

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

District Office
North 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 October 12, 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 September 14, 2016, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___
- 3.3 Request for APPROVAL of the minutes for the special Personnel Commission meeting on September 29, 2016, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___
- 3.4 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners
- 3.5 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*.

Exam #	Recruitment / Examination Title	Field of Competition
16-209-1	Human Resources Analyst	Open
16-305-1	Intermediate Clerk Typist	Open
16-405-1	Plant Supervisor	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
16-452-1	Site Computer Technician I
16-232-1	Director, Maintenance & Operations

Discussion/Action: M ___ S ___ Vote ___

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Trevor Earle/ Mark McLaughlin	09/19/16	Pending Reclass Committee Review

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 REVISION OF JOB CLASS SPECIFICATION – CHILD NUTRITION SUPERVISOR
Request to APPROVE changes to the job specification of Child Nutrition Supervisor as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

5.2 PC ANNUAL REPORT 2015-2016
Request to APPROVE the 2015-2016 Annual Report as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting: Wednesday, November 16, 2016
Closed Session: 4:00 p.m. –Conference Room A
Open Session: 5:00p.m. – Conference Room A

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 – SEPTEMBER 14, 2016**

I. CLOSED SESSION:

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on September 14, 2016, in Conference Room A. The meeting was called to order at 4:00 p.m. by Chairperson, Mr. Nathan Harimoto.

1.2 Public Employee Performance Evaluation, pursuant to Government Code Section 54957

Title: Director, Classified Personnel

1.3 Adjourn Closed Session

Mr. Harimoto adjourned Closed Session at 4:58 p.m.

II. OPENING PROVISIONS – OPEN SESSION:

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Regular Session on September 14, 2016, in the District Office Conference Room A. The meeting was called to order at 5:05 p.m. 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.

III. GENERAL INFORMATION:

3.1 Agenda Approval

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the agenda for the regular meeting on September 14, 2016, as submitted.

3.2 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 August 17, 2016, as submitted.

3.3 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky formally announced that Carol Magno, HR Specialist, will be retiring in November, Jane McGuigan, HR Technician, will be moving in November, and Trudi Sobczak, District Receptionist, will be retiring in December 2016. For the position of HR Technician, and Receptionist, there is a current eligibility list. As for the HR Specialist position, Human Resources will attempt to fund an HR Analyst position with this year's Personnel Commission budget. Ms. Mihalevsky also sent notice to Classified Staff on an upcoming classified symposium to be held in November at the County Office of Education. The first 20 employees, that had not attended last year, will be paid for by the district. Any remaining employees will be able to attend with approval of the site budget.

B. Assistant Superintendent, Personnel Services, Mark McLaughlin

Mr. McLaughlin reported that CSEA Communications has been positive and focused on problem-solving.

C. CSEA Representative – Matt Waldman, President

Mr. Waldman reported CSEA's intention is to always bring their best foot forward to improve the district.

D. Commissioners

Commissioner Brandt asked what the current ADA is, Mr. McLaughlin stated it is at 19,017, down 40 from the projection and down 330 students from last year.

3.4 Public Comments

None

IV. CONTINUING BUSINESS:

4.1 Vacancy Report - No comments

4.2 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.

4.3 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.

4.4 Reclassification Request Report

No requests at this time.

V. NEW BUSINESS

No new business

VI. NEXT MEETING

The regular meeting was announced as follows:

Wednesday, October 12, 2016, 4:00 pm (Closed session) - Location: Conference Room A

Wednesday, October 12, 2016, 5:00 pm (Open session) – Location: Conference Room A

VII. ADJOURNMENT

Mr. Harimoto adjourned the Personnel Commission meeting at 5:23 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – SEPTEMBER 29, 2016**

I. OPENING PROVISIONS – OPEN SESSION:

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Special Session on September 29, 2016, in the District Office Conference Room F. The meeting was called to order at 2:45 pm by Vice-Chairperson, Mrs. Rose Jeffery.

1.2 Pledge of Allegiance

Mrs. Jeffery led the Pledge of Allegiance.

1.3 Roll Call of Members

Present were Personnel Commissioners: Mrs. Rose Jeffery, Vice-Chairperson, and Mrs. Nina Brandt, Member; Mr. Nathan Harimoto, Chairperson was not present. Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

1.4 Agenda Approval

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and carried 2-0, the Commission approved the agenda for the special meeting on September 29, 2016, as submitted.

