

Regular Meeting
March 18, 2015
3:15 p.m. – Public Session

District Office, South Board Room
1400 E. Janss Road
Thousand Oaks, CA 91362

1. OPENING PROVISIONS

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

2. GENERAL INFORMATION

- 2.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on March 18, 2015, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___

- 2.2 Request for APPROVAL of the official minutes for the regular meeting of February 11, 2015, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___

- 2.3 Hear Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners

3. PUBLIC COMMENTS

- 3.1 Hear Public on items not appearing on the Agenda **Speaker card required*
- 3.2 Meet & Greet - Question and Answer Session (Speaker card, not required)

4. 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
14-125-2	Administrative Assistant	Dual Certification
14-198-2	Child Care Assistant	Dual Certification
14-199-2	Child Care Leader	Dual Certification
14-182-3	Child Nutrition Assistant-Satellite	Dual Certification
14-215-1	Custodian	Dual Certification
14-392-2	Early Care Assistant Teacher	Dual Certification
14-291-2	Language Assessment & Development Facilitator/ Spanish	Dual Certification
14-383-2	School Outreach Assistant	Dual Certification
14-430-1	Secretary	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

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.

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

Exam #	Recruitment / Examination Title
14-392-2	Early Care Assistant Teacher

Discussion/Action: M ___ S ___ Vote ___

5. NEW BUSINESS

5.1 REVISION TO JOB SPECIFICATIONS

A. Request for motion to ADOPT the changes to the job specification for Child Nutrition Production Supervisor, as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

B. Request for motion to ADOPT the changes to the job specification for Construction Supervisor, as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

5.2 ESTABLISH NEW CLASSIFICATION

A. Request for motion to ESTABLISH a new classification Project Manager and APPROVE the job specification as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

B. Request for motion to ESTABLISH a new range 118 (\$6,550-\$8,632) on the Classified Management Salary Schedule and ALLOCATE the job class of Project Manager to salary range 118, as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

Discussion/Information

5.3 SALARY REALLOCATION

Reallocate the salary of Director, Planning and Construction to salary range 130 (\$7,324-9,352) on the Classified Management Salary Schedule.

5.4 REVISION TO MERIT SYSTEM RULE, ARTICLE VIII, E.1

Revision to Merit System Rule, Article 8.E.1 – First Reading

5.5 IMPLICATIONS OF AB1611

Discussion only.

6. NEXT MEETING

Wednesday, April 15, 2015, 5:00 pm, District Office, Conference Room A.

7. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – FEBRUARY 11, 2015

I. OPENING PROVISIONS – OPEN SESSION:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel met for Regular Session on February 11, 2015, in Conference Room A. The meeting was called to order at 5:00 pm by Chairperson, Mrs. Nina Brandt.

1.2 ~ Pledge of Allegiance

Mrs. Brant led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

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

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for February 11, 2015, as submitted.

2.2 ~ Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto and unanimously carried 3-0, the Commission approved the official minutes as amended to reflect the January 14, 2015, meeting was called to order at 5:15 pm.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Mihalevsky thanked her staff for doing a great job while she was out on maternity leave, and recognized Mrs. Magño for assisting Mr. McLaughlin with classified activities.
- B. Assistant Superintendent, Personnel Services – Mr. McLaughlin stated that he is glad Mrs. Mihalevsky has returned and luckily not many big issues took place in her absence.
- C. CSEA Representative – Not present.
- D. Commissioners – The Commissioners welcomed back Mrs. Mihalevsky as well. Mr. Harimoto inquired about the search for the new Superintendent. Mr. McLaughlin replied that it is in the beginning stages and an outside firm is conducting the recruitment. They are meeting with stakeholder groups for their input. Mrs. Brandt commented she attended one of the stakeholder sessions and gave feedback that she would like to see the next superintendent connect with the classified staff.

Mrs. Brandt confirmed the date of March 18, 2015, to be the date for the “Meet and Greet” at the district office. It will be held in conjunction with the regularly scheduled meeting. The agreed upon time is 3:15 pm. The agenda will have opening provisions, general information, then the Meet and Greet or Question and Answer session before continuing on with business items.

Mrs. Brandt also shared the classified employee results from the Local Control Accountability Plan (LCAP) survey. From the 465 classified employees who responded, 81% agree there is a spirit of teamwork and collaboration, 73% agree the work culture includes recognition and praise, 79% agree that supervisors keep staff up to date on issues, 78% agree work place problems are solved reasonably, 92% agree that expectations are made aware, 91% agree staff are treated with respect, 76% agree staff are provided the necessary tools to complete their work, 98% agree staff understand their role in student learning, and 75% agree staff are encouraged to provide suggestions for work flow improvement. In the areas of concern, 27% of classified staff report they don't have a voice about things that affects them at work. Is there anything else you would like to add to make your school and our district better? The responses were: additional staff, increased communication, and on-the-job training.

