

Regular Meeting
February 11, 2015
5:00 p.m. – Public Session, Conference Room A

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

1. OPENING PROVISIONS

- 1.1 Call to Order: Open session called to order by _____ at _____ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:
 ___ Nina Brandt, Chairperson; ___ Nathan Harimoto, Vice-Chairperson; ___ Rose Jeffery, Member

2. GENERAL INFORMATION

- 2.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on February 11, 2015, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___

- 2.2 Request for approval of the official minutes for the regular meeting of January 14, 2015, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___

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

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

3. CONTINUOUS BUSINESS

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

Exam #	Recruitment / Examination Title	Field of Competition
14-198-S	Child Care Assistant Substitute	Dual Certification
14-182-S	Child Nutrition Assistant-Satellite Substitute	Dual Certification
14-451-1	Warehouse Specialist	Promotional Only
14-470-1	Warehouse Technician	Promotional Only

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.

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

Exam #	Recruitment / Examination Title
14-391-1	Early Care Aide
14-393-1	Early Care Teacher
14-292-3	Paraprofessional/Bilingual-Spanish
14-490-1	Telephone Operator/Receptionist

Discussion/Action: M ___ S ___ Vote ___

4. NEW BUSINESS

4.1 Reclassification/Restructuring – School Office Manager Series

A. RECLASSIFY all positions and incumbents in the classification of School Office Manager III, salary range 62 (\$3,125-\$3,813), for the purpose of title change only, to School Office Manager IV.

Discussion/Action: M ___ S ___ Vote ___

B. RECLASSIFY all eligibility, reemployment, and reinstatement lists for School Office Manager III to School Office Manager IV.

Discussion/Action: M ___ S ___ Vote ___

C. RECLASSIFY the position and incumbent in the classification of School Office Manager II, salary range 59, (\$3,038-\$3,696) for the purposes of title change only, to School Office Manager III.

Discussion/Action: M ___ S ___ Vote ___

D. REVISE the job specification for School Office Manager II for Middle School Office Managers, and allocate the salary to range 58 on the Classified Unit Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

E. RECLASSIFY the positions and incumbents Anita Chiapuzio, Karen DeRossett, Rosa Kennedy, and Jaime Taylor in the classification of School Office Manager I, at the Middle Schools, salary range 55 (\$2,910-\$3,557), to School Office Manager II, salary range 58 (\$3,004-\$3,659) on the Classified Unit Salary Schedule, without further competitive examination based on Personnel Commission Rule 6.14.

Discussion/Action: M ___ S ___ Vote ___

5. NEXT MEETING

Wednesday, March 11, 2015, 5:00 pm, District Office, Conference Room A.

6. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – JANUARY 14, 2015

I. OPENING PROVISIONS – OPEN SESSION:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel met for Regular Session on January 14, 2015, in Conference Room A. The meeting was called to order at 5:00 pm by Chairperson, Mrs. Nina Brandt.

1.2 ~ Pledge of Allegiance

Mrs. Brant 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 not present.

II. GENERAL INFORMATION:

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 January 14, 2015, as amended to reflect New Business item 4.2 is Range 98 on the Classified Unit Salary Schedule, and the next meeting date to be February 11, 2015.

2.2 ~ Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto and unanimously carried 3-0, the Commission approved the official minutes for the regular meeting of December 10, 2014 as submitted.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Mihalevsky was absent, Mrs. Carol Magno, Human Resources Specialist, announced Ms. Mihalevsky had a baby and that she would be at the next commission meeting.
- B. Assistant Superintendent, Personnel Services – Mr. McLaughlin was not present.
- C. CSEA Representative – Mr. Matt Waldman, President, stated it was good to be back at the commission meeting after the CSEA Executive Board elections. He looks forward to another good year.
- D. Commissioners – After discussion, the original meeting date of May 13, 2015 as reflected in the minutes was changed to May 20, 2015. Mrs. Brandt will be coordinating a question and answer session for the District Office and nearby school sites to be held in early April.

2.4 ~ Public Comments – Speaker Card Required

No comments

III. CONTINUING BUSINESS:

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 as 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 of Assistant Director, Child Nutrition, Child Care Assistant, Child Care Leader, Early Care Assistant Teacher, Groundskeeper, School Office Manager I, and School Office Manager III as submitted.

IV. NEW BUSINESS

4.1 ~ Personnel Commission Annual Report 2013-2014

The Personnel Commission reviewed the final draft and was appreciative of the changes made. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0; the Commission approved the Personnel Commission Annual Report 2013-2014, as submitted.

4.2 ~ Approval of Advance Step Placement

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0; the Commission approved the appointment of Stephanie Novak, Behavior Intervention Specialist, at Step E - \$31.48, Range 98 (\$25.78-\$31.48) on the Classified Unit Salary Schedule.

