

**Regular Meeting**

**Wednesday, April 13, 2016**

**3:30 p.m. – Closed Session – Bldg. C, Planning Conference Room**

**5:00 p.m. – Public Session – Conference Room A**

**District Office, South 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 April 13, 2016, as *submitted or amended*.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

3.2 Request for approval of the official minutes for the regular meeting of March 9, 2016, as *submitted or amended*.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

3.3 Request for approval of the official minutes for the special meeting of March 11, 2016, as *submitted or amended*.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

3.4 Request for approval of the official minutes for the special meeting of March 23, 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*.

<b>Exam #</b>	<b>Recruitment / Examination Title</b>	<b>Field of Competition</b>
15-485C-1	Executive Administrative Assistant-Confidential	Dual Certification
15-260-1	Groundskeeper	Dual Certification
15-452-1	Site Computer Technician I	Dual Certification
15-211-1	Systems Analyst	Dual Certification
15-385-1	School Occupational Therapist	Dual Certification

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

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

<b>Exam #</b>	<b>Recruitment / Examination Title</b>
15-220-1	Coordinator of Communication, Community Engagement, and Marketing
15-251-1	Custodian
15-207-1	Human Resources Technician
15-306-1	Intermediate Clerk Typist/Bilingual

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

**V. NEW BUSINESS –ACTION/INFORMATION ITEMS**

5.1 JOB SPECIFICATION REVISION – Executive Administrative Assistant-Confidential

Motion to APPROVE the proposed job specification for the Executive Administrative Assistant-Confidential job class as *submitted or amended*.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

**VI. NEXT MEETING**

Regular Meeting - Wednesday, May 11, 2016:  
4:00 pm – Closed Session, Conference Room F  
5:00 pm – Open Session, Conference Room F

**VII. ADJOURNMENT**

ADJOURN the regular Personnel Commission meeting at \_\_\_\_\_.

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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](http://www.conejousd.org) – Departments/Personnel Services/Classified Personnel/Agenda Minutes Reports.

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

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**MINUTES – MARCH 9, 2016**

**I. OPENING PROVISIONS – OPEN SESSION:**

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**1.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Regular Session on March 9, 2016, in the District Office Board Room. The meeting was called to order at 5:02 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.

**II. GENERAL INFORMATION:**

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**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 March 9, 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 February 17, 2016, as submitted.

**2.3 Reports/Announcements**

- A. Director, Classified Personnel, Marina Mihalevsky. Ms. Mihalevsky reported that Lee Quiroz, Human Resources Technician, has submitted her resignation, and is now working with the City of Thousand Oaks. She was a great asset to the department and we are currently recruiting to fill the position. As a result the department is behind on processing applicants and we currently have several active recruitments, some which are difficult to fill. Ms. Mihalevsky thanked Jeanne Foster, former CSEA Field Representative, for assisting our employees in filling out CalPERS paperwork. Her assistance has been extremely valuable.
- B. Assistant Superintendent, Personnel Services, Mark McLaughlin. Mr. McLaughlin reported that the negotiated salary increases are going to before the board at their next meeting.
- C. CSEA Representative, Matt Waldman. Mr. Waldman reported that it has been a quiet month, and that CSEA is reaching out to the employees to resolve any issues at the lowest level.
- D. Commissioners, Mrs. Brandt commended CSEA for working with individual groups and believes that it is making a difference.

**2.4 Public Comments**

None

**III. CONTINUING BUSINESS:**

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**3.1 Active/Future Recruitments**

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

**IV. NEW BUSINESS**

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**4.1 Reclassification Procedures – Discussion Only**

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**V. NEXT MEETING**

Special Meeting – Friday, March 11, 2015  
Location: Conference Room A  
Time: 10:30 am

Regular Meeting – Wednesday, April 13, 2016:  
4:00 –m – Closed Session, Building C, Planning Conference Room  
5:00 pm – Open Session, Conference Room A

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**VI. ADJOURNMENT**

Mr. Harimoto adjourned the Personnel Commission meeting at 5:18 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**MINUTES – MARCH 11, 2016**

**I. OPENING PROVISIONS – OPEN SESSION:**

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**1.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Special Session on March 11, 2016, in the District Office Conference Room A. The meeting was called to order at 10:30 am 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.