II. GENERAL INFORMATION:

2.1 Public Comments

None

III. NEW BUSINESS – PERSONNEL COMMISSION STAFFING PLAN

- A. On the motion of Mrs. Brandt, seconded by Mrs. Jeffery and carried 2-0, the commission abolished the job class of Personnel Analyst – Confidential (salary range: C-103: \$5,074 - \$6,188).
- B. On the motion of Mrs. Brandt, seconded by Mrs. Jeffery and carried 2-0, the commission established a new classification, Human Resources Analyst, and approved the job specification as submitted.
- C. On the motion of Mrs. Brandt, seconded by Mrs. Jeffery and carried 2-0, the commission allocated the job class of Human Resources Analyst, to the Supervisory Salary Schedule Range 78 (\$4,152-\$6,106), as submitted.
- D. On the motion of Mrs. Brandt, seconded by Mrs. Jeffery and carried 2-0, the commission is requesting that the Board of Education eliminate the services of Human Resources Specialist-Confidential (\$3,916-\$4,781), and establish the services of Human Resources Analyst, effective November 13, 2016, upon the Human Resources Specialist-C position being vacated by the present incumbent.

NEXT MEETING

The regular meeting was announced as follows:

Wednesday, October 12, 2016, 4:00 pm (Closed session) - Location: Conference Room A

Wednesday, October 12, 2016, 5:00 pm (Open session) – Location: Conference Room A

VI. ADJOURNMENT

Mrs. Jeffery adjourned the Personnel Commission meeting at 3:45 pm.

**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	Disqualified Material Fact	# placed on eligibility list	# on merged eligibility list
16-232-1	Director, Maintenance & Operations	9/29/2017	30	22						8	1	4	1	2	
16-452-1	Site Computer Technician I	9/13/2017	83	42	41	15	13	0	3	10	1	4		5	8

Personnel Commission Meeting 10/12/16

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: October 12, 2016 (Discussion/Action)

SUBJECT: REVISION TO JOB SPECIFICATION – CHILD NUTRITION DEPARTMENT

ISSUE:

Consideration of proposed changes to the job specification for Child Nutrition Supervisor.

BACKGROUND:

The Director, Child Nutrition, Virginia Beck, along with the Assistant Superintendent, Business Services, Dr. Victor Hayek, will propose to the Board of Education on October 18, 2016, the re-establishment of positions in the job class of Child Nutrition Supervisor for the purpose of achieving greater operational effectiveness across school cafeterias, both cooking and satellites. However, in reviewing the current job specification (attachment 1), Mrs. Beck made a request to modify the job duties relative to the scope of supervisory oversight, providing for prescribing supervisory oversight across multiple job sites (attachment 2), rather than a single comprehensive high school as the class was previously utilized.

Specifically, the job class would require an incumbent to supervise operations and personnel at assigned cooking and satellite food service sites, including planning and coordinating staff training, coordinating and managing employee assignments, ensuring operations and food production are in compliance with pertinent health and safety codes and regulation, and provides assistance to the Director as assigned relative to special projects, budget development and general department-wide operations.

Prescribing additional supervisory responsibilities, is much more a workload change, then a substantive change to the job class concept. As such, adopting revisions whole or in part to the job specification is much more appropriate than establishing a new job classification for the intended purpose.

RECOMMENDATION:

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

- APPROVE revisions to the job specification as submitted or amended.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

CHILD NUTRITION SUPERVISOR

DEFINITION

Under direction, to manage a senior high school cafeteria; to supervise the preparation, cooking, baking and serving of food and snack items; and to do related work as required.

EXAMPLES OF DUTIES

Plans, assigns and supervises work in the preparation, cooking, baking and serving and sale of foods, including Type A lunches, a la carte foods, sandwiches, beverages and snack items for lunch periods, faculty breakfasts, and pre-school nutrition period;

Participates in the preparation and cooking of foods as needed;

Trains and instructs new personnel in methods and procedures of tasks assigned;

Supervises cleaning of kitchen equipment and eating utensils;

Requisitions foodstuffs and supplies;

Checks quantities and condition of foods upon arrival;

Takes inventories of foods and supplies;

Keeps various records of child nutrition activities;

Prepares written reports and submits such to Child Nutrition Administrator;

Responsible for collection and preparation of money for banking;

Supervises preparation of food for banquets and special meals as required.

MINIMUM QUALIFICATIONS

Knowledge of:

The proper methods of preparing, cooking, baking and serving a variety of foods and maintaining child nutrition facilities in a safe and sanitary condition;

Nutritional value of different foods;

Quantity control;

Methods of supervision, organization, and recordkeeping.

Ability to:

Prepare large quantities of foods skillfully;

Operate equipment found in school child nutrition facilities;

Instruct and supervise a large number of workers;

Requisition proper amounts of foods and supplies;

Handle money and keep record;

Understand and carry out oral and written directions;

Establish and maintain effective working relationships;

Perform some heavy manual labor.

Experience:

Three years of skilled large quantity food production experience, or two years at or equivalent to the level of Child Nutrition Cook Baker in the Conejo Valley Unified School District.

Education:

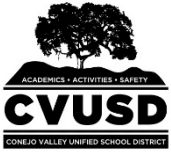
Persons with the experience, knowledge and abilities as stated are considered to have the necessary education.

Physical Requirements:

The ability to pass a physical examination deemed appropriate by the District and perform the physical demands of the position.

PERSONNEL COMMISSION:

Adopted 2/11/97



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Child Nutrition

Salary Range:

Schedule: Supervisory

FLSA Status: Exempt

Work Year: as assigned

CHILD NUTRITION SUPERVISOR

BASIC FUNCTION

Under the supervision of the Director, Child Nutrition or designee, supervise operations and personnel at assigned cooking and satellite food service sites, including planning and coordinating staff training, coordinating and managing employee assignments, ensuring operations and food production are in compliance with pertinent health and safety codes and regulation, and provides assistance to the Director as assigned relative to special projects, budget development and general department-wide operations.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

The job class of Child Nutrition Supervisor is distinguished from the job class of Child Nutrition Production Supervisor as the latter is assigned supervisory responsibilities for overseeing the daily operations of the District's central kitchen, involving high volume food production, meal packaging, quality assurance and coordinating of meal deliveries to satellite kitchens and other locations as needed and adhere to set timelines and schedules. Comparatively, the Child Nutrition Supervisor is responsible for overseeing multiple cooking and satellite cafeterias to ensure operations adhere to applicable codes and regulations, and meeting department driven operational standards, as well as delivering training to new and existing staff.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Travels to assigned program sites to observe work methods, procedures and practices and assess the impact on service delivery and make recommendations to site staff; provides on-going feedback and counsel relative to employee work performance, prepares written memorandum regarding work performance concerns, performance improvement plans, and issues formal performance evaluations to assigned staff.
- Provides on-site training to child nutrition staff in maintaining work areas in sanitary and safe conditions in compliance with pertinent sanitary standards and codes, school site processes related to child nutrition programs, proper food handling practices and procedures, meal program policies and overall scope of position assigned job duties.
- Provides day-to-day support at assigned program sites relative to operational and personnel related issues; provides work direction and remedies issues in consultation with the Director, as appropriate.
- Confers with child nutrition staff, school administrators, and other District employees regarding matters such as food preparation needs, food quality controls, menu acceptability, ordering of supplies, and serving of meals.
- Performs quality control relative to food processing and preparation to ensure compliance with pertinent health and safety codes and standards, including proper storage of raw produce and cooked foods; proper food handling practices and work space sanitation; ensures recipes are adhered to as established by the department.
- Advises the Director on selection and hire of new employees, employee transfers, reassignments and disciplinary actions.
- Collaborates with the Child Nutrition Production Supervisor and Director, to develop delivery schedules to various food program sites; testing and evaluation of new recipes and products; provides input on menu development and evaluating nutritional quality of new and existing menu items.
- Reviews weekly site production records, and meal counts for accuracy and completeness and identifies discrepancies; works with site personnel to resolve discrepancies in a timely manner.
- As staffing need arises, performs tasks at assigned sites as needed to ensure smooth and efficient delivery of nutritional services, including food preparation and service.
- Plans, develops and conducts professional development type trainings for new and current employees.
- Maintains paper and electronic records related to work assignments and prepares related reports.
- Keeps attendance records for child nutrition staff under ones' supervision, reconciles and authorizes employee timesheets.
- Assists in ensuring departmental compliance with applicable laws, codes, rules and regulations related to assigned activities.
- Performs other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS**Knowledge of:**

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

Ability to:

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

TOOLS/EQUIPMENT

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

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

MINIMUM ENTRANCE QUALIFICATIONS**Education/Experience**

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

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

**Alternate variations of education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process resulting in an eligibility list. When appropriate additional work experience beyond the minimum requirement may be supplemented for required minimum education requirements.*

Licenses/Certifications/Special Requirements

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

WORKING CONDITIONS**Physical Demands**

Level - Moderate / Performance of position duties/responsibilities is subject to frequent standing, walking, kneeling with frequent opportunity to move about freely; on an occasional basis the incumbent may have to *lift, push, pull, carry, move, and/or position objects* weighting up to *50 lbs*; the position is subject to exercising continuous *manual dexterity* (i.e., coordinated and/or precise movement of hands, arms and fingers) throughout a work shift to operate industrial kitchen equipment and related food preparation tools; the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

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

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

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: October 12, 2016

SUBJECT: PERSONNEL COMMISSION ANNUAL REPORT 2015-2016

ISSUE:

Should the Personnel Commission approve the annual report for Commission activities for 2015-2016?

BACKGROUND:

The Annual Report covering the Personnel Commission activities for the 2015-2016 school year has been drafted for review and approval. The Personnel Commission is required to prepare an annual report of Commission activities to be sent to the Board of Education under Education Code Section 45266(a). In an effort to save copy costs, the detailed Commission's Annual Report will be available online instead of in print copy.

ALTERNATIVES:

1. Approve the Personnel Commission Annual Report 2015-2016, as submitted.
2. Approve the Personnel Commission Annual Report 2015-2016, as revised.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel