

**Regular Meeting**

**Wednesday, October 21, 2015**

**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. 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:  
\_\_\_\_ Nina Brandt, Chairperson; \_\_\_\_ Nathan Harimoto, 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 on October 21, 2015, as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.2 Request for approval of the official minutes for the regular meeting of September 9, 2015, as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.3 Request for approval of the official minutes for the special meeting of September 25, 2015, as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.4 Request for approval of the official minutes for the rescheduled meeting of October 14, 2015, as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.5 HEAR Reports / Announcements
  - A. Director, Classified Personnel
  - B. Assistant Superintendent, Personnel Services
  - C. CSEA Representative
  - D. Commissioners
- 3.6 HEAR Public on items not appearing on the Agenda *\*Speaker card required*

**IV. CONTINUOUS BUSINESS**

- 4.1 Request for APPROVAL of the field of competition for active/future recruitments as *submitted or amended*.

| <b>Exam #</b> | <b>Recruitment / Examination Title</b> | <b>Field of Competition</b> |
|---------------|--|-----------------------------|
| 15-200-1      | Clerk                                  | Dual Certification          |
| 15-245-1      | Child Nutrition Production Supervisor  | Dual Certification          |

|          |                                    |                    |
|----------|------------------------------------|--------------------|
| 15-260-S | Groundskeeper – Substitute         | Dual Certification |
| 15-300-1 | Library Technician                 | Dual Certification |
| 15-284-1 | Paraprofessional/Special Education | Continuous         |

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

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

| <b>Exam #</b> | <b>Recruitment / Examination Title</b>                |
|---------------|---|
| 15-199-1      | Child Care Leader                                     |
| 15-215-S      | Custodian – Substitute                                |
| 15-391-2      | Early Care Aide                                       |
| 15-291-1      | Language Assessment & Development Facilitator/Spanish |
| 15-278-1      | Licensed Vocational Nurse                             |
| 15-350-1      | Maintenance Electrician                               |
| 15-370-1      | Maintenance Worker II                                 |
| 15-383-1      | School Outreach Assistant                             |
| 14-230-1      | Senior Systems Engineer                               |
| 15-454-1      | Site Computer Technician II                           |
| 14-244-1      | Technology Services Field Supervisor                  |

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

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

5.1 ADVANCE STEP PLACEMENT REQUEST

- A. Request to approve the appointment of Victoria Aguilar, Behavior Intervention Specialist, at Range 98 (\$26.82-\$32.75), Step E, on the Classified Unit Salary Schedule, upon initial date of hire.

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

- B. Request to approve advance step placement for Lidia Zesati De Queseda, School Outreach Assistant, at Range 43 (\$15.53-18.92), Step E, on the Classified Unit Salary Schedule, upon initial date of hire.

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

5.2 DISCUSSION OF PERSONNEL COMMISSION RULES FOR RECLASSIFICATION PROCEDURE

**VI. NEXT MEETING**

Tuesday, November 10, 2015, 5:00 PM – Board Room

**VII. ADJOURNMENT**

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

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

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

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**MINUTES – SEPTEMBER 9, 2015**

**I. CLOSED SESSION:**

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**1.1 Call to Order**

The Conejo Valley Unified School District Personnel Commission Chairperson, Mrs. Nina Brandt, called to order its regular meeting on September 9, 2015, in the District Office South Board Room, at 4:15 pm. The Commission then convened into closed session pursuant to Government Code 54957.

**1.2** The Commission discussed the performance evaluation of the Director, Classified Personnel..

**1.3** Chairperson Brandt adjourned closed session at 5:00pm.

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

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**2.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Regular Session on September 9, 2015, in the District Office South Board Room. The meeting was called to order at 5:00 pm by Chairperson, Mrs. Nina Brandt.

**2.2 Pledge of Allegiance**

Mrs. Brandt led the Pledge of Allegiance.

