

Regular Meeting
January 15, 2014
4:00 p.m. – Closed Session
5:00 p.m. – Public Session

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

I. 4:30 PM 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. 5:00 PM 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:
____ Rose Jeffery, Chairperson; ____ Nina Brandt, Vice-Chairperson; ____, Nathan Harimoto, 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 of January 15, 2014, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for approval of the official minutes for the regular meeting of December 18, 2013, *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 Request for APPROVAL of the field of competition for active/future recruitments *as submitted or amended.*

Exam #	Recruitment / Examination Title	Field of Competition
13-450-1	Behavioral Health Program Manager	Promotional Only
13-392-2	Early Care Assistant Teacher	Continuous
13-393-3	Early Care Teacher	Continuous
13-284-3	Paraprofessional/Special Ed	Continuous
13-451-2	Shipping & Receiving Clerk	Open

Discussion/Action: M ___ S ___ Vote ___

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

Exam #	Recruitment / Examination Title
13-272-1	Behavior Intervention Specialist
13-170-1	Child Nutrition Manager

Discussion/Action: M ___ S ___ Vote ___

V. NEW BUSINESS – ACTION ITEMS

5.1 Position Reclassification/Restructuring – School Office Manager Series

- A. RECLASSIFY all positions, and incumbents in the classification of School Office Manager (salary range 55: \$2,853-\$3,488), for the purpose of title change only, to School Office Manager I.

Discussion/Action: M ___ S ___ Vote ___

- B. ESTABLISH a new classification School Office Manager II and approve the job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- C. ALLOCATE the salary of the School Office Manager II job classification to salary range 58 (\$2,946-\$3,588) on the Classified Unit Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

- D. RECLASSIFY the School Office Manager position at Sycamore Canyon occupied by JoAnn Flowers, to the new job classification of School Office Manager II, without further competitive examination based on Personnel Commission Rule 6.14.

Discussion/Action: M ___ S ___ Vote ___

- E. RECLASSIFY all positions, and incumbents in the classification of High School Office Manager (salary range 62: \$3,064-\$3,739), for the purpose of title change only, to School Office Manager III.

Discussion/Action: M ___ S ___ Vote ___

- F. RECLASSIFY all eligibility, reemployment, and reinstatement lists for School Office Manager and High School Office Manager to School Office Manager I and School Office Manager III, respectively.

Discussion/Action: M ___ S ___ Vote ___

5.2 Position Reclassification – Pupil Services Department

- A. RECLASSIFY the position allocated to the job class of Senior Clerk Typist, Pupil Services Department, to the job class of Secretary, effective immediately.

Discussion/Action: M ___ S ___ Vote ___

- B. RECLASSIFY the incumbent, Karen McCarthy, with the position and without further competitive examination in accord with Personnel Commission Rule 6.14.

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.

V. NEW BUSINESS – ACTION ITEMS - Continued

5.3 Salary Reallocation – Lead Groundskeeper, Maintenance and Operations Department

- A. REALLOCATE the salary range of Lead Groundskeeper job classification from salary range 67 (\$3,221-\$3,926) to salary range 71 (\$3,350-\$4,090) on the Classified Unit Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Wednesday, February 12, 2014, Location: Conference Room A

Closed Session – 4:30 PM

Open Session – 5:00 PM

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – DECEMBER 18, 2013

I. CLOSED SESSION

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Closed Session on December 18, 2013, in the North Facility, Conference Room A. The meeting was called to order at 3:55 pm by Chairperson, Mr. Nathan Harimoto.

1.2 ~ Discussion Items

Public employee performance evaluation, pursuant to Government Code Section 54957:
Title: Director, Classified Personnel

1.3 ~ Adjourn Closed Session

The Commission adjourned Closed Session at 4:34 pm.

II. OPENING PROVISIONS – OPEN SESSION:

2.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on December 18, 2013, in the North Facility, Conference Room A. The meeting was called to order at 4:36 pm by Chairperson, Mr. Nathan Harimoto.

