

Regular Meeting
March 19, 2014
4:00 p.m. – Closed Session
5:00 p.m. – Public Session

District Office
South Facility, Board Room
1400 E. Janss Road
Thousand Oaks, CA 91362

I. 4:00 PM CLOSED SESSION

- 1.1 Call to Order: Closed session called to order by _____ at _____ pm
- 1.2 Public employee performance evaluation, pursuant to Government Code Section 54957:
Title: Director, Classified Personnel
- 1.3 ADJOURN Closed session at _____ p.m.

II. 5:00 PM OPENING PROVISIONS

- 2.1 Call to Order: Open session called to order by _____ at _____ pm
- 2.2 Pledge of Allegiance
- 2.3 Roll Call of Members:
____ Rose Jeffery, Chairperson; ____ Nina Brandt, Vice-Chairperson; ____, Nathan Harimoto, Member
- 2.4 REPORT on actions taken in closed session: _____

III. GENERAL INFORMATION

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting of March 19, 2014, *as submitted or amended.*
Discussion/Action: M ___ S ___ Vote ___
- 3.2 Request for approval of the official minutes for the regular meeting of February 27, 2014, *as submitted or amended.*
Discussion/Action: M ___ S ___ Vote ___
- 3.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners
- 3.4 HEAR Public on items not appearing on the Agenda **Speaker card required*

IV. CONTINUOUS BUSINESS

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

Exam #	Recruitment / Examination Title	Field of Competition
13-279-1	Behavioral Health Clinician II	Dual Certification
13-182-3	Child Nutrition Assistant-Satellite	Dual Certification
13-410-1	Pool Operator	Dual Certification
13-305-1	Intermediate Clerk Typist	Promotional

Discussion/Action: M ___ S ___ Vote ___

IV. CONTINUOUS BUSINESS – Continued

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

Exam #	Recruitment / Examination Title
13-110-1	Account Clerk
13-325-1	Lead Groundskeeper
13-292-3	Paraprofessional/Bilingual-Spanish
13-451-2	Shipping & Receiving Clerk

Discussion/Action: M ___ S ___ Vote ___

V. NEW BUSINESS – ACTION ITEMS

5.1 PROPOSED MEETING DATE FOR APRIL 2014

Proposed 2014 DATE/TIMES	Location	Confirmed Dates/Times
April 16 - 4:00 Closed; 5:00 Open (Spring Break)	Board Room for both	

Discussion/Action: M ___ S ___ Vote ___

5.2 APPROVAL OF ADVANCED STEP PLACEMENT – BEHAVIOR INTERVENTION SPECIALIST

Request to approve the appointment of Megan Henderson, Behavior Intervention Specialist, at Step D, Range 98, on the Classified Unit Salary Schedule retroactive to the date of hire, February 3, 2014.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Wednesday, April 16, 2014 or amended to _____,

Location: South Board Room or TBD

Closed Session – 4:00 PM Open Session – 5:00 PM

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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

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

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES –FEBRUARY 27, 2014

I. CLOSED SESSION

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Closed Session on February 27, 2014, in the South Facility, Board Room. The meeting was called to order at 4:00 pm by Chairperson, Mrs. Rose Jeffery.

1.2 ~ Discussion Items

Public employee performance evaluation, pursuant to Government Code Section 54957:

Title: Director, Classified Personnel

1.3 ~ Adjourn Closed Session

The Commission adjourned Closed Session at 4:50 pm.

II. OPENING PROVISIONS – OPEN SESSION:

2.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on February 22, 2014, in the South Facility, Board Room. The meeting was called to order at 5:00 pm by Chairperson, Mrs. Rose Jeffery.

2.2 ~ Pledge of Allegiance

Mrs. Jeffery led the Pledge of Allegiance.

2.3 ~ Roll Call of Members

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

2.4 ~ Report on Closed Session

Mrs. Jeffery reported that no action was taken in closed session.

III. GENERAL INFORMATION:

3.1 ~ Agenda Approval

On the motion of Nathan Harimoto, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved the agenda of February 27, 2014 as submitted.

3.2 ~ Approval of Minutes

- a. On the motion of Nina Brandt, seconded by Nathan Harimoto, and carried 3-0, the Commission approved the minutes of the regular meeting of January 15, 2014 as submitted.
- b. On the motion of Nina Brandt, seconded by Nathan Harimoto, and carried 3-0, the Commission approved the minutes of the special meeting of February 11, 2014 as submitted.

3.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Ms. Marina Mihalevsky reported that the 2nd issue of the Classified Gazette newsletter has been published with positive feedback from both management and classified staff. She is seeking more entries for the Classified Connection Corner section in the newsletter from classified employees sharing their connection to students in the classroom. She encouraged classified employees to email her suggestions and feedback. Ms. Mihalevsky also reported on the Question and Answer Session at Westlake High School that had taken place Tuesday, February 25, 2014, stating that the session provided an opportunity to provide responses to many questions, but it was not sufficient to answer all the questions that were submitted. She stated that some responses will be provided in writing, and possibly incorporated into the next issue of the Classified Gazette. Ms.