Mrs. Brandt asked if these comments would be taken into consideration. Mr. McLaughlin said they are looking at the staff development piece for classified personnel.

2.4 ~ Public Comments – Speaker Card Required

No comments

III. CONTINUING BUSINESS:

3.1 ~ Active/Future Recruitments

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, 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. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Early Care Aide, Early Care Teacher, Paraprofessional/Bilingual-Spanish, and Telephone Operator/Receptionist as submitted.

IV. NEW BUSINESS

4.1 ~ Reclassification Restructuring – School Office Manager Series

- A. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0; the commission reclassified all positions and incumbents in the classification of School Office Manager III, salary range 62, for the purpose of title change only, to School Office Manager IV.
- B. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0; the commission reclassified all eligibility, reemployment, and reinstatement lists for School Office Manager III to School Office Manager IV.
- C. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0; the commission reclassified the position and incumbent in the classification of School Office Manager II, salary range 59, for the purpose of title change only, to School Office Manager III.
- D. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0; the commission revised the job specification for School Office Manager II for Middle School Office Managers, and allocated the salary to range 58 on the Classified Unit Salary Schedule.
- E. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0; the commission reclassified the positions and incumbents Anita Chiapuzio, Karen DeRossett, Rosa Kennedy, and Jaime Taylor in the classification of School Office Manager I, at the Middle Schools, salary range 55, to School Office Manager II, salary range 58 on the Classified Unit Salary Schedule, without further competitive examination based on Personnel Commission Rule 6.14.

V. NEXT MEETING

The next meeting is scheduled for Wednesday, March 18, 2015, at 3:15 pm in the District Office, South Board Room.

VI. ADJOURNMENT

Mrs. Brandt adjourned the regular Personnel Commission meeting at 5:36 pm.

**Personnel Commission Examination Statistics
2014-2015**

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
14-392-2	Early Care Assistant Teacher	3/4/2016	32	13	n/a			19	4	1	14	20

Personnel Commission Meeting 3/18/15

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: March 18, 2015

SUBJECT: REVISION TO JOB SPECIFICATIONS

ISSUE:

Request for approval of proposed changes to the class specifications of:

- Child Nutrition Production Supervisor
- Construction Supervisor

BACKGROUND:

The Board of Education will consider staff proposals to establish positions in the above specified job classes. Respective Board reports addressing organizational needs that are driving staff proposals are enclosed for reference (attachment 4 and 5). If positions are established, the Classified Personnel staff will need to commence open recruitments and develop and administer selection exams to establish respective eligibility lists.

Staff systematically review and update job specifications prior to commencing a recruitment, and developing and administering a selection process to ensure that the minimum requirements are up to date and exam content in job-related and predictive of successful on the job performance.

Staff proposes to adapt entirely new job specifications both for the job class of Child Nutrition Production Supervisor (salary range 70: \$3,268 - \$4,849 – S schedule; attachment 1) and Construction Supervisor (salary range 90: \$4,849 - \$6,813 - S schedule; attachment 2), as the revisions are too extensive, but yet the job concepts remain unchanged. The essential duties and responsibilities reflected in the proposed job specifications (attachments 2 and 4) accurately define the scope and breadth of work performed by positions in the job class, more clearly define the minimum entrance qualifications for the job class to evaluate both outside and inside applicants for eligibility to participate in the selection process, and bring the job description in line with the more up-to-date industry standard for comprehensive job descriptions.

As these are supervisor and non-represented job classes, staff did not provide CSEA Chapter 620 written notice of proposed changes in accord with AB 1611.

RATIONALE:

The revised classifications properly encompasses the duties/responsibilities to be prescribed to the positions and provides equitable compensation for the scope, autonomy and complexity of work.

RECOMMENDATION:

The following recommendations are placed on the agenda, item # 5.1:

- A. Request for motion to ADOPT the changes to the job specification for Child Nutrition Production Supervisor, as submitted or amended.
- B. Request for motion to ADOPT the changes to the job specification for Construction Supervisor, as submitted or amended.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Child Nutrition

Salary Range: 70

Schedule: Supervisory

FLSA Status: Exempt

Work Year: 11 Month
(239 Days)

CHILD NUTRITION PRODUCTION SUPERVISOR

BASIC FUNCTION

Under the supervision of the Director, Child Nutrition or designee, supervise, plan, coordinate, and lead the operations and activities at the central kitchen, including directing the work of assigned staff involved in preparing and assembling large volume pre-plated meals and individual food items; perform quality assurance and ensure operations and food production are in compliance with pertinent health and safety codes and standards.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

The job class of Child Nutrition Production Supervisor is distinguished from the job class of Assistant Director, Child Nutrition in that the former is assigned supervisory responsibilities for overseeing the daily operations of the District's central kitchen, involving high volume food production, meal packaging, quality assurance and coordinating of meal deliveries to satellite kitchens and other locations as needed and adhere to set timelines and schedules. Comparatively, the Assistant Director, Child Nutrition, is responsible for assisting the Director, Child Nutrition in the overall management of the Child Nutrition Department involving planning coordinating, directing and evaluating the District-wide child nutrition operations while maintaining and ensuring compliance with local, State, and Federal health and safety regulations.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Works collaboratively with department administrative staff to develop recipes and menus and evaluate nutrition quality.
- Supervises work methods and procedures of designated personnel and evaluates job performance of assigned staff.
- Assures food quality and that recipes and menus are followed in accordance with federal and State rules and regulations and Child Nutrition department standards.
- Performs quality control relative to food processing to ensure compliance with pertinent health and safety codes and standards, including proper storage of raw produce and cooked foods; proper food handling practices and work space sanitation.
- Plans and coordinates activities related to the purchase and inventory of food and nonfood items; inspects food items upon delivery in terms of quality assurance and reconciliation with purchase requisitions; oversees stocking of food items in proper locations; conducts inventories of food and materials, to ensure proper quantities of foods and packaging materials are available to meet scheduled production needs.
- Resolves minor automated production assembly difficulties, such as equipment malfunction, improper packaging, or assembly line sanitation matters.
- Establishes schedules for high volume food processing and delivery to satellite and cooking cafeterias; develops and modifies delivery routes for efficient and timely meal deliveries, and coordinates meal counts with the needs of receiving schools.
- Confers with child nutrition staff, school administrators, and other District employees regarding matters such as food processing needs, food quality controls, menu acceptability, ordering of supplies, and delivery of meals.
- Provides training to designated child nutrition staff in maintaining work areas in sanitary and safe conditions in compliance with pertinent sanitary standards and codes, school site processes related to child nutrition programs, proper food handling practices and procedures, meal program policies and overall scope of position assigned job duties.
- Maintains production records and prepares related reports.
- Oversees the Child Nutrition department catering program.
- Keeps attendance records for child nutrition staff assigned to the central kitchen and satellite kitchens, reconciles and authorizes employee timesheets.
- May visits satellite kitchen sites to observe work methods, procedures and practices and assess the impact on service delivery and make recommendations to site staff.
- Performs other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS**Knowledge of:**

- Advanced principles, methods, and practices involved in organization and management of a large food production program and serving facilities, including, but not limited to the following:
 - Large volume food preparation, packaging, storage and delivery and related quality assurance methods;
 - Menu development and cooking techniques for quality and quantity food production
- Principles of supervision and training methods.
- Applicable sections of California State Education Code, and State and Federal laws, rules and regulations as they pertain to school meals and nutritional requirements, such as the National School Lunch Program.
- Applicable health, sanitation, and safety regulations pertaining to the handling and storage of foods and the operation of food processing facilities and equipment;
- Use and care of equipment used in large-scale food processing and packaging
- Methods of inventory and property control.
- Correct English usage, grammar, spelling, punctuation and vocabulary,
- Mathematical computations needed to compute and analyze food production costs, determine portioning ratios, and estimating future production needs;
- Record-keeping techniques,
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, and direct the diverse and complex operations of a central kitchen;
- Plan, assign, schedule, and evaluate the activities and work performed by assigned staff;
- Learn and apply rules and regulations in executing assigned child nutrition functions;
- Learn and use nutritional analysis software;
- Follow and modify established methods for ordering, receiving, inspecting, and storing a large volume of food products and kitchen supplies;
- Analyze situations accurately and adopt an effective course of action;
- Comprehend and follow directions given verbally and in writing;
- Demonstrate mental acuity sufficient to perform the essential functions of the position;
- Communicate effectively both orally and in writing;
- Maintain records and prepare reports using appropriate database information systems report queries and related software applications;
- Establish and maintain cooperative and effective working relationships with others;
- Meet schedules and time lines;
- Exercise independent judgment and initiative without close supervision;
- Be motivated to produce high quality work product and maintain a work pace appropriate to the position.