**2.3 Roll Call of Members**

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

**2.4 Report out of closed session:** Chairperson Brandt reported that no action was taken in closed session.

**III. GENERAL INFORMATION:**

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**3.1 Agenda Approval**

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for September 9, 2015, as submitted.

**3.2 Approval of Minutes**

On the motion of Mrs. Jeffrey, seconded by Mr. Harimoto and unanimously carried 3-0, the Commission approved the official minutes for August 11, 2015, as submitted.

**3.3 Reports/Announcements**

A. Director, Classified Personnel, Marina Mihalevsky, discussed the current levels of recruitment activity, the increased number of new positions established in support of Bond initiatives. Ms. Mihalevsky let the Commissioners know that staff are in the process of establishing improved control protocols for tracking requests for temporary assignments, as well as, an improved position control system for Paraprofessional, Special Education positions. Ms. Mihalevsky discussed piloting a new service available to the sites via the NeoGov applicant tracking system, whereby Personnel would establish a recruitment pool of campus supervisors and refer applicants out to the administrators via the web-based system.

B. Assistant Superintendent, Personnel Services – No comments

C. CSEA Representatives – No comments.

D. Commissioners – Chairperson Brandt inquired about the reclassification procedure proposal submitted by CSEA.

**2.3 ~ Public Comments – Speaker Card Required**

No comments

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**III. CONTINUING BUSINESS:**

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**3.1 ~ Active/Future Recruitments**

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments submitted on the meeting agenda.

**3.2 ~ Ratification of Eligibility Lists**

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists for Behavior Intervention Specialist, Child Care Supervisor, Child Nutrition Manager, Intermediate Clerk Typist, Paraprofessional/Bilingual, Payroll Clerk, Senior Clerk Typist, and Site Computer Technician I.

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**IV. NEW BUSINESS**

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No new business items.

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**V. NEXT REGULAR MEETING**

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Wednesday, October 14, 2015, 4:00 pm – closed session; 5:00 pm – open session. Location: District Office Board Room.

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**VI. ADJOURNMENT**

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Mrs. Brandt adjourned the regular Personnel Commission meeting at 5:13 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**SPECIAL MEETING: MINUTES – SEPTEMBER 25, 2015**

**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 September 25, 2015, in the District Office Conference Room A. The meeting was called to order at 5:00 pm by Chairperson, Mrs. Nina Brandt.

**1.2 Pledge of Allegiance**

Mrs. Brandt led the Pledge of Allegiance.

**1.3 Roll Call of Members**

Present were Personnel Commissioners Mrs. Nina Brandt, Chairperson Mr. Nathan Harimoto, Vice-Chairperson; and Mrs. Rose Jeffery, 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 Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for the special meeting held on September 25, as submitted.

**2.3 Reports/Announcements**

- A. Director, Classified Personnel - Marina Mihalevsky shared with the Commissioners that Carol Magno, a staff member of the Classified Personnel department became a grandmother, and is on vacation.
- B. Assistant Superintendent, Personnel Services – No comments
- C. CSEA Representatives – No comments
- D. Commissioners – No comments

**2.4 Public Comments – Speaker Card Required**

No comments

**III. NEW BUSINESS**

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**4.1 Establishment of New Job Classification / Reclassification of Position**

- A. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the advance step placement for Rovy Collado, Systems Technician, at Range 86 (\$4121.67 - \$5,034), Step D, on the Classified Unit Salary Schedule, upon completion of probationary period in position. Prior to voting, the Commissioners had extensive discussion and considered the work experience of the two incumbents employed in the position of Systems Technician.
- B. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, with Chairperson Brandt voting “nay” the Commission approved the advance step placement for Hani Kilada, Site Computer Technician II, at Range 78 (\$3,807 – 4,648), Step E, on the Classified Unit Salary Schedule, upon completion of probationary period in position.
- C. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the appointment of James Curry to the position of Technology Services Field Supervisor, at Range 75 (\$3,681 – \$5,420), at Step E, on the Classified Supervisory Salary Schedule, upon initial date of hire. Prior to voting, the Commissioners had extensive discussion, with Chairperson Brandt suggesting that her preference is for approval upon passing probation. Mr. Staszewski addressed the Commission, advising them that the candidate would not be accepting of the offer at a lesser step at job entry. Ms. Mihalevsky advised the Commissioners that it was a difficult recruitment and there is scarcity of qualified applicants.

**V. NEXT MEETING**

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Wednesday, October 14, 2015, 4:00 pm – closed session; 5:00 pm – open session. Location: District Office Board Room.

**VI. ADJOURNMENT**

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Mrs. Brandt adjourned the Special Personnel Commission meeting at 5:46 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING: MINUTES – OCTOBER 14, 2015**

**I. CLOSED SESSION:**

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**1.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Closed Session on October 14, 2015, in the District Office Board Room. The meeting was called to order at 4:00 pm by Chairperson, Mrs. Nina Brandt.

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

1.3 Mrs. Brandt adjourned Closed Session at 5:08 pm.

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

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**2.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Regular Session on October 14, 2015, in the District Office Board Room. The meeting was called to order at 5:09 pm by Chairperson, Mrs. Nina Brandt.

**2.2 Pledge of Allegiance**

Mrs. Brandt led the Pledge of Allegiance.

**2.3 Roll Call of Members**

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

**2.4 Actions Taken in Closed Session**

None.

**III. GENERAL INFORMATION:**

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**2.1 Agenda Approval**

Due to maintenance on the District website, the Agenda was not posted in all areas. Therefore, on the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission moved to amend the agenda and reschedule the meeting.

**V. NEXT MEETING**

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Wednesday, October 21, 2015, 4:00 pm – closed session; 5:00 pm – open session. Location: District Office, Conference Room A.

**VI. ADJOURNMENT**

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Mrs. Brandt adjourned the Personnel Commission meeting at 5:20 pm.

**Personnel Commission Examination Statistics  
2015-2016**

| Exam #   | Recruitment                                      | Eligibility List Expiration Date | Applications Received | Did not qualify | Invited to written/performance exam | Did not appear for written/performance exam | Did not pass written/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 |
|----------|--|----------------------------------|-----------------------|-----------------|-------------------------------------|---|---------------------------------------|-----------------------------|------------------------------|------------------------|------------------------------|------------------------------|
| 15-199-1 | Child Care Leader                                | 9/18/2016                        | 33                    | 14              | 19                                  | 13  | 0                                     | 6                           | 0                            | 0                      | 6                            |                              |
| 15-215-S | Custodian - Substitute                           | 9/18/2017                        | 29                    | 0               | 29                                  | 14  | 0                                     | n/a                         | -                            | -                      | 15                           | 24                           |
| 15-391-2 | Early Care Aide                                  | 9/18/2016                        | 18                    | 1               | 17                                  | 6   | 1                                     | 10                          | 1                            | 3                      | 6                            | 9                            |
| 15-291-1 | Language Assessment & Development Facilitator/Sp | 10/5/2016                        | 28                    | 4               | 24                                  | 8   | 7                                     | 9                           | 2                            |                        | 7                            |                              |
| 15-278-1 | Licensed Vocational Nurse                        | 9/15/2016                        | 9                     |                 | n/a                                 |   |                                       | 9                           | 0                            | 0                      | 9                            |                              |
| 15-350-1 | Maintenance Electrician                          | 9/17/2016                        | 31                    | 11              | 20                                  | 10  | 3                                     | 7                           | 2                            | 0                      | 5                            |                              |
| 15-370-1 | Maintenance Worker II                            | 10/1/2016                        | 27                    | 18              | 9                                   | 0   | 0                                     | 9                           | 0                            | 4                      | 5                            |                              |
| 15-383-1 | School Outreach Assistant                        | 9/16/2016                        | 37                    | 13              | 24                                  | 17  | 3                                     | 4                           | 0                            | 0                      | 4                            | 5                            |
| 14-230-1 | Senior Systems Engineer                          | 9/11/2016                        | 6                     | 2               | 4                                   | 0   | 1                                     | 3                           | 1                            |                        | 2                            |                              |
| 15-454-1 | Site Computer Technician II                      | 10/2/2016                        | 34                    | 10              | 24                                  | 11  | 11                                    | 2                           | 0                            | 0                      | 2                            | 6                            |
| 14-244-1 | Technology Services Field Supervisor             | 9/11/2016                        | 22                    | 14              | 8                                   | 1   | 1                                     | 6                           | 1                            | 1                      | 4                            |                              |