**1.4 Agenda Approval**

On the motion of Mrs. Jeffrey, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the agenda for the special meeting on March 11, 2016, as submitted.

**II. PUBLIC COMMENTS**

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No public comments.

**III. ADJOURN TO CLOSED SESSION**

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**3.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Closed Session on March 11, 2016, in the District Office, Conference Room A. The meeting was called to order at 10:32 am by Chairperson, Mr. Nathan Harimoto.

**3.2 Public Employee Performance Evaluation**

Public Employee Performance Evaluation, pursuant to Government Code Section 54957

Title: Director, Classified Personnel

**IV. REPORT ON ACTION TAKEN IN CLOSED SESSION**

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No action taken

**V. NEXT MEETING**

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Regular Meeting – Wednesday, April 13, 2016

4:00 pm – Closed Session, Building C, Planning Conference Room

5:00 pm – Open Session, Conference Room A

**VI. ADJOURNMENT**

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Mr. Harimoto adjourned the Personnel Commission meeting at 1:00 pm

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**MINUTES – MARCH 23, 2016**

**I. OPENING PROVISIONS – OPEN SESSION**

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**1.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Special Session on March 23, 2016, in the District Office South Board Room. The meeting was called to order at 2:33 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. Mihalevsky was also present

**1.4 Agenda Approval**

On the motion of Mrs. Brandt, seconded by Mrs. Jeffrey, and unanimously carried 3-0, the Commission approved the agenda for the special meeting on March 23, 2016, as submitted.

**II. PUBLIC COMMENTS**

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No public comments.

**III. NEW BUSINESS**

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**3.1 Reclassification of Positions**

On the motion of Mrs. Jeffrey, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission reclassified all positions allocated to Paraprofessional/Physically Handicapped job classification to Paraprofessional/Special Ed.

**IV. CLOSED SESSION**

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**4.1 Call to Order**

The commission adjourned to closed session at 2:40 pm

**4.2 Public Employee Performance Evaluation**

Public Employee Performance Evaluation, pursuant to Government Code Section 54957  
Title: Director, Classified Personnel

**V. REPORT ON ACTION TAKEN IN CLOSED SESSION**

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No action taken

**VI. NEXT MEETING**

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Regular Meeting – Wednesday, April 13, 2016

4:00 pm – Closed Session, Building C, Planning Conference Room

5:00 pm – Open Session, Conference Room A

**VII. ADJOURNMENT**

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Mr. Harimoto adjourned the Personnel Commission meeting at 4:15 pm

**Personnel Commission Examination Statistics  
2015-2016**

<b>Exam #</b>	<b>Recruitment</b>	<b>Eligibility List Expiration Date</b>	<b>Applications Received</b>	<b>Did not qualify</b>	<b>Invited to written/performance exam</b>	<b>Did not appear for written/performance exam</b>	<b>Did not pass written/performance exam</b>	<b># recommended for oral exam</b>	<b>Did not appear for oral exam</b>	<b>Did not pass oral exam</b>	<b># placed on eligibility list</b>	<b># on merged eligibility list</b>
15-220-1	Coordinator of Communication, Community Engagement, and Marketing	3/15/2017	55	48	n/a			7	0	4	3	
15-215-1	Custodian	4/11/2017	97	21	76	44	0	32	5	9	18	
15-207-1	Human Resources Technician	3/22/2017	102	56	46	16	15	15	0	0	15	
15-306-1	Intermediate Clerk Typist/Bilingual-Sp	3/11/2017	24	11	13	4	5	4	0	2	2	

Personnel Commission Meeting 4/13/16

TO: Personnel Commission  
FROM: Director, Classified Personnel  
DATE: April 13, 2016 (Action)

SUBJECT: Class Specification Revision – Executive Administrative Assistant-Confidential

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ISSUE:

Request for approval of proposed changes to the class specifications of:  
Executive Administrative Assistant - Confidential

BACKGROUND:

The job specification for Executive Administrative Assistant – Confidential was last revised in October 2000. It is a single position classification, designated as “Executive Secretary” in accord with Education Code 45272, such that the incumbent does not attain permanent status in the position.

The scope of work captured on the current job specification (attachment 1) has not changed by-in-large. The proposed revision (attachment 2) expands the duty statements in order to precisely capture the scope and nature of work, job knowledge and ability specifications, and the impact of the position; 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 specification in line with the current standards adopted by the Commission.

Staff sought the buy-in and review of the Superintendent, the Assistant Superintendent, Personnel Services, and the current position incumbent in developing the proposed revision.

RECOMMENDATION:

Approve agenda item 5.1

Respectfully submitted,

Marina Mihalevsky  
Director, Classified Personnel



## **EXECUTIVE ADMINISTRATIVE ASSISTANT**

### **DEFINITION**

Under general direction, to serve as secretary to the Superintendent; performs administrative and highly complex and responsible secretarial work; transcribes dictation; performs related work as required. This position is designated executive secretary status.

### **EXAMPLES OF DUTIES**

Acts as confidential secretary to the Superintendent;

Coordinates clerical work required in the preparation of the Board of Education agenda;

Incorporates agenda material for presentation to the Board;

Attends Board meetings, takes notes of business transacted and transcribes report of minutes for review and editing by the Superintendent;

Maintains the official record of Board minutes;

Acts as Recording Secretary for the Board of Education;

Attends to administrative details on special matters assigned by the Superintendent;

Coordinates clerical activities with other offices;

Transcribes dictation for correspondence, memoranda, reports and meeting minutes;

Acts as a receptionist for Superintendent's Office;

Receives telephone calls and visitors for the Superintendent;

Obtains, interprets and provides information to various parties, including the press, concerning office functions and District policies and procedures;

Schedules appointments and arranges group meetings;

Attends a variety of meetings, takes notes and prepares minutes;

Composes difficult correspondence independently on a variety of matters;

Compiles and types various reports and statistical data;

Establishes and maintains confidential and complex files; receives, sorts, reads, routes and responds to mail;

Orders and issues supplies and equipment;

Makes travel arrangements;

Operates office word processing and personal computer equipment and machines.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

The functions and secretarial operation of the chief executive's office;  
Office practices and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, proofreading and office word processing and personal computer equipment;  
The elements of English usage, spelling, grammar, punctuation and arithmetic;  
Rules, regulations, laws and policies governing the District;  
Public relations techniques and interpersonal skills.

#### **Ability to:**

Perform highly complex, responsible secretarial and clerical work;

Understand and apply complex policies and rules;  
Assume responsibility and use good judgment;  
Compose difficult correspondence independently;  
Produce clear and comprehensive reports and keep complex records;  
Exercise diplomacy, poise and tact in dealing with others;  
Use good judgment in recognizing scope of authority;  
Type at a rate of 60 words per minute from clear copy;  
Take dictation (desirable) and transcribe rapidly and accurately.  
Accurately transcribe from tape dictation equipment;  
Operate personal computer and use designated software programs;  
Maintain confidentiality;  
Perform a wide variety of highly responsible and complex secretarial and administrative support functions with speed and accuracy;

**Experience:**

Four years of progressively responsible secretarial experience, including one year in a school district; or, one year at or equivalent to the level of Administrative Secretary with the Conejo Valley Unified School District.

**Education:**

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



Conejo Valley Unified School District  
Personnel Commission

**JOB DESCRIPTION**

**Job Family: Administrative/Office Support**

**Salary Range: 090**

**Schedule: CONF**

**FLSA Status: Non-Exempt Work Year: 12 Months**

**PC Approved:**

**EXECUTIVE ADMINISTRATIVE ASSISTANT - CONFIDENTIAL**

**BASIC FUNCTION**

Under the general supervision of the Superintendent, performs varied, complex, highly responsible, and sensitive administrative and technical secretarial functions in support of the Superintendent's Office, and the Board of Education; organizes office activities and coordinates the flow of communications on behalf of the Superintendent.

**DISTINGUISHING CHARACTERISTICS BETWEEN RELATED JOB CLASSES**

The Executive Administrative Assistant-Confidential reports directly to the Superintendent and is required to coordinate and organize meetings, activities and communications for and on behalf of the Superintendent and the Board of Education, which may have far-reaching impact for the entire District and its presence in the community. The position must interface with members of the District staff, parent groups, community constituents, and local city and county officials and staff. The position incumbent is the "face" of the District in its role as the frontline liaison between the District stakeholders, the Superintendent and the Board, and must exercise utmost professionalism, integrity, and customer service in supporting the Superintendent's Office.