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 nutrition service equipment including but not limited to: large and small lidding machine, floor mixer, tilt skillet, steam kettle, bread slicer, meat slicers, and electric pallet jack.
- Operate a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

MINIMUM ENTRANCE QUALIFICATIONS

Education/Experience

OPTION I: Graduation from a high school or an equivalent; college level coursework in food services management, food science, food technology, or a related field is highly desirable; AND three (3) years of progressively responsible managerial level experience in supervising a large quantity food service production.

OPTION II: Four (4) years of progressively responsible experience at a level of Child Nutrition Manager or higher with CVUSD and the most recent performance evaluation on record of “meets standards” or above.

**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. When appropriate additional work experience beyond the minimum requirement may be supplemented for required minimum education requirements.*

Licenses/Certifications/Special Requirements

- Valid Food Protection Manager Certificate from accredited vendor
- Valid California Driver's License and availability of a private vehicle.

WORKING CONDITIONS

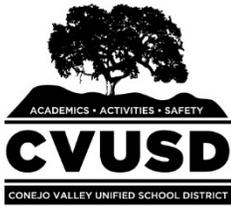
Physical Demands

Level - Moderate / Performance of position duties/responsibilities is subject to frequent 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 *50 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 industrial kitchen equipment and related food preparation tools; the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- ✓ Indoor industrial kitchen setting
- ✓ May drive to various district satellite kitchen sites to review operations

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.



Conejo Valley Unified School District
 Personnel Commission

JOB DESCRIPTION

Job Family: Facilities/Maintenance

Salary Range: 90

Schedule: SUP

FLSA Status: Exempt Work Year: 12 Months

CONSTRUCTION SUPERVISOR

BASIC FUNCTION

Under the direction of the Director, Planning and Construction, manages and oversees on-site activities related to new and existing facilities construction, and modernization; assists in developing project plans and bid documents.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Reviews approved plans for new construction and modernization projects in order to oversee the work of construction personnel; reads, interprets, and works from plans, blueprints, sketches, drawings and specifications.

Assists the Director and other staff involved in developing project specifications and bid documents.

Assists in coordinating onsite project activities with architects, contractors, district personnel, community representatives and other involved parties.

Reviews health and safety plans prepared by construction contractors working for the District; inspects construction sites for safety hazards, and ensures safety protocols are being followed.

Monitors the work of contractors relative to project timeliness, quality control and overall conformity with contractual obligations and applicable building codes, state and federal legal requirements and health and safety standards; takes corrective action to address non-compliance.

Analyzes and resolves routine and non-routine facilities construction issues in order to comply with allowable cost and expenditures of the project; recommends change orders as appropriate.

Oversees hazardous material compliance inspections and hazardous material remediation projects.

Responds to a variety of technical and routine inquiries and requests from developers, contractors, or utility companies regarding construction plans, specifications, and inspection requirements.

Prepares and maintains a variety of narrative and statistical reports; keeps organized records and files related to projects, contractors, plans, specifications, and other related matters.

Liaisons with District facilities and maintenance staff, site administrators, contractors and other constituent groups as needed.

OTHER DUTIES:

Perform related duties and responsibilities as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Various construction trades, including mechanical and structural; and proper usage of construction materials and equipment
- Engineering and architectural principles in building construction;
- Safety laws and regulations, including requirements of Occupational Safety and Health Act (OSHA) and Environmental Protection Agency (EPA);
- Working knowledge of Federal, State and local laws, codes and regulations pertinent to school construction programs, DSA and Public Contract Code

Ability to:

- Read and interpret drawings, schematics, and blueprints; Interpret technical trade manuals, instructions and guides;
- Learn school district organization, operations, policies and objectives.
- Learn to utilize software applications pertinent to assigned work.
- Analyze, interpret, apply and explain applicable laws, codes, rules regulations, policies and procedures.
- Operate under pressure during peak periods, managing multiple priorities and short deadlines
- Utilize sound judgment in the course of work.
- Recognize and assess encountered problems and issues with project completion and take an affective course of action in resolution.
- Communicate effectively with persons encountered in the course of work

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

Graduation from a recognized college or university, with a degree in Engineering (Mechanical, Civil, or Structural), Construction Management, Architecture, or a closely related field.

Experience

At least four (4) years of experience in commercial or public school construction supervision with responsibility for overseeing personnel, general contractors and sub-contractors engaged in new construction or maintenance projects; including scheduling/supervising construction activities; and/or administering/ coordinating contracts of outside contractors.

