis of gradual accretion of duties, in accord with Education Code 45285 and Personnel Commission Rule 6.14.

ALTERNATIVES:

1. Reclassify the position allocated to the job class of Intermediate Clerk Typist occupied by Claudia Hughes to a job class of Secretary, effective immediately.
2. Approve reassignment of Claudia Hughes to the position of Secretary based on position reclassification and without any further qualifying examination in accord with Personnel Commission Rule 6.14.

RECOMMENDATION

Adopt alternatives #1 and #2.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: February 17, 2016 (Action)

SUBJECT: SALARY PLACEMENT REVIEW - SCHOOL OFFICE MANAGER III

ISSUE:

Does an increase in salary for the job class of School Office Manager III from range 59 to range 60 disrupt the internal alignment hierarchy established by the Commission within the School Office Manager series?

BACKGROUND:

In February 2015, the Commission approved the restructuring of the School Office Manager job classifications as follows:

- School Office Manager I (salary range 55) – all elementary sites
- School Office Manager II (salary range 58) – all middle school sites (grades 6-8)
- School Office Manager III (salary range 59) – Sycamore K-8
- School Office Manager IV (salary range 62) – all high schools

In response to the establishment of new classifications to account for the differences in scope and complexity of work across school levels, CSEA Chapter 620, requested to negotiate the salary range for the School Office Manager III job class.

The request for negotiation of salary reallocation was delayed till the 2015-2016 salary negotiation re-opens. On January 11, 2016, Management and CSEA Chapter 620 have met and conferred on a proposal to change the salary range placement of School Office Manager III to salary range 60 (\$3,189-3,890) to provide for more equitable pay based on scope of work.

Prior to submitting the proposal to the Board for review and approval, proper notice must be given to the Personnel Commission to review the proposed change and ensure that such change would not disturb the existing relationships (internal alignment) between related classes within the respective occupational group(s).

As the proposed change would not pose any disruption to the existing relationships between the classes within the school office manager series or any other clerical/secretarial job classes within classified service, staff recommend the Commission grant their approval to increase the wage for the School Office Manager III job class, should the Board of Education approve the tentative agreement reached by the District's negotiator and Chpater 620.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel