

Regular Meeting
September 11, 2013
4:30 p.m. – Closed Session
5:00 p.m. – Public Session

District Office
South Facility, Board Room
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:
____ Nathan Harimoto, Chairperson; ____ Nina Brandt, Vice-Chairperson; ____ Rose Jeffery, 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 September 11, 2013, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for approval of the official minutes for the meeting of August 14, 2013, *as submitted or amended.*
- 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.*

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title	Field of Competition
13-180-1	Child Nutrition Assistant I	Open
13-005-S	Clerical Substitute	Open
13-205-1	Clerk Typist	Open
13-205-S	Custodian Substitute	Open
13-391-1	Early Care Aide	Open
13-206-1	Human Resources Assistant	Promotional Only
13-291-1	Language Assessment & Development Facilitator/Spanish	Open
13-384-1	Lead Family Services Coordinator	Promotional Only
13-421-1	Purchasing Specialist	Open
13-453-1	Sign Language Interpreter	Continuous Until Filled

IV. CONTINUOUS BUSINESS – Continued

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

Exam #	Recruitment / Examination Title
13-393-1	Early Care Teacher
13-292-1	Paraprofessional/Bilingual-Spanish
13-302-1	Risk Manager
13-451-1	Site Computer Technician I
13-270-1	Tobacco Use Prevention Education Coordinator

Discussion/Action: M ___ S ___ Vote ___

V. NEW BUSINESS – ACTION ITEMS

5.1 Approval of Advance Step Placement – Director, Child Nutrition

Request to approve the appointment of Sandra Curwood, Director, Child Nutrition, at Step D, Range 122, on the Classified Management Salary Schedule retroactive to the date of hire, September 9, 2013.

Discussion/Action: M ___ S ___ Vote ___

5.2 Approval of Advanced Step Placement – Tobacco Use Prevention Education Coordinator

Request to approve the appointment of Sue McCormick, Tobacco Use Prevention Education Coordinator, at Step E, Range 98, on the General Classified Unit Salary Schedule retroactive to the date of hire, August 26, 2013.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Wednesday, October 9, 2013, North Facility, Conference Room A
Closed Session – 4:30 PM
Open Session – 5:00 PM

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission, and that are public record not otherwise exempt from disclosure, will be available at the Classified Personnel Office – 1400 E. Janss Road, Thousand Oaks, CA 91362. Agenda may also be available on the CVUSD website: www.conejousd.org – Departments/Personnel Services/Classified Personnel/Agenda Minutes Reports.

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

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – AUGUST 14, 2013

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on August 14, 2013, in the South Facility, Board Room. The meeting was called to order at 5:05 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 and Mrs. Nina Brandt, Vice-Chairperson. Also present was Mrs. Marina Mihalevsky, Director, Classified Personnel. Mrs. Rose Jeffery, Member was absent.

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Nina Brandt, seconded by Nathan Harimoto, and carried 2-0, the Commission approved the agenda of August 14, 2013 as submitted.

2.2a. ~ Approval of Minutes

On the motion of Nina Brandt, seconded by Nathan Harimoto, and carried 2-0, the Commission approved the minutes of June 12, 2013 as submitted.

2.2b. ~ Approval of Minutes

On the motion of Nina Brandt, seconded by Nathan Harimoto, and carried 2-0, the Commission approved the minutes of July 10, 2013 as amended to reflect New Business item 4.2 insertion of a slash between the words think and believe in the following sentence, "She does not think/believe it is warranted as accelerated step placement could be utilized."

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky commended the classified personnel staff for their dedication and work ethic. Mrs. Mihalevsky announced the Classified Gazette newsletter was sent out earlier in the day to all employees, classified and certificated via email. A brief mention was made regarding the intent to continue site visits to meet with staff on questions regarding the merit system and classified employment, with the next one being to Newbury Park High School. Mrs. Mihalevsky reported on some of the key management positions that have been filled in the Business Services department, including the Director, Maintenance & Operations and the Director, Planning and Construction. She reported that the District has a pending offer out to a candidate for the Director, Child Nutrition; and the recruitment process is underway for the Risk Manager position.
- B. Assistant Superintendent, Personnel Services – Mr. Mark McLaughlin stated he is learning the culture of the district and appreciates everyone taking the time to share information with him.
- C. CSEA Representative – Mr. Ron Meyer, Chapter 620 President stated that the state CSEA organization has a new president for a two-year term and he is from Southern California; as historically that post has been filled by candidates from Northern California, it will be interesting to see the potential impact of the change. The local CSEA chapter is currently working on gathering nominations for Chapter 620 officers.
- D. Commissioners – Mrs. Brandt loved the Classified Gazette newsletter and is appreciative of the time and effort that staff put into putting it together.

2.4 ~ Public Comments – Speaker Card Required

The following public comments were made:

- A comment concerning management requests for advance step placements, explaining that when CSEA has negotiated with management, they were told the district is operating with a deficit and there is no money available for the employees. Yet, the district authorizes advanced step placement and pay increases for management positions. If there is no money for the employees, then there is no money for increase in pay for select positions. The employees of the district have gone 7 years without a pay raise and it is very disheartening.
- The trend of specialization of departments is also a concern as it limits options in case of bumping or lay-offs.

Mr. Harimoto asked if it would be helpful to address these concerns at the Newbury Park High School forum and it was agreed that it would be helpful.

III. CONTINUING BUSINESS:

3.1 ~ Active/Future Recruitments

Prior to approving the field of competition, Mrs. Mihalevsky explained that an Open and Promotional list is one that accepts applications from current employees and the general public concurrently. Once the testing process is complete, two different eligibility lists are established. The Promotional list has current employees in rank order and the Open list has the general public in rank order. As long as the Promotional list has three viable ranks, the vacancy will be filled from the Promotional list. If the Promotional list has fewer than three separate ranks, both lists are merged and the top three ranks, regardless of employee status, go forward to the hiring interview.

On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission approved the field of competition for the active/future recruitments as specified on the meeting agenda and read aloud by Mr. Harimoto.

3.2 ~ Ratification of Eligibility Lists

On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission ratified the employment eligibility lists of Child Care Assistant, Child Nutrition Assistant-Satellite, Director, Child Nutrition, Director, Planning & Construction, Early Care Assistant Teacher, and Instructional Media Technician as submitted.

IV. NEW BUSINESS

4.1 ~ Establish New Job Classification, Systems Engineer and Classify/Reclassify Position(s)

A speaker addressed the commission on favoring a stipend for this circumstance instead of authorizing a permanent reclassification; questioning whether the position in fact functions at a higher level on regular basis.

Mrs. Mihalevsky stated that the reclassification proposal was unanimously voted on by the Reclassification Committee comprised of management and CSEA representatives. She also stated that paying a stipend is not the appropriate way to handle a situation where the higher level duties are being prescribed on an ongoing basis in accord to the subject matter expertise of the Director, Technology Services.

Discussion ensued regarding the reclassification request and how the position duties evolved over the course of the past two years since the position was first established. Conejo Valley Adult School (CVAS) was contracting out for computer technology support as the district was not adequately staffed to support the department, spending approximately \$150,000/year. During budget cuts to the general fund in 2010, the Technology Department had to eliminate one of four System Analyst positions. The least senior employee was reassigned to a newly established position shared between CVAS and Child Care and funded by non-general fund dollars.

Mr. Staszewski, Director, Technology Services, discussed the scope of the technology position serving the Adult School and the department's infrastructure, explaining the level of expertise required in the areas of network engineering, systems administration and database management. Mr. Staszewski explained that he believed that internal alignment at range 120 was appropriate because even though the incumbent does not process in-depth expertise in each individual subject area, the incumbent must possess sufficient general

knowledge in all three areas, which is not a requirement imposed on incumbents in the class of Network Engineer, Systems Administrator, or the Database Administrator.

Mrs. Mihalevsky explained that in accord with Merit System principles when a position is being reclassified, it does not become vacant unless the incumbent fails to demonstrate adequate fitness for the position. Yet, in this case, by gradually accruing duties for two years, the incumbent meets the Education Code requirement to be reclassified to a higher level position without any further competitive examination and cannot be displaced from his position. The District did not set out to assign higher level duties to the position for the purpose of circumventing the Merit System competitive examination process. Mr. Waters, Director, Adult School, explained the circumstances surrounding the establishment of the position and his skepticism as to whether a System Analyst position can meet the needs of his site. He has been extremely happy as to how things have worked out and the level of service that is being delivered by the present incumbent.

As CSEA expressed concerns over the proposed salary allocation for the new job classification, Mrs. Mihalevsky explained to the Commission that their authority is to recommend salary placement to the board and establish relative relationships between job classifications. It is then up to CSEA to request to bargain salary before the approval of the salary is taken to the Board of Education.

- A. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission established a new classification, Systems Engineer, and adopted a related job specification as submitted.
- B. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission allocated the salary placement of Systems Engineer (new classification) to salary range 120 on the General Classified Unit Salary Schedule.
- C. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission reclassified the position of Devin Holzer, Systems Analyst assigned to Adult School/Child Care to Systems Engineer without competitive examination on the basis of gradual accretion of duties and in accordance with Education Code 45285 and Personnel Commission Rule 6.14, effective September 1, 2013.

4.2~ Establish New Job Classification, Registrar and Classify/Reclassify Position(s)

- A. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission established a new classification, Registrar, and adopted a related job specification as submitted.
- B. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission allocated the salary placement of Registrar (new classification) to salary range 50 on the General Classified Unit Salary Schedule.
- C. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission reclassified the position of Kathleen Solare, Senior Clerk Typist, Westlake High School, and Stella Cox, Senior Clerk Typist, Thousand Oaks High School, to Registrar (new classification) without competitive examination in accord with Education Code 45285 and Personnel Commission Rule 6.14, effective September 1, 2013.
- D. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission reclassified the position of Harriet Osinski, Senior Clerk Typist, Newbury Park High School, to Registrar (new classification). The employee must pass a qualifying examination to be reclassified with the position in accord with Education Code 45285 and Personnel Commission Rule 6.14, effective date of reclassification to be determined.

4.3~ Establish New Job Classification, Human Resources Assistant and Classify/Reclassify Position(s)

A speaker addressed the Commission speaking out against the proposal to reclassify the position from Senior Clerk Typist to the HR related classification, stating that doing so limits current employees on transfer opportunities, and serves as a protected position in case of lay-offs; the establishment of specialized job classification at the district office negatively impacts employee morale at the sites and limits their opportunities.

Ms. Mihalevsky explained the basis for establishing specialized job classifications in human resources and that CVUSD is just following suit with the industry standard for staffing human resources departments. She explained that the duties of the position in Certificated Personnel are unlike the duties of any other Senior Clerk Typist position in the district; as no like position exists in the District, staff examined the classifications utilized in surrounding districts to perform analogous duties that are being prescribed to the position in question. CVUSD is amongst the few school districts in Tri-County that has not had a District-wide classification and compensation study due to cost in the last fifteen years at least, which as a result leaves us operating with out of date job classifications and titles. Mrs. Mihalevsky stated that current district employees are not precluded from this employment opportunity, but that employees currently holding Senior Clerk Typist positions will need to compete through a formal examination process once the position is reclassified. Mrs. Mihalevsky stated that if the Commission approved this new classification, it would be a Promotional Only recruitment whereby only current District employees would be eligible to apply. (Editor's Note: Employees with reemployment rights due to a lay-off are also eligible to apply.)

- A. On the motion of Nathan Harimoto, seconded by Nina Brandt, and unanimously carried 2-0, the Commission established a new classification, Human Resources Assistant, and adopted a related job specification as submitted.
- B. On the motion of Nathan Harimoto, seconded by Nina Brandt, and unanimously carried 2-0, the Commission allocated the salary placement of Human Resources Assistant (new classification) to salary range 47 on the General Classified Unit Salary Schedule.
- C. On the motion of Nathan Harimoto, seconded by Nina Brandt, and unanimously carried 2-0, the Commission reclassified the vacant Senior Clerk Typist position assigned to the Certificated Personnel department to the job class of Human Resources Assistant based on prescribed duties.

4.4 ~ Employee Advanced Step Placement on the Management Salary Schedule

A speaker addressed the Commission against advanced step placement.

Linda Bekeny, Assistant Superintendent relayed Mr. Fateh's extensive work history with the district, how he is taking a significant pay cut in order to become a CVUSD employee, and that his predecessor was at the top step, and thereby it will not be an increase to the general budget.

On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 2-0, the Commission approved step advancement for Navid (David) Fateh, Director, Planning and Construction, District Office to Step E, Range 122, on the Classified Management Salary Schedule retroactive to date of hire.

V. NEXT MEETING

Wednesday, September 11, 2013, 5:00 pm, District Office Board Room, South Facility.

VI. CLOSED SESSION

ADJOURN to closed session at 7:11 pm, pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director, Classified Personnel

RECONVENE into open session at 7:45pm.

REPORT ON actions taken in closed session: No action taken.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:45pm.