TO: Personnel Commission  
FROM: Director, Classified Personnel  
DATE: October 21, 2015 (Action)

**SUBJECT: APPROVAL OF ADVANCED STEP PLACEMENT REQUESTS**

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**ISSUE:**

Should the Personnel Commission approve the advance step placement requests as recommended by appointing authority?

**BACKGROUND:**

In accord with the Personnel Commission Rule 18.4, the appointing authority, with the approval of the Personnel Commission, may make new hire appointments at any step within the range of the job class for which the vacancy is to be filled. In evaluating the appointing authority's request for advance step placement beyond step C, for any hire, the Commission it is prudent to consider the following factors: (a) additional qualifying experience beyond that required for entry into the class, (b) additional education at the college level when related to the position beyond the educational requirements established for entry into the class, (c) difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class, (d) the additional skills or qualifications of the candidate that make him/her especially qualified for the position.

**Agenda 5.1**

Dr. Michelle Morse, Director, Special Education, requests the Commission's approval for advance step placements for:

Victoria Aguilar, Behavior Intervention Specialist, at Range 98 (\$25.78 - \$31.48), Step E, on the Classified Unit Salary Schedule, upon initial date of hire.

- There is scarcity of individuals possessing BCBA (Board Certified Behavior Analyst) certification, and school districts must compete with many non-public agencies employing individuals with such qualifications.
- The recruitments do not yield any more than 5 to 6 candidates who pass minimum qualification screening, yielding very limited number of rankings on the resulting eligibility list.

**Agenda 5.1 B**

Vivian Vina, Principal, Glenwood Elementary, requests the Commission's approval for advance step placement for:

Lidia Zesati De Queseda, School Outreach Assistant, at Range 43 (\$15-53 - \$18.92), Step E, on the Classified Unit Salary Schedule, upon initial date of hire.

- Ms. Zesati has rendered service in the capacity of school outreach assistant for six years while the position was unclassified-exempt. As such, the employee possesses knowledge and experience beyond the minimum qualifications, but intricate knowledge of the school community and position needs.

Staff recommends approval of the proposed requests for the purpose of attracting and retaining highly qualified staff to fill the newly established technology positions. In order to attract and retain staff who are skilled at job entry, staff must offer competitive wages, such that, the incoming candidates will be earning a rate of pay at least comparable to their immediately preceding employment.

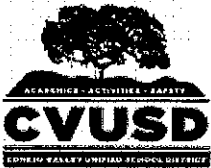
**ALTERNATIVES:**

1. Approve agenda item 5.1 A, as submitted or amended
2. Approve agenda item 5.1 B, as submitted or amended
3. Do not approve the advanced step placement requests

**RECOMMENDATION:**

Approve alternative #1 and 2.

Respectfully submitted,  
Marina Mihalevsky  
Director, Classified Personnel



# Conejo Valley Unified School District

## PERSONNEL SERVICES DIVISION CLASSIFIED PERSONNEL

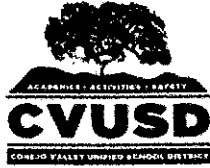
1400 E. Janss Road, Thousand Oaks, California 91362-2198  
Telephone (805) 497-9511 • FAX (805) 494-3741

### REQUEST FOR ADVANCED STEP PLACEMENT

**GUIDELINES:** An advanced step placement on the salary range at the time of a new employee hire must be based upon a candidate's current salary being higher than the first step, a concurrent competitive offer that is higher than the first step, or a relatively uncompetitive starting salary in the respective labor market for the job in question. Supporting documentation is required in the form of a copy of a recent pay stub or competitive offer letter.