**Additional years of work experience cannot be supplemented for the minimum educational requirement.*

Licenses/Certifications/Special Requirements

- Valid California Class C Driver's License

WORKING CONDITIONS

Physical Demands

Level – Moderate: The position duties/responsibilities are subject to: sporadic standing and walking requiring minimal cardio-respiratory endurance OR routinely *lifting, pushing, pulling, carrying, moving, and/or positioning* objects weighting up to *50 lbs and occasionally up to 75lbs*, and climbing ladders; the position is subject to exercising continuous manual dexterity (ie. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment (ie. machinery and tools); the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- ✓ Indoor office and outdoor construction site environment, exposure to dust, fumes and possible other hazardous construction materials.
- ✓ Frequent travel to district facility sites

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.

TO: Personnel Commission
 FROM: Director, Classified Personnel
 DATE: March 18, 2015

SUBJECT: ESTABLISHMENT OF JOB CLASSIFICATION

ISSUE:

Request for approval to re-establish an obsolete job class:

- Project Manager (management)

BACKGROUND:

The Board of Educations will consider a staff proposal to establish a position to be prescribed job duties that were previously assigned to a position in the job class of Project Manager. The recent passing of Measure I Bond will bring about tremendous activity in the Facilities Department, necessitating adding a position that will once again primarily serve in the capacity of a project manager to perform job functions encompassed in the proposed job specification (attachment 1). The Board report addressing the organizational need to establish a new position is enclosed for reference (attachment 2). It is incumbent upon the Personnel Commission to properly classify the duties of the new position, if Board approved, by allocating it to a new or existing job class in classified service.

In January 2011, the Personnel Commission reclassified the job class of Project Manager to Director, Planning and Construction, as the organizational changes stemming from the previous elimination of the Director, Facilities and Planning led to the incumbent in the Project Manager position gradually accruing duties associated with serving in the capacity of a department head. By reclassifying the job class of Project Manager to Director, Planning and Construction in 2011, the Commission essentially rendered the former an obsolete classification.

Staff proposes re-establishing the job class of Project Manager to properly classify the duties and responsibilities to be prescribed to a position pending Board approval.

Salary Allocation: The below compensation data was presented and discussed with the Superintendent, Assistant Superintendent of Business and Personnel Services in bringing forward a recommendation for salary allocation for the new job class. Staff recommends adding a new range – 118, to the Management salary schedule, with 5 steps starting from \$6,550 to \$8,632; and allocating the new job class, Project Manager, to said range. The starting step is not competitive with the external market average and median, but it mirrors the current compensation structure established on the supervisory and management salary schedules.

AGENCY/DISTRICT	JOB CLASSIFICATION	MIN SALARY/MO	MAX SALARY/MO
Ventura USD	Bond Project Construction Manager	\$ 6,412	\$ 8,035
Hart Union HS	Senior Project Manager	\$ 7,673	\$ 8,976
Simi Valley USD	Construction Project Manager (Bond)	\$ 7,191	\$ 8,886
Santa Paula USD	Bond Project Construction Manager	\$ 7,161	\$ 8,377
	AVERAGE	\$ 7,109	\$ 8,569
	MEDIAN	\$ 7,176	\$ 8,632
		ANNUAL SALARY	
	AVERAGE	\$ 85,310	\$ 102,822
	MEDIAN	\$ 86,111	\$ 103,579

Additionally, establishing the new job class at salary range 118 (\$6,550 to \$8,632) will create significant compression on the salary schedule, as the Project Manager position will report to the Director, Planning and Construction, currently on salary range 122 (\$6,811-\$8,847). The Board of Education per management's recommendation may request salary realignment for the Director position in order to establish sufficient differential in compensation between the two job classes.

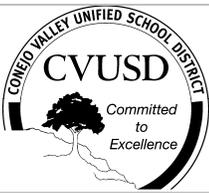
RECOMMENDATION:

The following recommendations are placed on the agenda, item # 5.2:

- A. ESTABLISH the new job class, Project Manager, and ADOPT the job specification as submitted or amended.
- B. ESTABLISH a new range 118 (\$6,550-\$8,632) on the Classified Management Salary Schedule and ALLOCATE the job class of Project Manager to salary range 118

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Facilities/Maintenance

Salary Range:

Schedule: Mgmt

FLSA Status: Exempt Work Year: 12 Months
Designated Senior Management

PROJECT MANAGER

BASIC FUNCTION

Under the direction of the Director, Planning and Construction, direct new construction, modernization or deferred maintenance projects associated with the District's Measure I Bond program or as assigned.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Participates in developing master plans for Board-approved new construction, modernization or deferred maintenance projects; and evaluates new requests for modernization or deferred maintenance and makes recommendations to the Director.

Leads project design, establishes project descriptions, definitions, specifications, and scope of work; prepares Request for Proposals (RFP) and Request for Qualifications (RFQ) and analyzes consultant proposals; conducts or participates in pre-bid walks and bid openings; ensures compliance with applicable laws, codes, rules and regulations.

Gathers and analyzes data to prepare or evaluate consultant proposed project budgets and maintains responsibility for fiscal controls and cost management.

Facilitates or assists the Director in facilitating pre-construction meetings; meets with consultants to develop phasing plans, work restrictions and construction schedules; identifies health and safety hazards associated with project additives and develops action plans to ensure proper safety protocols are followed to mitigate risks.

Prepares, reviews, and evaluates project schedules, monitors progress and costs; evaluates change orders; takes action to problem solve within the scope of position authority.

Identifies whether projects require regulatory approvals, and liaisons with regulatory agencies, including the Division of State Architect (DSA), Office of Public School Construction, or State Allocation Board; prepares and submits necessary documents for project approval.

Prepares a variety of quantitative and qualitative technical reports related to construction activities and projects.

Establishes and maintains systems for document control protocols for facilities and construction projects in accord with District policies and any regulatory laws.

Composes written communications to staff, consultants, contractors, community groups and other District constituents as needed, and oversees work of district consultants providing related services.

Presents information orally at meetings on project activities, including project progress, cost and completion timelines.

OTHER DUTIES:

Perform related duties and responsibilities as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Advanced professional knowledge of the principles and practices of structural and architectural design, public school building construction, including building and environmental safety standards and regulations.
- Working knowledge of Federal, State and local laws, codes and regulations pertinent to public school construction programs, including safety and environmental standards, and public works professional service agreements and contract administration; DSA and Public Contract Code
- Advanced professional knowledge in construction project management
- Advanced professional knowledge of principles of budgetary planning and control
- Working knowledge of software applications used in building construction management.

Ability to:

- Translate technical professional knowledge in administering the day-to-day operations of multi-million dollar construction projects.
- Learn school district organization, operations, policies and objectives.
- Learn to utilize software applications pertinent to assigned work.
- Analyze, interpret, apply and explain applicable laws, codes, rules regulations, policies and procedures.
- Operate under pressure during peak periods, managing multiple priorities and short deadlines
- Utilize sound judgment in the course of work.
- Conceptualize and translate ideas and goals presented into practical work projects, setting short and long term department goals.
- Recognize and assess encountered problems and issues with project completion and take an affective course of action in resolution.
- Communicate effectively with supervisor, District staff, project contractors, DSA inspectors, district stakeholders, and other individuals encountered in the course of work.

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

Graduation from a recognized college or university, with a Bachelor's degree in Architecture, Planning, Engineering (Mechanical, Civil, or Structural), Construction Management, or a closely related field.

Experience

At least five (5) years of experience managing multi-million dollar public school construction (K-14) projects, including direct responsibility for planning, design and construction phases.

**Additional years of work experience cannot be supplemented for the minimum educational requirement.*

Licenses/Certifications/Special Requirements

- Valid California Class C Driver's License

WORKING CONDITIONS

Physical Demands

The position duties/responsibilities are subject to: sporadic standing and walking requiring minimal cardio-respiratory endurance OR routinely *lifting, pushing, pulling, carrying, moving, and/or positioning* objects weighting up to 15 lbs and occasionally up to 50lbs, and climbing ladders; the position is subject to exercising continuous manual dexterity (ie. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment (ie. machinery and tools); the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- ✓ Indoor office and outdoor construction site environment, exposure to dust, fumes and possible other hazardous construction materials.
- ✓ Frequent travel to district facility sites or DSA Los Angeles office.

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.

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: March 18, 2015 (information only)

SUBJECT: REVISION TO MERIT SYSTEM RULE, ARTICLE VIII, E.1

ISSUE:

Should the Personnel Commission consider revising Merit System Rule, Article 8.E.1 to allow competitors in a recruitment to retest prior to six (6) months?

BACKGROUND:

In administering the recruitment and selection process staff have applied Article 8.E.1, and systematically disqualified applicants from competing in exams if they have competed in same examination within the preceding 6 months period. The premise behind the wait period is so that job applicants do not substantially benefit from repeat examinations where they can likely recollect the examination content, giving them an advantage over applicants who have not previously tested. However, such a lengthy re-apply period also at times negatively impacts those who are repeatedly seeking entry into the district or seeking promotional opportunities, improving their skill sets within the 6 months period. For example, if an eligibility list for a particular job class has fewer than 3 ranks, and a need arises to administer a new recruitment within the 6 months period, those who were disqualified in the prior recruitment/selection process would not be able to compete rendering them ineligible for up to another year from job opportunities.