Positions allocated to the job class of Administrative Assistant-Confidential assume full responsibility for the administrative and secretarial duties in an Assistant or Deputy Superintendent's Office, where the scope of work is directly related to the functions of the assigned division; the incumbents do not liaison with as wide of a base of district stakeholders as the Executive Administrative Assistant-C. Positions allocated to the Administrative Assistant job class are assigned and perform administrative and secretarial duties in support of a single department administrator.

\*This classification is designated as "Executive Secretary" pursuant to Education Code section 45272 and as such does not achieve permanent status.

**REPRESENTATIVE DUTIES/RESPONSIBILITIES**

Performs administrative support duties of varied complexity in support of the functions of the Superintendent's Office and the Board of Education; receives and responds to telephone calls, e-mail correspondence, and in-person visitors with wide ranging inquiries and complaints that require exceedingly sound use of judgment to formulate tactful, sensitive and informative responses; as appropriate; provides general and technical information and assistance that requires knowledge, interpretation and application of various policies, rules, regulations and procedures governing district activities and operations; determines nature and urgency of matters and exercises judgment in referring persons to the Superintendent or other appropriate District personnel.

Provides direct support to the Superintendent to relieve one of administrative details insofar as possible, including coordinating meetings between district staff, various stakeholders, vendors, consultants, District and local governance committees; scheduling and managing the appointment calendar in Microsoft Outlook; preparing and distributing meeting agenda and notes, as necessary; making arrangements for conference registration and travel, and completing the necessary purchase requisitions and reimbursements for travel.

Manages the Board of Education agenda preparation and publication process in accordance with the Ralph M. Brown Act; informs departments of established timelines to ensure timely publication is consistently accomplished; composes and drafts agenda reports on behalf of the Superintendent from verbal or written instruction; proofreads and edits agenda reports submitted by other department personnel to ensure grammatical and semantic accuracy.

Ensures the Board room is set-up for the scheduled public meetings; facilitates the public speaker requests and serves as the recording secretary; provides information on public meetings rules of order (e.g. Robert's

## Job Description: Executive Administrative Assistant - Confidential

Rules of Order and Brown Act provisions), as necessary; and manages the appropriate software for recording of the voting process and meeting minutes.

Composes varied, complex and sensitive memoranda, minutes, correspondence, reports and announcements for distribution to varied constituents, including but not limited to: district administrators, the Board of Education, local governance officials, and community members.

Researches and compiles quantitative and qualitative data for presentation and analysis that may require the use of multiple sources of information, extraction and formatting of data from the district's student information system using queries, or other publically available databases; develops documents for surveys and collaboration using different technology platforms such as google docs, survey monkey, interactive PDF forms; may utilize legal case law database systems for the purpose of obtaining information on legal precedents pertinent to administrative decisions and considerations; may develop complex presentation materials using presentation software from drafts or oral instructions.

Assists in maintaining official Board policies and monitoring new laws and legal requirement affecting the district for incorporation into policy, including reviewing CSBA updates on a quarterly basis, revising, drafting and editing policies as assigned; and assuring appropriate review by administrators who have jurisdiction over policy areas; processes for first reading and adoption by the Board.

Completes forms, legal documents and records within the scope of work ensuring accuracy, completeness and conformance to applicable policies, procedures, rules and regulations.

Establishes methodical systems of office organization, including electronic filing and document storage, ensuring document security, especially as it pertains to confidential student and personnel files; researches and adheres to legal mandates pertaining to document storage.

Maintains assigned budget records and files; monitors budgets and review expenditures; gathers and compiles information required by Superintendent for budget development.

Performs event logistical planning, coordinates and makes arrangements for workshops, meetings, trainings, conferences and other events at the District and off site; secures event locations; arranges room and equipment setup/cleanup and catering/refreshments; designs and prepares agenda, name badges, certificates and evaluations; prepares or orders and assembles materials, handouts, binders or packets.

Assists the Coordinator of Communications, Community Engagement and Marketing in the coordination of special projects, district-wide events, press conferences, and media availability and prepares related information packets for meetings; coordinate monthly programs with the Greater Conejo Valley Chamber of Commerce.