Be sure to detail the basis for request and route for signature accordingly. Recommendation for Step D and E require approval of the Personnel Commission.

| PROSPECTIVE EMPLOYEE NAME:  |           | LAST, FIRST Victoria Aguilar     |              |                                     |        |        |
|---|-----------|----------------------------------|--------------|-------------------------------------|--------|--------|
| JOB CLASSIFICATION TITLE:   |           | Behavior Intervention Specialist |              |                                     |        |        |
| DEPARTMENT/SCHOOL:  |           | Special Ed                       |              |                                     |        |        |
| DEPARTMENT ADMINISTRATOR / SITE PRINCIPAL:  |           | Dr. Michelle Morse               |              |                                     |        |        |
| PROPOSED START DATE   |           |                                  |              |                                     |        |        |
| SALARY RANGE / STEPS FOR THE JOB CLASSIFICATION TITLE   |           |                                  |              |                                     |        |        |
| SALARY RANGE / SALARY SCHEDULE  |           | STEP A                           | STEP B       | STEP C                              | STEP D | STEP E |
| 24-098  |           | 25.78                            | 27.11        | 28.50                               | 29.93  | 31.48  |
| RECOMMENDED STEP PLACEMENT: RANGE <u>098</u> STEP <u>E</u>  |           |                                  |              |                                     |        |        |
| BASIS FOR ADVANCED STEP PLACEMENT   |           |                                  |              |                                     |        |        |
| CURRENT OR PRIOR EMPLOYER(S) - LIST AT LEAST MOST RECENT  | FROM DATE | TO DATE                          | MONTHLY RATE | RATE VERIFICATION                   |        |        |
| Child Counseling & Behavior Clinic, INC   |           |                                  | 3479.67      | <input checked="" type="checkbox"/> |        |        |
|   |           |                                  |              | <input type="checkbox"/>            |        |        |
|   |           |                                  |              | <input type="checkbox"/>            |        |        |
| ADDITIONAL COMMENTS:  |           |                                  |              |                                     |        |        |
| <p>In addition, this position is not full-time, it is 10 months/year, and 7 hour/day. Ms. Aguilar was previously working full-time. Ms. Aguilar is a Board Certified Behavior Analyst (BCBA) with over 8 years of experience working as a behaviorist, with almost 6 of these years in a supervisory role. She has a M.A. in Teaching, specializing in Applied Behavior Analysis and a B.A. in Sociology, Counseling and Interviewing</p> |           |                                  |              |                                     |        |        |
| REVIEW / APPROVAL   |           |                                  |              |                                     |        |        |
| <br>REQUESTING ADMINISTRATOR  |           | 9-25-15<br>DATE                  |              |                                     |        |        |
| <br>DIVISION ASSISTANT SUPERINTENDENT/DESIGNEE  |           | 10/1/15<br>DATE                  |              |                                     |        |        |
| <br>DIRECTOR, CLASSIFIED PERSONNEL  |           | 10/7/15<br>DATE                  |              |                                     |        |        |
| PERSONNEL COMMISSION CHAIR (If Applicable)  |           | DATE                             |              |                                     |        |        |



# Conejo Valley Unified School District

PERSONNEL SERVICES DIVISION

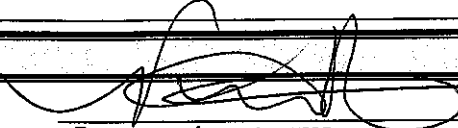
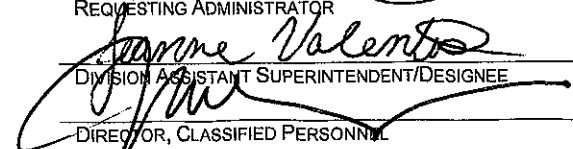
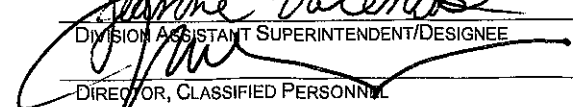
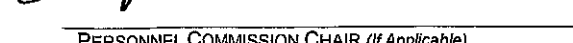
CLASSIFIED PERSONNEL