2.2 ~ Pledge of Allegiance

Mr. Harimoto led the Pledge of Allegiance.

2.3 ~ Roll Call of Members

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

2.4 ~ Report on Closed Session

Mr. Harimoto reported that no action was taken in closed session.

III. GENERAL INFORMATION:

3.1 ~ Agenda Approval

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission approved the agenda of December 18, 2013 as submitted.

3.2. ~ Approval of Minutes

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

3.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Ms. Marina Mihalevsky reported that the annual CSPCA conference will be held in San Jose on February 7-9, 2014. The Merit System Academy will be held in Oceanside, CA in April. Ms. Mihalevsky also reported on the status update of the reclassification committee, stating that the committee recently met and the Sycamore Canyon School Office Manager reclassification will be brought forward at the next meeting; and that the committee is currently reviewing the Instructional Media Technician positions at the high schools at the incumbent's request.
- B. Assistant Superintendent, Personnel Services – Mr. Mark McLaughlin announced the details of the District's negotiated agreement on salary with UACT, highlighting a 2% increase on the salary schedule retroactive to July 1, 2013 and a 1% bonus. Mr. McLaughlin stated that CVPPA seems to be in agreement with the terms that were reached with UACT, and dates are being discussed for a negotiation session with CSEA.

- C. CSEA Representative – Mr. Ron Meyer, Chapter 620 President, announced that tomorrow night's Chapter meeting will be his last night as CSEA President. He thanked the members for 4 years of support. He noted that the reason CSEA hasn't met to negotiate a salary increase yet is because the Chapter President sets the committees, including the negotiating team, and waiting would ensure the negotiation team is not disrupted midway through. Mr. Meyer concluded that he would have a role as past-president and remain a job steward.
- D. Commissioners – Mr. Harimoto wanted to go on record to thank Ron for his service, stating that he made a difference. Mrs. Jeffery and Mrs. Brandt concurred. The commission also thanked Lori Rhoades for her involvement. Mrs. Brandt reported that the Newbury Park visit didn't have a large turnout, but it was very productive. The visit to Westlake High School is scheduled for February 13, 2014.

3.3 ~ Public Comments – Speaker Card Required

None.

IV. CONTINUING BUSINESS:

4.1 ~ Active/Future Recruitments

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments as amended (Systems Analyst recruitment as Promotional Only) on the meeting agenda and read aloud by Mr. Harimoto.

4.2 ~ Ratification of Eligibility Lists

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Child Nutrition Assistant-Satellite, Early Care Aide, Early Care Teacher, Groundskeeper, Instructional Media Technician, Paraprofessional/Bilingual-Spanish, Paraprofessional/Special Ed, Purchasing Expediter, School Occupational Therapist, Secretary/School Office Manager, and Site Computer Technician II..

V. NEW BUSINESS

5.2 ~ Personnel Commission Reorganization, 12/2013 – 11/2014

On the motion of Nathan Harimoto, seconded by Nina Brandt, and carried 2-0, with Mrs. Jeffrey abstaining, the Commission elected Rose Jeffery as Chairperson.

On the motion of Nathan Harimoto, seconded by Rose Jeffery, and carried 2-0 with Mrs. Brandt abstaining, the Commission elected Nina Brandt as Vice-Chairperson.

5.3 ~ Establish New Job Classification, Behavioral Health Program Manager

- A. On the motion of Nathan Harimoto, seconded by Nina Brandt, and unanimously carried 3-0, the commission established a new classification, Behavioral Health Program Manager and adopted a related job specification as submitted.
- B. On the motion of Nathan Harimoto, seconded by Nina Brandt, and unanimously carried 3-0, the commission allocated the salary placement of Behavioral Health Program Manager (new classification to salary range 90 (\$4,754-\$6,679) on the Classified Supervisor salary schedule.

5.4 ~ Position Reclassification – Pupil Services Department

Two Speaker Cards were presented for this agenda item.