Recent occurrences where the said rule disproportionately negatively impacted current employees competing for promotional opportunities, has caused staff to examine the wait periods established in other merit system agencies. By-in-large, most agencies utilize a 90 day re-test period. Additionally, the Model Personnel Commission Rules as adopted by CSPCA, also provide for a 90 day re-test period.

The process of rule revisions requires at least 14 day notice of proposed changes to the Board and CSEA prior to the First Reading being placed on the PC agenda; followed by a Second Reading for adoption.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: March 18, 2015 (INFORMATION)

SUBJECT: IMPLICATIONS OF AB1611

ISSUE:

California School Employees Association (CSEA), the exclusive bargaining representative of the classified staff at CVUSD, is requesting written notice fifteen working days prior to updating job or class specifications.

BACKGROUND:

CSEA sponsored AB1611 to amend Section 3543.2 of the Government Code, including the following: *A public school employer shall give written notice of not less than 15 working days to the exclusive representative of classified personnel of the public school employer's intent to make any change to matters within the scope of representation of those employees, including, but not limited to, start time and hours of employment, for purposes of providing the exclusive representative a reasonable amount of time to negotiate with the public school employer regarding the proposed changes.* The bill passed and become effective January 1, 2015.

The scope of bargaining includes: All matters related to wages, hours of employment, terms and conditions of employment. The terms and conditions include: Health and welfare benefits, leaves, transfer and reassignment, safety conditions, evaluation procedures, organizational security, grievance procedures, probationary employee layoffs. In addition the following are negotiable upon the request of either party: Disciplinary actions other than dismissal, layoff procedures and criteria, additional compensation, and salary schedule. The Public Employment Relations Board (PERB) rulings have also expanded the scope of bargaining if it is: logically and reasonable related to wages, hours or an enumerated terms and condition of employment; of such concern to management and employees that conflict is likely to occur; and would not significantly abridge the employer's freedom to exercise managerial prerogatives.

Class specifications are under the purview of the Personnel Commission and include the following: The official class title for new job classifications, the definition of the class indicating the general type of duties and responsibilities of the class and the amount of supervision received and exercises, a statement of essential or representative duties, and the critical knowledge, skills, and abilities or job competencies required, Minimum entrance requirements for admission to examination, for purposes of the ADA, identification of essential functions to be performed by all incumbents, any special certificates of licenses required as a condition of employment, a statement of distinguishing characteristics which differentiates the class from other related or similar classes, and the type of supervision received and supervision exercised.

DISCUSSION:

What are the implications of following CSEA's interpretation of AB1611 to include bargaining job or class specifications? What aspects of the class specification besides working conditions are subject to bargaining?

RECOMMENDATION:

Discussion Only.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

TO: BOARD OF EDUCATION
 FROM: SUPERINTENDENT
 DATE: ~~FEBRUARY 17, 2015 (INFORMATION)~~
 MARCH 3, 2015 (ACTION)

SUBJECT: CHILD NUTRITION DEPARTMENT STAFFING ALLOCATION

ISSUE:

Should the Board of Education approve establishing classified positions to allow for necessary staffing?

BACKGROUND:

Establishment of new or modification of position assignment terms (e.g. change in work hours) requires approval of the Board. Staff recommends the approval of proposed positions and respective assignment terms in order to sustain effective operational levels with respect to support services.

Child Nutrition Department

In 2012, the Child Nutrition Department underwent a reorganization in staffing based on the needs analysis and recommendation of the former Director, Mr. Joe Cook. The reorganization involved the elimination of four (4) full-time supervisory (non-bargaining unit) positions; including 1.0 FTE – Child Nutrition Production Supervisor located at the central kitchen; and 3.0 FTE – Child Nutrition Supervisor, located at the three comprehensive high schools. In place of the supervisory positions, the Board approved the establishment of new bargaining unit positions, 2.0 FTE – Child Nutrition Production Manager (CSEA) assigned to lead the operations of the central kitchen, and 3.0 FTE – Child Nutrition Manager (CSEA) assigned to lead the operations of cooking kitchens at the three comprehensive high schools.

In her tenure with CVUSD, the current Director, Mrs. Sandy Curwood, has been closely evaluating the effectiveness of staffing models at satellite, cooking and central kitchen operations, as well as central office support. In consultation with the Superintendent, the Assistant Superintendent, Business Services and Personnel Services and the Director, Classified Personnel, Mrs. Curwood proposes returning to the staffing model at the central kitchen that was in place for at least a decade prior to the pre-2012 reorganization. The current structure does not provide for on-site formal supervisory oversight, and lacks sufficient daily quality control and compliance accountability. Mrs. Curwood believes that re-establishment of a supervisory position is imperative to achieving greater administrative oversight for the daily central kitchen operations, as well as filling the need for someone to work more autonomously in directing menu development, meal planning, identifying opportunities to improve production methods and being accountable for on-going process improvement at the central kitchen. The supervisory position will work closely with the department’s director and assistant director in achieving optimum operational cost-effectiveness. The proposed reorganization is expected to improve nutritional program quality while also realizing recurring cost savings of approximately \$12,000 per year.

Based on the aforementioned organizational needs, staff recommends establishment and/or modification of position allocations as follows:

Classification	# of Positions	Location	Assignment Term	Basis for Establishment	Funding Source	Effective Date
Child Nutrition Production Supervisor	1	DO/Child Nutrition	Re-establish: 1.0 FTE – 11 months (239 days)	Position needed to achieve improvement in operational effectiveness and improve quality control accountability. Funding for the new position is contingent on eliminating services of Child Nutrition Production Managers per Layoff Resolution 14/15-12	Child Nutrition	2/18/15

Child Nutrition Assistant II	1	DO/Child Nutrition	Re-establish: 0.75 FTE - School-Term (204 days)	Position establishment is a part of a larger operation restructuring as described above. Funding for the new position is contingent on eliminating services of Child Nutrition Production Managers per Layoff Resolution 14/15-12	Child Nutrition	7/01/15
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FISCAL IMPACT: The establishment of the above specified positions will not impact the general fund.

ALTERNATIVES:

1. Approve the establishment and modification of classified assignments as specified.
2. Approve the establishment and modifications of classified assignments as modified.
3. Do not approve.

RECOMMENDATION:

Adoption of Alternative #1

RATIONALE:

The new and modified positions will allow the District to provide the necessary staffing for optimal service delivery to the District's students, staff and the public.

Respectfully submitted,

Jeffrey L. Baarstad
Superintendent

Prepared by:



Marina Mihalevsky
Director, Classified Personnel



Mark McLaughlin
Assistant Superintendant, Personnel Services

JLB:TMM:MM

TO: BOARD OF EDUCATION
 FROM: SUPERINTENDENT
 DATE: MARCH 17, 2015 (INFORMATION)

SUBJECT: BUSINESS SERVICES / FACILITIES DEPARTMENT STAFFING

ISSUE:

Should the Board of Education approve establishing classified positions to allow for necessary staffing?

BACKGROUND:

Establishment of new or modification of position assignment terms (e.g. change in work hours) requires approval of the Board. Staff recommends the approval of proposed positions and respective assignment terms in order to sustain effective operational levels with respect to support services.

The passing of Measure I Bond will bring nearly \$146 million over the next 20 years to fund the new construction and modernization projects in the District. The scope of work associated with the project list is vast and necessitates the employment of additional personnel for construction supervision and project management. A position in the job class of Construction Supervisor oversees day-to-day construction, assists with preparing bid and contract documents, coordinates the work of contractors and design professionals, ensures compliance with health and safety regulations at work sites, provides site condition assessment reports. A position in the job class of Project Manager oversees the development of construction design plans, manages construction consultants, monitors project costs, and evaluates change orders, liaisons with regulatory agencies.

Additionally, staff recommends adding the services of an Administrative Assistant to manage staff calendars, relieve the department director of administrative detail, assist in preparing bid documents, budget tracking, and other miscellaneous administrative office support.

Based on the aforementioned organizational needs, staff recommends establishment and/or modification of position allocations as follows:

Classification	# of Positions	Location	Assignment Term	Basis for Establishment	Funding Source	Effective Date
Construction Supervisor	1	Business Svcs – P & F	<i>Re-establish:</i> 1.0 FTE / 12 Mo	Additional staffing is necessary to support activities associated with new construction and modernization projects.	100%-Measure I	4/01/15
Project Manager <i>(title pending PC approval)</i>	1	Business Svcs – P & F	<i>Establish New:</i> 1.0 FTE / 12 Mo		90%-Measure I 10%-Developer Donation	4/01/15
Administrative Assistant	1	Business Svcs – P & F	<i>Re-establish:</i> 1.0 FTE / 12 Mo		75%-Measure I 25%-Developer Donation	4/01/15

FISCAL IMPACT: The establishment of the above specified positions will not impact the general fund.

RECOMMENDATION:
 INFORMATION ONLY

RATIONALE:

The new and modified positions will allow the District to provide the necessary staffing for optimal service delivery to the District's students, staff and the public.

Respectfully submitted,

Jeffrey L. Baarstad
Superintendent

Prepared by:



Marina Mihalevsky
Director, Classified Personnel
JLB:TMM:MM:cm



Mark McLaughlin
Assistant Superintendant, Personnel Services