V. NEXT MEETING

The next meeting is scheduled for Wednesday, February 11, 2015, at 5:00 pm in District Office, Conference Room A.

VI. ADJOURNMENT

Mrs. Brandt adjourned the regular Personnel Commission meeting at 5:52 pm.

**Personnel Commission Examination Statistics
2014-2015**

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
14-391-1	Early Care Aide	1/27/2016	23	7	16	7	2	7	2	0	5	
14-393-1	Early Care Teacher	1/22/2016	42	24	n/a			18	2	2	14	19
14-292-3	Paraprofessional/Bilingual Spanish	1/21/2016	24	0	24	10	3	11	2	0	9	13
14-490-1	Telephone Operator/Receptionist	1/15/2016	51	7	44	21	14	9	0	2	7	

Personnel Commission Meeting 2/11/15

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: February 11, 2015

SUBJECT: RESTRUCTURING OF SCHOOL OFFICE MANAGER CLASSIFICATION SERIES

ISSUE:

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

BACKGROUND:

The Reclassification Committee has reviewed the request for upward reclassification submitted by the School Office Manager I (hereafter "SOM") incumbents at the four middle schools, Anita Chiapuzio, SOM I at Colina Middle School, Karen DeRossett, SOM I at Los Cerritos Middle School, Rosa Kennedy, SOM I at Redwood Middle School, and Jaime Taylor, SOM I at Sequoia Middle School. Upon closely reviewing the duties assigned and performed by the incumbents, with a comparative analysis of how the assigned scope and complexity of duties differ between the other positions within class, as well as that of the position assigned to SOM II and SOM III job classes, the committee voted unanimously to recommend to the Personnel Commission the following actions for its consideration:

- a) To reclassify the positions of the above named incumbents to a higher level job class in order to distinguish them from the SOM I positions assigned to the elementary sites based on substantive difference in scope and complexity of work assigned.
- b) To allocate the positions of the above named incumbents to a job class above SOM I, but below SOM II in consideration of internal alignment.
- c) To expand the job class series to include four (4) distinct levels, with the positions at the elementary sites to be assigned to SOM I, the positions at the middle schools to be assigned to SOM II, the position assigned to K-8 to be assigned to SOM II, and the positions at the high schools to be assigned to SOM IV.
- d) Reallocate the job class of SOM II (current) to salary range 60, to provide for a greater compensation differential between the level II and level

In response to the committees' recommendation to proposed classification structure, staff met with CSEA representatives 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 respective changes in job titles.

Staff recommends the proposed job class series restructuring and associated reclassification actions in order to provide for optimal organizational hierarchy, including equitable compensation based on scope and breadth of work in consideration of both internal and external compensation alignment and to establish promotional pathways that lead to greater organizational effectiveness:

ALTERNATIVES:

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

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

SCHOOL OFFICE MANAGER I

DEFINITION

Under general supervision, to serve as secretary to the principal of an elementary ~~or intermediate~~ school; to perform a wide variety of responsible secretarial clerical duties; to assist the principal by relieving him/her of administrative detail; to do related work as required.

CLASS CHARACTERISTICS

Positions in this class are assigned to the school and are characterized by the fact that they involve close contact with district-level departments and other schools; familiarity with the requirements of class schedules, placement of pupils, transfers, and teachers' assignment schedules are necessary in the proper handling of students, teachers and parents. A working knowledge is required in the coordination and balance of the school office where a small amount of supervision is received as many of the duties are performed while the principal is absent from the office.

EXAMPLES OF DUTIES

Acts as secretary to the Principal performing a variety of secretarial and clerical duties;

Screens office visitors and telephone calls for routing to the proper areas;

Answers questions concerning school courses, activities or programs;

Refers persons to other areas for other sources of information, or schedules appointments with a school administrator;

Types materials of a confidential nature such as letters, reports, bulletins, announcements, memorandums and other documents;

Composes letters dealing with routine school activities independently or from oral instructions;

Receives, opens and routes mail;

Prepares monthly payroll, submitting it to the building administrator for approval of final form;

Helps make arrangements for and coordinates school and community activities;

Maintains active teacher correspondence, student cumulative files and other records; prepares reports;

Operates office machines including computer, fax machine, high speed duplicators, copiers, adding machines, and typewriters;

Coordinates arrangements for substitute teachers who are assigned to the schools;

Assigns and plans the work of student helpers, and may assign work to other clerical assistants including volunteers and noon aides hired for playground supervision;

Requisitions and issues supplies, keeps records for budget controls and types purchase orders when necessary;

Assists students who are ill or injured providing first aid if required and administers medication in the absence of a school nurse or health clerk;

May supervise the work of clerical assistants.