- The first speaker spoke against the approval of reclassification, stating that there are concerns brought forward that the sites believe district office staff is walled-off like an exclusionary country club. There are current Secretaries that want to transfer to the district. The perception is that the rules are not being followed and as this request is being made so that the employee could perform higher level duties and is not being reclassified with gradual accretion of duties. The speaker stated an opinion that this position should be opened up for transfer or the eligibility list. The perception is that rules are applied to

bring about the end result desired. Also that the rule states that the incumbent may be reclassified, not shall be reclassified. This rule is exclusionary.

- The second speaker spoke against the approval of the reclassification, stating that it is known that this position was increased to favor the incumbent and the perception of a protected district office is real.
- Mr. Harimoto stated that having heard the speaker's concerns, he turns to Merit System Rule 6.14 applies as it states, "In all cases of upward reclassification of incumbents who have not been in their class for two or more years, the incumbent (which means the current employee) may fill the reclassified position only after passing a qualifying examination prescribed by the Commission for the higher class. If the incumbent has recently passed a qualifying examination of a higher level position within the same job family and appears on the eligibility list for the position (the incumbent is on the current eligibility list), the incumbent may be reclassified with the position. He understands the concern, but the current employee is on the eligibility list and meets all the criteria to be reclassified with the position. [Mr. Harimoto left early as he had an important engagement to attend to.]
- Mrs. Mihalevsky provided the employment history of the incumbent holding the Senior Clerk Typist position, speaking to her layoff from a classified position at salary range 63, and the fact that the Secretary classification is lower than the classification that the incumbent holds reemployment rights to. Ms. Mihalevsky than proceed to discuss that Personnel Commission rule 6.14 is universal between Merit System school districts and its intent is to provide the incumbent an opportunity to qualify for the higher level position without having to endure layoff. That is the reclassified position does not become vacant until such time as the incumbent has not been able to pass a qualifying examination for the higher job class. The position would only be posted for transfer and certified with ranks/names from the eligibility list and/or transfer list once the incumbent failed the qualifying examination. The incumbent in question passed the qualifying examination for the Secretary job class and is placed on an active eligibility list. Displacing the incumbent would not be in accord with Personnel Commission rules, and it would result in a layoff and bumping process that may result in complete layoff of another employee, if such were to occur. Unless the Commission changes the rules pertaining to reclassification, these are the rules that are in effect and the employee meets the criteria for reclassification.
- In response to the speakers, Mrs. Jeffery requested that staff comprise a list of reclassification requests that have been brought before the commission in the course of the last three years prior to the Reclassification Committee, including the location of positions that had been reclassified.

On the motion of Nina Brandt, seconded by Rose Jeffery, and carried 2-0, (Mr. Harimoto left early) the commission tabled Agenda Item 5.4 until the next meeting.

VI. NEXT MEETING

Wednesday, January 15, 2014, District Office Conference Room A, North Facility.

Closed Session - 4:30 pm

Open Session – 5:00 pm.

VII. ADJOURNMENT

The commission adjourned the meeting at 5:25 pm.

**Personnel Commission Examination Statistics
2013-2014**

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
13-272-1	Behavior Intervention Specialist	12/19/2014	56	45	n/a			11	0	5	6	
13-170-1	Child Nutrition Manager	12/18/2014	10	3	7	1	1	5	0	0	5	

Personnel Commission Meeting 1/15/14

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: January 15, 2014

SUBJECT: RESTRUCTURING OF SCHOOL OFFICE MANAGER CLASSIFICATION SERIES

ISSUE:

Should the Personnel Commission approve the restructuring of the School Office Manager classification series and related position reclassification proposals?

BACKGROUND:

The Reclassification Committee has reviewed the request for upward reclassification submitted by JoAnn Flowers, School Office Manager at Sycamore Canyon School. The committee believes that the position in question is sufficiently distinct from other School Office Manager positions and should be reclassified to a higher level classification. The committee voted by consensus that the position should be allocated to a job classification higher than the School Office Manager job class, but lower than the High School Manager job classification.

In response to the committees' recommendation, Ms. Mihalevsky, Director, Classified Personnel, and Mark McLaughlin, Assistant Superintendent, Personnel Services, met with CSEA representatives, including Mark Love, Labor Relations Representative, Ron Meyer, CSEA Chapter President, and Karen Meyer, CSEA 1st Vice President, to discuss the effects of reclassification of said position relative to aspects that fall under mandatory collective bargaining, before bringing the recommendation forward to the Personnel Commission. Specifically, staff discussed the proposal for restructuring the classification series and the changes to titles to existing classifications of School Office Manager and High School Office Manager.

Staff recommends that, effective February 1, 2014:

- A. The job class, positions, and employment lists for School Office Manager be reclassified, for the purpose of title change only, to School Office Manager I (salary range 55: \$2,853-3,487).
- B. A new job classification in the School Office Manager series be established, School Office Manager II and the position occupied by JoAnn Flowers, School Office Manager, Sycamore Canyon be reclassified to said new job class.
- C. The School Office Manager II job classification be allocated to salary range 58 (\$2,945-3,588), as such salary pay structure provides for equitable internal alignment between job classifications in the series, and is consistent with external market pay.
- D. The job class, positions, and employment lists for High School Office Manager be reclassified, for the purpose of title change only, to School Office Manager III (salary range 62: \$3,063-3,738).

ALTERNATIVES:

1. Approve the proposed changes to the School Office Manager series consistent with Agenda items 5.1- A thru F.
2. Consider alternate job classification, job titles and/or pay structure differentials
3. Status Quo

Respectfully submitted,
Marina Mihalevsky
Director, Classified Personnel

Elementary		Middle		High School					
Conejo	School Office Manger	\$ 2,853	\$ 3,488	School Office Manager	\$ 2,853 \$ 3,488	HS Office Manager	\$ 3,064	\$ 3,739	
Ventura USD	School Admin Asst I	\$ 2,946	\$ 3,686	School Admin Asst II/ III	\$ 3,024 \$ 3,797	School Admin Asst III	\$ 3,024	\$ 3,797	
Oxnard SD	School Office Manager	\$ 3,252	\$ 3,954	School Office Manager	\$ 3,252 \$ 3,954				
Simi Valley	School Office Manager	\$ 2,861	\$ 3,515	School Office Manager II	\$ 2,999 \$ 3,682	School Office Manager II	\$ 2,999	\$ 3,682	
Moorpark USD	School Office Manager	\$ 2,791	\$ 3,743	School Office Manager	\$ 2,791 \$ 3,743	HS Office Manager	\$ 2,791	\$ 3,743	
Burbank USD	School Office Manager-EL	\$ 2,797	\$ 3,585	School Office Manger -MS	\$ 2,797 \$ 3,585	School Office Manager HS	\$ 2,797	\$ 3,585	
Hacienda La Puente	School Office Manger	\$ 2,793	\$ 3,661	School Office Manger	\$ 2,793 \$ 3,661	School Office Manger	\$ 2,793	\$ 3,661	
Inglewood USD	School Office Manger	\$ 2,647	\$ 3,172	School Office Manger	\$ 2,647 \$ 3,172	School Office Manger	\$ 2,647	\$ 3,172	
Pasadena USD	Office Manager	\$ 2,663	\$ 3,475	Office Manager	\$ 2,663 \$ 3,475	Office Manager	\$ 2,663	\$ 3,475	
Charter Oak	School Office Manager	\$ 3,085	\$ 3,750	School Office Manager	\$ 3,085 \$ 3,750	HS Office Manager	\$ 3,243	\$ 3,942	
Downey USD	School Office Manager	\$ 3,216	\$ 3,912	Interm School Office Manager	\$ 3,216 \$ 3,912	Senior School Office Manager	\$ 3,377	\$ 4,104	
Rowland USD	School Office Manager	\$ 3,044	\$ 3,709	School Office Manager	\$ 3,044 \$ 3,709	HS Principal's Secretary	\$ 3,197	\$ 3,897	
Montebello	School Secretary I	\$ 2,918	\$ 3,838	School Secretary II	\$ 3,067 \$ 4,034	School Secretary III	\$ 3,223	\$ 4,034	
Fountain Valley	School Admin Secretary			School Admin Secretary		School Admin Secretary			
		MIN	MAX		MIN	MAX	MIN	MAX	
	AVERAGE	\$ 2,915	\$ 3,665	AVERAGE	\$ 2,948 \$ 3,706	AVERAGE	\$ 2,978	\$ 3,736	
	MEDIAN	\$ 2,861	\$ 3,709	MEDIAN	\$ 3,012 \$ 3,726	MEDIAN	\$ 2,999	\$ 3,743	
		MIN	MAX		MIN	MAX		MIN	MAX
	PERCENTILE	45%	18%	PERCENTILE	39%	10%	PERCENTILE	62%	49%