1400 E. Janss Road, Thousand Oaks, California 91362-2198  
 Telephone (805) 497-9511 • FAX (805) 494-3741

## REQUEST FOR ADVANCED STEP PLACEMENT

**GUIDELINES:** An advanced step placement on the salary range at the time of a new employee hire must be based upon a candidate's current salary being higher than the first step, a concurrent competitive offer that is higher than the first step, or a relatively uncompetitive starting salary in the respective labor market for the job in question. Supporting documentation is required in the form of a copy of a recent pay stub or competitive offer letter.

Be sure to detail the basis for request and route for signature accordingly. Recommendation for Step D and E require approval of the Personnel Commission.

|   |           |  |   |                                     |               |                |
|---|-----------|--|---|-------------------------------------|---------------|----------------|
| PROSPECTIVE EMPLOYEE NAME:  |           | LAST, FIRST <b>Zesati, De Queseda, Lidia</b> |   |                                     |               |                |
| JOB CLASSIFICATION TITLE:   |           | <b>OutReach</b>                              |   |                                     |               |                |
| DEPARTMENT/SCHOOL:  |           | <b>Glenwood</b>                              |   |                                     |               |                |
| DEPARTMENT ADMINISTRATOR / SITE PRINCIPAL:  |           | <b>Vivian Vina</b>                           |   |                                     |               |                |
| PROPOSED START DATE   |           | <b>9/28/15</b>                               |   |                                     |               |                |
| <b>SALARY RANGE / STEPS FOR THE JOB CLASSIFICATION TITLE</b>  |           |  |   |                                     |               |                |
| <b>SALARY RANGE / SALARY SCHEDULE</b>   |           | <b>STEP A</b>                                | <b>STEP B</b>   | <b>STEP C</b>                       | <b>STEP D</b> | <b>STEP E</b>  |
|   |           |  |   |                                     |               | <b>\$18.92</b> |
| <b>RECOMMENDED STEP PLACEMENT: RANGE <u>43</u> STEP <u>E</u></b>  |           |  |   |                                     |               |                |
| <b>BASIS FOR ADVANCED STEP PLACEMENT</b>  |           |  |   |                                     |               |                |
| CURRENT OR PRIOR EMPLOYER(S) - LIST AT LEAST MOST RECENT  | FROM DATE | TO DATE                                      | MONTHLY RATE  | RATE VERIFICATION                   |               |                |
| past rate for position was \$19.05  |           |  |   | <input checked="" type="checkbox"/> |               |                |
|   |           |  |   | <input type="checkbox"/>            |               |                |
|   |           |  |   | <input type="checkbox"/>            |               |                |
| <b>ADDITIONAL COMMENTS:</b>   |           |  |   |                                     |               |                |
| Lidia rendered service for the past six years in like capacity while the position was unclassified-exempt at the rate of \$10.05. As this is not an entry level position for this employee as she brings knowledge and experience about and beyond the minimum qualifications, as well as extensive familiarity with the Glenwood community in the is position. |           |  |   |                                     |               |                |
| <b>REVIEW / APPROVAL</b>  |           |  |   |                                     |               |                |
| <br>REQUESTING ADMINISTRATOR   |           |  | <br>DIVISION ASSISTANT SUPERINTENDENT/DESIGNEE |                                     |               |                |
| <br>DIRECTOR, CLASSIFIED PERSONNEL   |           |  | <br>PERSONNEL COMMISSION CHAIR (If Applicable) |                                     |               |                |
|   |           |  | DATE <u>10/7/15</u><br>DATE <u>10/7/15</u><br>DATE <u>10/18/15</u><br>DATE _____  |                                     |               |                |