Collaborates with the Coordinator to develop, edit, and publish information on the District's website.

Serves as the district liaison for biennial school board elections, provides to prospective candidates the necessary district information and election material; interact and coordinate filings with County Elections; arrange candidate orientations, compiles general district information for candidates.

Reviews and accesses confidential information that contributes significantly to the development of management positions with respect to employer-employee relations; assist in the preparation of materials that develop or present management positions with respect to employer-employee relations. [Government Code 3513]

Provides clerical support and training to other Administrative Assistants and clerical staff when needed.

Perform other job-related duties as assigned.

## Job Description: Executive Administrative Assistant - Confidential

### KNOWLEDGE & ABILITY REQUIREMENTS

#### **Knowledge of:**

- ✓ Advanced office administrative and management practices and procedures;
- ✓ District programs and functions of the various District departments, including the role of an elected Board;
- ✓ Applicable sections of State Education Code, Government Code, and other applicable State and federal laws, including rules and procedures governing the notice and conduct of public meetings;
- ✓ Principles of business letter writing and report preparation, including advanced proficiency in correct English usage, grammar, spelling, punctuation and vocabulary, and sentence composition;
- ✓ Advanced uses of word processing, spreadsheet, database management systems, presentation and publishing software;
- ✓ Techniques in planning and organizing for establishing appropriate timelines for time sensitive assignments, and adherence to legal deadlines;
- ✓ Processes, procedures, and practices of budget preparation and administration;
- ✓ Principles, practices, and procedures of effective record and file management; and
- ✓ Customer service and public relations methods and techniques, including methods and techniques of proper phone etiquette.

#### **Ability to:**

- ✓ Learn, comprehend, interpret and apply general and specific administrative and departmental policies and procedures.
- ✓ Interpret and apply applicable federal and state laws, codes, and regulations governing K-12 educational agencies.
- ✓ Demonstrate mental acuity sufficient to perform the essential functions of the position;
- ✓ Analyze situations accurately and adopt an effective course of action; respond with utmost interpersonal savvy to sensitive and/or controversial inquiries, complaints or concerns; act with empathy to de-escalate parents who present irate, in distress over child(ren) school matters or disciplinary actions.
- ✓ Establish and maintain cooperative and effective working relationships with District staff, union presidents, business and community stakeholders, other elected officials, parents, the public and others encountered in the course of work.
- ✓ Comprehend and follow directions given verbally and in writing;
- ✓ Communicate effectively both orally and in writing;
- ✓ Establish and maintain systems for record keeping;
- ✓ Meet schedules and time lines;
- ✓ Work independently under general direction;
- ✓ Be motivated to produce high quality work product;
- ✓ Maintain a work pace appropriate to the position
- ✓ Maintain utmost confidentiality to ensure the integrity of the Superintendent's Office and any information that one becomes privy to from the closed session decisions of the Board of Education.

### 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.

## Job Description: Executive Administrative Assistant - Confidential

### ENTRANCE QUALIFICATIONS

#### **Education**

Graduation from High School or GED required. An Associate's degree or course work in business management, communications or a related field is highly desirable and may be substituted for a portion of the required experience.

#### **Experience**

Option I: Four years of experience in an executive-level secretarial or administrative support position with responsibility for providing direct support to an executive-level administrator. At least one (1) year secretarial experience in a school district is desirable.

Option II: One year of experience as an Administrative Assistant in the Conejo Valley Unified School District.

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

#### **Licenses/Certifications/Special Requirements**

Valid California Class C Driver's License

### WORKING CONDITIONS

#### **Physical Demands**

**Level: 1 - Minimal** / Performance of position duties/responsibilities is subject to sitting in a comfortable position with frequent opportunity to move about freely; on an occasional basis the incumbent may have to lift, push, pull, carry, move, and/or position objects weighting up to 15 lbs.; the position is subject to exercising continuous manual dexterity (i.e., coordinated and/or precise movement of hands, arms and fingers) throughout a work shift to operate office equipment (i.e., computer and peripherals).

#### **Environment/Hazards**

Indoor office setting

### PRE-EMPLOYMENT REQUIREMENTS

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

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

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.