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Clerical

Salary Range:

Schedule: GenClssfd

FLSA Status: Non-Exempt Work Year:

SCHOOL OFFICE MANAGER II

BASIC FUNCTION

Under the direction of a Principal, perform a variety of secretarial and complex clerical support duties to relieve the school site administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information on behalf of an administrator and school site.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED JOB CLASSES

The School Office Manager II classification performs secretarial duties in support of a Principal of a school with a K-8 program. Incumbents provide support for larger and more complex office operations as compared to positions in the job class of School Office Manager I.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Receive visitors, including administrators, staff, students, parents and the public; provide assistance and respond to inquiries in person, by phone, via email or fax or direct inquires to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator; provide technical information related to school operations and related programs, events, time lines, processes, policies and procedures.
- Compile, input and update student information data into an assigned student information system, such as enrollment/withdrawal, attendance, emergency contact or medical notations; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various letters, reports and data and mailing labels; assure accuracy of input and output data.
- Prepare, evaluate and modify a variety of forms, applications and documents related to assigned functions; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.
- Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, lists, notices, work orders, requests, flyers, contacts, catalogs, brochures and other materials.
- Monitor inventory levels of office and designated school supplies; order, receive and maintain appropriate inventory levels of supplies; distribute supplies to faculty and staff.
- Perform various clerical accounting duties in support of school operations as assigned; calculate, prepare and revise accounting data; balance, monitor and update accounts and budgets with income and expenditures; process and verify payroll materials and information as required; collect, receive and account for incoming monies as assigned; prepare and distribute deposits.
- Track and verifies employee absences and prepares monthly payroll timesheets, submitting it for final review and approval by the principal;
- Assist in coordinating, arranging and setting up for various meetings and special events such as field trips and luncheons; maintain appointment and activity schedules and calendars; maintain the school master calendar as required; reserve facilities, services and equipment for meetings and other events.
- Assist the administrator in assuring a safe and secure school environment for students and staff; assist with resolving safety issues as needed; assist with emergency drills.
- Log in to the District's sub-caller system to review reported teacher absences and verify that

Job Description: School Office Manager II

substitutes are scheduled as needed; contact appropriate personnel to ensure coverage is available for an absent teacher; provide substitutes employees directions and brief orientation upon arrival at the school; serve as the liaison to report clerical and custodial/maintenance substitute coverage needs with designated District personnel.

Receive, sort, open and distribute incoming mail, packages and materials; prepare outgoing mail and materials for distribution; prepare and distribute informational packets and bulk mailings.

May plan, assign and direct the work of student helpers, and other clerical assistants including volunteers and noon aides hired for playground supervision.

Performs other job related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

Principles and methods of records maintenance, storage and retrieval.

Numerical, alphabetical and subject matter filing systems.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable, laws, codes, regulations, policies and procedures

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Mathematic calculations.

