

**Regular Meeting**

**Wednesday, September 14, 2016**

**4:00 p.m. – Closed Session**

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

**District Office  
South Facility – Board Room  
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 September 14, 2016, as *submitted or amended*.

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

- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on August 17, 2016, as *submitted or amended*.

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

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

- 3.4 HEAR Public on items not appearing on the Agenda *\*Speaker card required*

**IV. CONTINUOUS BUSINESS**

- 4.1 VACANCY REPORT
- 4.2 ESTABLISHING FIELD OF COMPETITION FOR CURRENT/UPCOMING RECRUITMENTS  
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>
16-430-1	Secretary	Open
16-454-1	Site Computer Technician I	Open

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

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

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

Exam #	Recruitment / Examination Title
16-199-1	Child Care Leader
16-005-S	Clerical Substitute
16-215-S	Custodian Substitute
16-449-1	Lead Behavior Intervention and Support Services Specialist

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

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
None					

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

No items

VI. NEXT MEETING

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Regular meeting: Wednesday, October 12, 2016  
Closed Session: 4:00 p.m. –Conference Room A  
Open Session: 5:00p.m. – Conference Room A

VII. ADJOURNMENT

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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 – AUGUST 17, 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 August 17, 2016, in the District Office Board Room. The meeting was called to order at 5:07 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. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for the meeting on August 17, 2016, as submitted.

**2.2 Approval of Minutes**

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting on July 6, 2016, as submitted.

**2.3 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 special meeting on August 4, 2016, as submitted.

**2.3 Reports/Announcements**

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky let the Commissioners know that the new HR Technician staff have been very successful in getting up to speed and that it's been a smooth transition. She notified the Commissioners of various changes in employment guidelines that have been revised over summer in order to ensure greater pay equity across the Districts classified-exempt assignments. Additionally, she notified the Commissioners that on November 1, 2016, she will be doing a presentation at a regularly scheduled Board of Education meeting relative to merit system procedures.

B. Assistant Superintendent, Personnel Services, Mark McLaughlin

Mr. McLaughlin reported that he had a busy summer overseeing the Ad Hoc committee on the relocation of Conejo Valley High School. He notified the Commissioners, that he has reminded school principals of needing to be cognizant not to assign work to volunteers that should be performed by CSEA unit members. He thanked Ms. Mihalevsky for creating the new forms in support of the authorization process of exempt employees and walk-on coaches.

C. CSEA Representative – Matt Waldman, President

Mr. Waldman reported CSEA met with the Assistant Superintendent, Business Services regarding job title changes and to restore CSEA positions as they want to give the taxpayer our very best.

D. Commissioners

Commissioner Brandt asked what the protocol was for informing candidates that someone else was offered the position. Depending upon the recruitment, and the hiring manager, candidates not selected are either called by the hiring manager or sent an email from HR. In order to ensure all candidates are aware, HR will notify all candidates of their status.

**2.4 Public Comments**

None

**III. CONTINUING BUSINESS:**

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**3.1 Vacancy Report - No comments****3.2 Field of Competition**

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.

**3.3 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 as submitted on the meeting agenda.

**3.4 Reclassification Request Report**

The request of the job class of Human Resources Specialist to Personnel Analyst was brought forward for discussion as the incumbent is retiring in November 2016. Ms. Mihalevsky discussed the pros and cons of filling the position as an Analyst.

**IV. NEW BUSINESS****4.1 DISCUSSION – ESTABLISHING AND APPLYING MINIMUM ENTRANCE QUALIFICATIONS**

Ms. Mihalevsky discussed the basis for minimum qualification and the manner in which staff evaluate applications for minimum qualifications with respect to considering alternative variations of education and experience.

The Personnel Commission directed that the verbiage of, "Alternate variations of education/experience may be considered by Personnel Commissions 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." be placed on every recruitment.

**4.2 ESTABLISHMENT OF NEW JOB CLASSIFICATION / SALARY ALLOCATION**

This agenda item was tabled.

**4.3 REVISION TO JOB SPECIFICATION – Director, Maintenance and Operations**

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the changes to the job specification of Director, Maintenance and Operations as submitted.

**4.4 JOB CLASSIFICATION TITLE CHANGES**

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the changes to job class titles as specified:

<b>Job Class Title</b>	<b>New Job Class Title</b>
Senior Account Clerk	Accounting Technician I
Accounting Technician I	Accounting Technician II
Senior Payroll Clerk	Payroll Specialist
Payroll Clerk	Payroll Technician
Accounting Technician II	Accounting Technician III (obsolete)

**NEXT MEETING**

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The regular meeting was announced as follows:

Wednesday, September 14, 2016, 4:00 pm (Closed session) - Location: Conference Room A

Wednesday, September 14, 2016, 5:00 pm (Open session) – Location: Conference Room A

**VI. ADJOURNMENT**

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Mr. Harimoto adjourned the Personnel Commission meeting at 6:25 pm.

**Classified Human Resources Vacancy Report - 9/12/2016**

<b>Job Classification</b>	<b># of Positions / Assignment Type</b>	<b>Location</b>	<b>Date of Vacancy</b>	<b>Status</b>	<b>Funding</b>
Assistant Director, Child Nutrition	11 Mo / 8 Hr	DO/Child Nutrition	Current	On hold	Child Nutrition
Behavior Intervention Specialist	10 Mo / 7 Hr	District	Current	On hold	General Fund
Child Care Assistant	6 – ST / 3.5 Hr.	Child Care	Current	Continuous recruitment until all filled	Child Care – NGF
Child Nutrition Assistant -Satellite	2 - ST / 3.75	Floating, WL Hills	Current	Continuous recruitment until all filled	Child Nutrition
Custodian	3 - 12 Mo / 8 Hr 1 - 12 Mo / 2.75 Hr	Cypress/Maple, Aspen/Weathersfield. Part-time is Acacia/Park Oaks	Current	Posting for Transfer - holding 2 positions	General Fund
Director, M & O	12 Mo / 8 Hr	M & O	Future	Recruiting	General Fund
Early Care Aide	10 Mo / 3.5 Hr	NfL	Current	Final Interviews	NFF Funded
Early Care Assistant Teacher	3 - 10 Mo / 3.75 Hr.	NfL	Current	Continuous recruitment until all filled	NFF / Child Care NGF
Early Care Teacher	2 - 10 Mo / 3.75 Hr	NfL	Current	Continuous recruitment until all filled	NFF Funded
Human Resources Specialist-Conf	12 Mo / 8 Hr	Classified HR	Future	Undecided	Personnel Commission
Paraprofessional/Bilingual-Sp	4 - ST / 3.5 hr.	District and Conejo El	Current	Continuous recruitment until all filled	General Fund
Paraprofessional/ Special Ed	14 - ST / 3.0 Hr. 2 - ST / 3.75 Hr 5 - ST / 5.5 Hr 2 - ST / 6.0 Hr	DO/Special Ed	Current	Interviewing for all 5.5 and 6 hour positions; continuous recruitment until positions are filled.	General Fund
Secretary (Bilingual Stipend)	10.5 Mo / 8 Hr	Pupil Support Services	Future	Recruiting	General Fund
Site Computer Technician I	1 - 11 Mo / 6 Hr 1 - 11 Mo / 8 Hr	Technology Services	Current	Currently testing	General Fund
Site Computer Technician II	12 Mo / 8 Hr	Technology Services	Current	Recruiting	General Fund

<b>Upcoming Board Approval</b>				
<b>Job Classification</b>	<b>Positions/Type</b>	<b>Location</b>	<b>Funding Source</b>	<b>Recruitment Type</b>
Clerk	ST/1.6 Hr	Banyan	Banyan	Current list
Early Care Assistant Teacher	10 Mo / 3.75 Hr	wonder	Child Care	Reclass from CCA vacancy at wonder

**Personnel Commission Examination Statistics  
2016-2017**

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written/performance exam	Did not appear for written exam	Did not pass written exam	Did not appear for performance exam	Did not pass performance exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	# placed on eligibility list	# on merged eligibility list
16-199-1	Child Care Leader	8/12/2017	22	13	9	1				8	2	3	3	5
16-005-S	Clerical Substitute	8/19/2018	60	11	49			30	3				16	
16-215-S	Custodian Substitute	Varies	56	7	49	32							17	31
16-449-1	Lead Behavior Intervention and Support Services Specialist	8/10/2017	14	8	6					6	2		4	

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