LICENSES REQUIRED

BASIC FIRST AID CERTIFICATE SHALL BE OBTAINED FOR PERMANENCY IN THIS CLASSIFICATION.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures, including the preparation of business correspondence, filing, receptionist and telephone techniques, and standard office equipment operation;
- Elements of English usage, spelling, punctuation and arithmetic;

Principles of first aid.

Ability to:

Perform difficult secretarial and clerical work involving independent judgment and knowledge of school programs with accuracy and speed;

Take responsibility and use judgment in recognizing the scope of authority;

Compose routine correspondence independently;

Compile and maintain accurate and complete records and reports;

Understand and carry out oral and written directions relieving the Principal of administrative detail;

Meet the public tactfully and courteously;

Establish and maintain cooperative and effective working relationships;

Type at a rate of 50 words per minute from clear copy;

Operate a computer for word processing, spreadsheet creation/management, and database management.

Experience:

Two years of responsible secretarial experience, including public contact responsibilities.

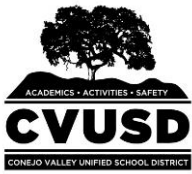
Education:

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

Personnel Commission:

Adopted revisions

5/16/95, 06/19/07; 1/15/14 (Title change only)



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Clerical

Salary Range: 58

Schedule: GenClssfd

FLSA Status: Non-Exempt Work Year: 11 Mo

PC Approved: 1/18/14

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 **Middle 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, **at elementary sites, but not to the extent of a School Office Manager supporting a K-8 program.**

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 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.

REPRESENTATIVE DUTIES/RESPONSIBILITIES - Continued

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

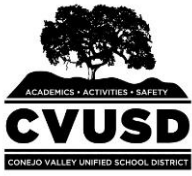
Generally school office environment

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.



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Clerical

Salary Range: 59

Schedule: GenClssfd

FLSA Status: Non-Exempt Work Year: 11 Mo

PC Approved: 1/18/14

SCHOOL OFFICE MANAGER III

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 III 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 at elementary sites, and School Office Manager II at middle school sites.

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 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.

REPRESENTATIVE DUTIES/RESPONSIBILITIES - Continued

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.

SCHOOL OFFICE MANAGER III IV

DEFINITION

Under general supervision, to serve as secretary to the principal of a high school, to perform a wide variety of responsible secretarial clerical work; to assist the principal by relieving him/her of administrative detail; to do related work as required.

CLASS CHARACTERISTICS

Positions in this class are assigned to the principal of a regular or continuation day high school and the principal of the adult school. Positions in this class are distinguished from the next lower class of secretary by the performance of duties requiring a greater working knowledge of the technical subject matter and functions of the office and greater independence of action. Work is usually varied in nature and requires the incumbent to secure more information than is given with the assignment.

EXAMPLES OF DUTIES

Performs a variety of secretarial and clerical duties for the principal;

Interviews office visitors and telephone callers and either answers questions concerning the school's courses, activities or programs, refers persons to another source of information or schedules an appointment with the school administrator.

Prepares letters, reports, bulletins, memorandums and other documents including material of confidential nature; composes independently or from oral instructions, letters requesting or giving information or letters dealing with routine school activities;

Maintains budgetary and purchasing records;

Provides general orientation, keys, lesson plans, maps and payroll forms to substitute teachers, issues substitute evaluation forms to teachers; receives, opens and routes mail, receives and issues supplies;

Assists with arrangements for school activities and coordinate school activities;

Maintains active teacher files, correspondence and other files and records;

Prepares employee monthly time report and submits to the school administrator for approval;

Maintains, issues and receives school keys;

Compiles and prepares reports;

May be assigned supervisory duties over student aides and/or clerical employees engaged in related activities.

MINIMUM QUALIFICATIONS

Knowledge of:

- The functions and clerical operation of an administrative office;
- Office methods and equipment including filing systems, receptionist and telephone techniques, letter and report writing, proofreading, word processing and personal computer equipment;
- The elements of English usage, spelling, punctuation and arithmetic;
- Basic techniques of supervision.

Ability to:

- Perform difficult secretarial and clerical work involving independent judgment and requiring thorough knowledge of school programs;
- Understand and follow complex instructions, both oral and written;
- Take responsibility and use good judgment in recognizing scope of authority;
- Compose correspondence independently;
- Relieve the principal of administrative detail;
- Keep difficult records and make reports;
- Meet the public in situations requiring tact, diplomacy, and poise;
- Type at a rate of 60 words per minute from clear copy;

Operate a computer for word processing, spreadsheet creation/management and database management.

Experience:

Three years of responsible and varied secretarial experience, or, one year at or equivalent to the level of Secretary with Conejo Valley Unified School District.

Education:

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

Personnel Commission

Adopted 2/3/04;

Revision 06/19/07; 1/15/14 (Title change only)