Ability to:

Learn and apply rules and regulations involved in assigned program functions;

Work effectively with a diverse student and community population;

Maintain the security of confidential materials;

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;

Establish and maintain systems for record keeping;

Establish and maintain cooperative and effective working relationships with others;

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

TOOLS/EQUIPMENT

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

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

ENTRANCE QUALIFICATIONS

Education/Experience

High school diploma, or an equivalent AND two (2) years of experience performing progressively responsible clerical/secretarial duties/responsibilities, including data/record management and public contacts. Experience managing student records is desirable.

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

Licenses/Certifications/Special Requirements

Valid California Class C Driver's License

WORKING CONDITIONS

Physical Demands

Level – Minimal / Performance of position duties/responsibilities is subject to occasional standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and/or stooping, while performing duties requiring *lifting, pushing, pulling, carrying, moving, and/or positioning objects* weighting up to *10lbs frequently and up to 25lbs occasionally*; 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 computer equipment and peripherals.

Environment/Hazards

Generally school office environment

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.

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: January 15, 2014

SUBJECT: Reclassification – Senior Clerk Typist to Secretary, Pupil Services Department

ISSUE:

Classification of duties performed by Karen McCarthy, Senior Clerk Typist assigned to the Pupil Services Department.

BACKGROUND:

At the request of Robert Iezza, Assistant Superintendent, Instructional Services, staff re-examined the work duties that have been, continue to be and need to be prescribed to the clerical position assigned to the Pupil Services Department for optimal operational effectiveness and service delivery. As discussed in the enclosed Board of Education report, prior to 2010/11, the department was staffed with 1.0 FTE – Secretary, 0.75 FTE-Intermediate Clerk Typist. The department is currently staffed with 1.0 FTE (8.0hrs/day) Senior Clerk Typist position, as back in 2010-2011 it was envisioned that the position(s) would not be tasked with the same level of complexity and scope of work due to the department no longer having an assigned administrator to manage and oversee day-to-day operations.

After evaluating the workings of the department over the past several years, it has become apparent that the clerical support position must function with a high degree of independent and sound judgment on a consistent basis to manage the daily operations of the Pupil Services office – by-in-large without administrative oversight. In order to function in such capacity, the incumbent must possess extensive subject matter knowledge in working memory and easily reference technical resources to guide decision making relative to disseminating accurate information. The core functions of the clerical support position in Pupil Services require a great breadth of working knowledge with respect to SARB (Student Accountability Report Board) requirements and timelines, inter-district transfer processes and procedures, and student record management. Most importantly, the individual must excel in the area of customer service and relationship management as the position serves as a focal point of contact for parents of current and prospective students. The incumbent's competency in appropriately marketing our District and managing family relations, potentially influences retention of currently enrolled students and drives new ADA and related revenue.

Furthermore, many of the office practices and processes are antiquated, impeding the efficiency and effectiveness of service delivery. As such, the position is being charged with evaluating policies, forms and procedures and data management systems in order to enhance operational workflow and improve service delivery, impacting students, staff, and outside contacts.

Based on the foregoing information, staff finds that the scope and complexity of work are consistent with the job concept of Secretary, both in terms of prescribed duties and responsibilities as well as the job competencies that must be exercised for successful job performance. Therefore, staff recommends reclassifying the position of Senior Clerk Typist (salary range 47: \$2,637- \$3,222) occupied by Karen McCarthy to Secretary (salary range 55: \$2,853- \$3,488) to appropriately classify the duties that are being and will continue to be prescribed. Management understands the increased cost (approximately \$1,200) associated

with upward reclassification and is amenable to funding the higher level position in support of the principal of equal pay for equal work.

The incumbent, Karen McCarthy, qualifies for reclassification to the higher class without any further competitive examination, as she has been deemed qualified through a structured competitive examination process, and her name is placed on the active eligibility list for Secretary (#13-425-1), promulgated on December 9, 2013. Hence, Mrs. McCarthy has demonstrated through a job related examination process that she meets the minimum qualifications and is qualified to assume the responsibilities of a position within the job class of Secretary, should the position be reclassified accordingly.

Such action is in accord with Personnel Commission rule 6.14 stating as follows:

In all cases of upward reclassification of incumbents who have not been in their class for two or more years, the incumbent may fill the reclassified position only after passing a qualifying examination prescribed by the Commission for the higher class. (E.C.45285) If the incumbent has recently passed a qualifying examination for a higher level position within the same job family and appears on the current eligibility list for the position, the incumbent may be reclassified with the position.

ALTERNATIVES:

1. Reclassify the position (10mo/8hr) allocated to the job class of Senior Clerk Typist occupied by Karen McCarthy to a job class of Secretary, effective immediately.
2. Approve reassignment of Karen McCarthy to the position of Secretary based on position reclassification and without any further qualifying examination given the employee is on the active eligibility list #13-425-1 Secretary.

RECOMMENDATION

Adopt alternative #1 and #2

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: JANUARY 15, 2014 (ACTION)

SUBJECT: SALARY REALLOCATION – LEAD GROUNDSKEEPER CLASSIFICATION

ISSUE:

Should the Personnel Commission approve the salary reallocation for Lead Groundskeeper job classification?

BACKGROUND:

Over the last five years, the Maintenance and Operations department administrators, past and present, have all advocated to reallocate upward the salary range for Lead Groundskeeper job class in order to establish a more meaningful and equitable relationship between classifications within the grounds job family.

The job class of Lead Groundskeeper, currently at range 67 (\$3,222-\$3,927) on the CSEA salary schedule, serves to provide work direction, provide training and oversight to a grounds crew, requiring greater breadth of knowledge and a responsibility for team performance outcomes. The Personnel Commission staff examined hierarchical relationships between classifications in the grounds job family from twenty-one (21) southern California school districts. The salary data collected suggests that CVUSD's compensation for Lead Groundskeeper is competitive with market pay, yet the relative worth of said job classification should be above that of a Sprinkler Repair Worker (salary range 69: \$3,281-\$4,010) and that of a Maintenance Worker II (salary range 70: \$3,317-\$4,052). As that is currently not the internal relationship between these job classifications at CVUSD, the Maintenance and Operations department experiences the consequences associated with the current pay structure. Specifically, the current compensation structure does not create optimal professional and career pathways for current employees in the grounds and maintenance job families. It deters employees with technical training and greater breadth of knowledge and experience, such as Sprinkler Repair Workers, and those with district longevity, from taking on the added responsibility associated with the Lead Groundskeeper job responsibilities due to a lacking financial incentive to do so.

The Board of Education has approved for District staff to shift budgetary savings stemming from the elimination of the Facilities Supervisor towards the cost associated with changing the pay structure for Lead Groundskeeper for the purpose of establishing appropriate and optimal internal alignment structure between job classes in the grounds family.

STAFF RECOMMENDATION(S)

Staff recommends reallocating the salary range of Lead Groundskeeper from salary range 67 (\$3,222-\$3,927) to salary range 71 (3,350-4,090) on the CSEA salary schedule. Such will provide for an approximately 1.85% differential between the job class of Sprinkler Repair Worker and the Lead Groundskeeper. Salary range 71 is the range that provides the minimum 1.5% differential consistent with the average differential that exists in the job market between the two job classes.

When a class has been reallocated to a higher or lower salary range by the Personnel Commission, the employees shall be placed on the same step of the new salary range which they held prior to the time of the reallocation.

ALTERNATIVES

1. APPROVE upward salary reallocation for the Lead Groundskeeper job class from salary range 67 (\$3,222-\$3,927) to salary range 71 (3,349-4,090) on the CSEA salary schedule.
2. APPROVE upward salary reallocation for the Lead Groundskeeper job class from salary range 67 (\$3,222-\$3,927) to an alternate range on the CSEA salary schedule.
3. Status quo

Respectfully submitted,

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