Mihalevsky further reported the Classified Personnel Department has been very busy this year with constant recruitments. Staff are currently recruiting for the high profile position of Assistant Superintendent, Business Services, among others. The position has currently been advertised with Edcal and CASBO.

- B. Assistant Superintendent, Personnel Services – Mr. Mark McLaughlin reported that a group of 4 from the Personnel Department, including himself and Mrs. Nina Brandt, had started the Merit Academy in Oceanside on February 22, 2014. The training spans a total of 5 Saturdays.
- C. CSEA Representative – Mr. Matt Waldman, Chapter 620 President, was introduced by Mrs. Rose Jeffery as the new Chapter 620 President. Mr. Waldman thanked Mrs. Jeffery for the introduction and said he wished to watch and learn as much as he could.
- D. Commissioners – None.

3.4 ~ Public Comments – Speaker Card Required

None.

IV. CONTINUING BUSINESS:

4.1 ~ Active/Future Recruitments

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

4.2 ~ Ratification of Eligibility Lists

On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Behavioral Health Program Manager, Custodial Services Supervisor, Site Computer Technician I, Systems Analyst and Web Content Specialist.

V. NEW BUSINESS

5.1 ~ Proposed Remaining Meeting Dates for School Year 2013 / 2014

On the motion of Nathan Harimoto, seconded by Nina Brandt and unanimously carried 3-0, the commission adopted the following dates for Regular Personnel Commission meetings: March 19, 2014, May 21, 2014 and June 18, 2014, with the exception of April 16, 2014, due to Mrs. Brandt having a possible conflict. The status of the April 16, 2014 meeting will be determined at the next meeting, March 19, 2014.

5.2 ~ Establish New Job Classification / Reclassification of Positions

Four (4) Public Statement Cards were submitted for the official record on this agenda item.

Two speaker cards were presented for this agenda item.

- The first speaker spoke in favor of the reclassification of the high school IMT positions. The speaker was encouraged by the job description differences in the high school level, referencing computer labs and textbook situations as different from the job duties at the elementary and middle school levels.
- The second speaker spoke in favor of the reclassification of the high school IMT positions. The second speaker recognized that the Instructional Media Technician position at the high school level, especially after the Textbook Clerk position was eliminated, increased its work duties encompassing budgeting, bookselling, handling large sums of money in textbook recovery, detailed reporting, etc. Due to the increased accrual of job duties, the position became a higher and more complex position and should be compensated accordingly.

Mrs. Jeffery asked the incumbents if the new job description was a good depiction of what the position required today and do they see any issues. They responded yes, it was an accurate description, specifically the distinguishing characteristics between related job classes.

Ms. Mihalevsky commented that originally the recommendation for the title of the new position was Instructional Media Technician II. With feedback from Mr. Mark McLaughlin, Mr. Mark Love, CSEA Labor Representative, Mr. Matt Waldman, and the impacted incumbents, it was changed to Library Technician. It was thought including Library in the title would relate the position back to the core of the position and mirror current titles of similar positions in other Districts. The intent is to establish a job series in the Library Technician family, which will be subject to negotiations. Mr. Harimoto inquired if the intent was to have a series of 2 or 3 jobs. Ms. Mihalevsky stated she did not see a significant difference in the elementary school and middle school Instructional Media Technicians at this time to warrant distinct job classifications.

Mrs. Jeffery posed the question about item 5.2B, the need to establish the relationship between the new job class, Library Technician and the existing classifications on the Classified Unit Salary Schedule. Ms. Mihalevsky explained the responsibility of the Personnel Commission in establishing a relationship between the new job class and existing job classes, when considering allocating the new class to salary range 50. Ms. Mihalevsky explained that if the Board would like the Library Technician job class to be at a higher salary range, the Board must provide the rationale to the Personnel Commission. This action item would align the Library Technician job class with the job class of Curriculum and Assessment Technician and Registrar, which are both at salary range 50. Mr. Harimoto asked how the decision was made to have the new job class compensated at salary range 50. Ms. Mihalevsky explained that the complexity of duties of the Curriculum and Assessment Technician and the Registrar job classes are alike; external market salary data suggests that the District compensates above the 90th percentile for the high school positions, hence, the Commission can elect to establish a new job class, but keep it at salary range 47 as the IMT classification. The allocation of the Library Technician job class to salary range 50 would provide for a more appropriate internal alignment between the job classes.

- A. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 3-0, the Commission established a new classification, Library Technician, and approved the job specification as submitted.
- B. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 3-0, the Commission established the following relationship between the new job class, Library Technician and the existing classifications on the Classified Unit Salary Schedule: Above Senior Clerk Typist salary range 47 (\$2,637-3,221) and Lateral to Registrar salary range 50 (\$2,722-\$3,317).
- C. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 3-0, the Commission allocated the salary of the Library Technician job classification to salary range 50 (\$2,722-\$3,317) on the Classified Unit Salary Schedule.
- D. On the motion of Nathan Harimoto, seconded by Nina Brandt, and unanimously carried 3-0, the Commission reclassified positions of Judith Knauer, Instructional Media Technician, Thousand Oaks High School and Angela Coburn, Instructional Media Technician, Westlake High School to Library Technician without further competitive examination based on the Personnel Commission Rule 6.14.
- E. On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 3-0, the Commission reclassified the position of Kira Burns, Instructional Media Technician, Newbury Park High School to Library Technician. The employee must pass a qualifying examination to be reclassified with the position based on Personnel Commission Rule 6.14.

5.3 ~ Certify From an Alternative Eligibility List

Ms. Mihalevsky explained the rationale behind the recommendation to certify the Clerk Typist eligibility list for filling the Clerk position vacancy at Redwood. The Clerk Typist competitive examination assessed all the skills, knowledge and abilities pertinent to the Clerk job class. As the Clerk job class is the lowest in the clerical series, certifying from an existing list would not preclude anyone from a promotional opportunity if recruitment is not opened. Ms. Mihalevsky stated that she would not recommend certifying from an existing alternate eligibility list for an Intermediate Clerk Typist vacancy, because there may be new applicants seeking a promotional opportunity.

- A. On the motion of Nathan Harimoto, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved certification for Clerk job class to be from eligibility list #13-205-1 Clerk Typist.

VI. NEXT MEETING

The meeting is scheduled for Wednesday, March 19, 2014, in the South Facility Board Room.
Closed Session - 4:00 pm
Open Session – 5:00 pm.

VII. ADJOURNMENT

The commission adjourned the meeting at 5:43 pm.

**Personnel Commission Examination Statistics
2013-2014**

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written exam	Did not appear for written exam	Did not pass written exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	# placed on eligibility list	# on merged eligibility list
13-110-1	Account Clerk	3/5/2015	89	9	80	50	11	19	1	1	17	21
13-325-1	Lead Groundskeeper	3/13/2015	16	9	7	0	0	7	1	1	5	
13-292-3	Paraprofessional/Bilingual-Spanish	2/24/2015	19	1	18	9	2	7	2	0	5	7
13-451-2	Shipping & Receiving Clerk	2/7/2015	103	53	50	18	19	13	1	2	10	13

Personnel Commission Meeting 3/19/14

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: March 19, 2014 (Action)

SUBJECT: APPROVAL OF ADVANCED STEP PLACEMENT-BEHAVIOR INTERVENTION SPECIALIST

ISSUE:

Should the Personnel Commission approve the advanced step placement for Megan Henderson, Behavior Intervention Specialist?

BACKGROUND:

Antonio Castro, Director, Special Education, requests advance step placement for Megan Henderson, Behavior Intervention Specialist, Salary Range 98 (\$25.28- \$30.86) to Step D on the Classified Unit Salary Schedule – see enclosed request and basis for recommendation.

Personnel Commission Rule 18.4, provides that the Commission shall consider granting the appointing authority the approval to grant step placement beyond Step C on the salary schedule for all new hires.

In exercising its authority to review advance step placements it is incumbent upon the Personnel Commission to evaluate the merit of the request to ensure that pay equity amongst incumbents in same job class is not disturbed, that the hiring authority is making the recommendation free of bias and prejudice on the basis of the following factors:

Staff recommends approval of the advance step placement request on the basis of the following evaluative criteria as it falls under the purview of the Personnel Commission:

- (a) The employee possesses additional qualifying experience beyond that required for entry into the class, as the employee possesses six (6) years of directly related job experience at the level of an associate supervisor having worked for two private agencies.

MINIMUM ENTRANCE EXPERIENCE: A minimum of two (2) years of professional experience working with children with pervasive developmental disorders, emotional disturbance, and/or significant mental health disorders providing behavioral intervention therapy. A minimum of three (3) years of experience is desired.

- (b) The employee possesses additional education directly related to the position beyond the educational requirements established for entry into the job class, as the employee holds a Master's Degree in Counseling, Applied Behavior Analysis, and was the only applicant certified as a BCBA (Board Certified Behavioral Analyst), and is currently enrolled in a Ph.D. program.

MINIMUM ENTRANCE REQUIREMENT: Bachelor's degree or near completion of degree in Psychology, Behavior Analysis, or related Human Services field, supplemented by professional training in non-violent crisis prevention (NCPI), behavioral analyst based therapeutic techniques. Board Certified Behavioral Analyst (BCBA) certification is preferred.

- (c) This is a seven (7) hour single incumbent position that alleviates a need to contract out for like services from a private agency at a much higher hourly rate, thus resulting in increased service and overall cost savings to the District in providing behavioral intervention services.

Dr. Castro has considered budgetary implications as they pertain to advance step placement for Mr. Henderson.

Staff recommends approval of the administrative request.

ALTERNATIVES:

1. Approve the appointment of Megan Henderson, Behavior Intervention Specialist, at Step D, Range 98, on the Classified Unit Salary Schedule retroactive to the date of hire.
2. Do not approve the advanced step placement.

RECOMMENDATION:

Approve alternative #1.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel