

Regular Meeting
May 29, 2015
5:00 p.m. – Public Session

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

I. 5:00 PM 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

II. GENERAL INFORMATION

2.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on May 29, 2015, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___

2.2 Request for approval of the official minutes for the special meeting of May 5, 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*

III. 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
14-248-1	Assistant Director, Early Education	Dual Certification
14-277-1	Health Clerk	Dual Certification
14-452-1	Site Computer Technician I	Dual Certification
14-454-1	Site Computer Technician II	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

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

Exam #	Recruitment / Examination Title
14-199-2	Child Care Leader
14-236-1	Construction Supervisor
14-419-1	Project Manager
14-451-1	Warehouse Specialist

Discussion/Action: M ___ S ___ Vote ___

IV. NEW BUSINESS – ACTION ITEMS

4.1 PUBLIC HEARING FOR THE 2015 - 2016 PERSONNEL COMMISSION BUDGET

OPEN the public hearing at: _____

HEAR Public on 2015 - 2016 Personnel Commission budget **Speaker card required*

CLOSE the public hearing at: _____

4.2 PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015 - 2016

Motion to APPROVE and ADOPT the 2015 – 2016 Personnel Commission Budget in the amount of \$372,865 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

4.3 ESTABLISHMENT OF NEW CLASSIFICATIONS / SALARY ALLOCATION

A. Request for motion to ESTABLISH a new classification Systems Technician and APPROVE the job specification as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

B. Request for motion to ALLOCATE the job class of Systems Technician to salary range 86 (\$4,121-\$5,034) on the CSEA Salary Schedule, as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

C. Request for motion to ESTABLISH a new classification Technology Services Field Supervisor and APPROVE the job specification as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

D. Request for motion to ALLOCATE the job class of Technology Services Field Supervisor to salary range 75 (\$3,753-5,516) on the Supervisory Salary Schedule, as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

E. Request for motion to ESTABLISH a new classification Senior Systems Engineer and APPROVE the job specification as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

F. Request for motion to ESTABLISH a new range 110 (\$6,006-\$7,472) on the Classified Management Salary Schedule and to ALLOCATE the job class of Senior Systems Engineer to salary range 110 (\$6,006-\$7,472) on the Management Salary Schedule, as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

4.4 REVISION TO PERSONNEL COMMISSION RULE

A. ARTICLE 33: DISCIPLINE AND APPEAL PROCEEDINGS – 1ST READING/INFORMATION

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.

IV. NEW BUSINESS – ACTION ITEMS (Continued)

4.5 PROPOSED MEETING DATES FOR 2015

Proposed 2nd Wednesday Date/Times		Locations	Confirmed Date/Times
July 8, 2015	5:00 pm Open Session	Board Room	
August 12, 2015	5:00 pm Open Session	Board Room	
September 9, 2015	5:00 pm Open Session	Board Room	
October 14, 2015	5:00 pm Open Session	Board Room	
November 11, 2015	5:00 pm Open Session	Board Room	
December 9, 2015	5:00 pm Open Session	Conference Room A	

V. NEXT MEETING

Wednesday, June 10, 2015, 5:00 PM – Board Room

VI. 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.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – MAY 5, 2015

I. OPENING PROVISIONS – OPEN SESSION:

1.1~ Call to Order

The Conejo Valley Unified School District Personnel met in Regular Session on May 5, 2015, in the District Office Conference Room A. The meeting was called to order at 3:51 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:

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 May 5, 2015, as submitted.

2.2 ~ 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 April 15, 2015, as submitted.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Ms. Mihalevsky reported that the district is in the midst of negotiations with CSEA. They have reach a salary agreement that reflects the same increase as UACT and CVPPA. The Board will be announcing the new Superintendent at tonight’s meeting. The Board has approved several administrative positions and the new positions for Technology Services are going for First Reading tonight as well. It is anticipated that the Board will approve the technology positions, if so, there will be new job descriptions for the Commission’s approval at the next meeting.
- B. Assistant Superintendent, Personnel Services – Not present
- C. CSEA Representative – Mr. Matt Waldman, CSEA President, reported negotiations are going very well.
- D. Commissioners – No report.

2.4 ~ Public Comments – Speaker Card Required

No comments

III. CONTINUING BUSINESS:

3.1 ~ Ratification of Eligibility Lists

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Accounting Technician I, Administrative Assistant, Child Nutrition Assistant-Satellite, Custodian, and School Outreach Assistant as submitted.

IV. NEW BUSINESS

Personnel Commission Budget, Fiscal Year 2015 – 2016 (First Reading/Information Only)

V. NEXT MEETING

The commission agreed upon the date of Friday, May 29, 2015, 5:00 pm in Conference Room A for the Personnel Commission Budget Public Hearing and regular meeting.

VI. ADJOURNMENT

Mrs. Brandt adjourned the regular Personnel Commission meeting at 5:00 pm.

**Personnel Commission Examination Statistics
2014-2015**

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
14-199-2	Child Care Leader	5/1/2016	12	8	4	2		2			2	
14-236-1	Construction Supervisor	5/12/2016	19	13	n/a			6		1	5	
14-419-1	Project Manager	5/5/2016	23	16	n/a			7			7	
14-451-2	Warehouse Specialist	5/4/2016	79	39	40	10	20	10			10	

Personnel Commission Meeting 5/29/15

To: Personnel Commission
From: Marina Mihalevsky, Director, Classified Personnel
Date: ~~May 6, 2015 (First Reading/Information)~~
May 29, 2015 (Action)

SUBJECT: PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2015-2016

Issue:

The Personnel Commission must adopt a budget for its operation for the 2015-2016 fiscal year.

Background:

Education Code §45253 provides that the Personnel Commission shall prepare an annual budget and hold a public hearing on its adoption, no later than May 30th of each year. The Commission scheduled to hold its public hearing on the budget during its May 5, 2015 special meeting. As required, the Commission staff will forward a copy of the proposed budget to the governing board indicating the time, date, and place of the public hearing as a means of providing the Board and District administration an opportunity to voice their views. Following the public hearing, the adopted budget is submitted to the County Superintendent of Schools for approval. Following approval by the County Superintendent of Schools, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the District, and shall be included by the Governing Board in the regular budget of the District.

Attachment 1 presents a worksheet that reflects the Personnel Commission's adopted financial figures for 2014-2015, projected actual expenses for 2014-2015, and the proposed adopted 2015-2016 budget.

The \$372,865 proposed budget proposal reflects an increase over the 2014-2015 adopted figures based on the following key changes:

- On salary schedule increases in employee compensation as adopted by the Board of Education for 2015-2016 fiscal year;
- increases to employee payroll benefits (3200, 3300, 3400, 3500, 3600) that are a set as percentage of employee compensation;
- An increase in the CalPERS employer contribution rate from 11.77% to 11.87%;
- An increase from \$13,855 to \$14,058 for each employee's health insurance package;
- Allocation for additional hours and/or overtime during peak recruitment, examination activity;
- An Increase to the budget allocation for Proctor compensation based on proctor utilization in 2014-2015.

Alternatives:

1. Approve the 2015-2016 Personnel Commission budget for \$372,865 as submitted.
2. Approve the 2015-2016 Personnel Commission budget for an amended amount.

Recommendation:

Approve alternative #1

Rationale:

The Personnel Commission is required to adopt a budget, no later than May 30th of each year.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

PLEASE POST

PLEASE POST

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

NOTICE OF PUBLIC HEARING

**Proposed Budget Fiscal Year 2015-2016
May 29, 2015, 5:00 p.m.
Public Hearing**

**Conejo Valley Unified School
District 1400 East Janss Road
Thousand Oaks, CA 91362
North Facility/Conference Room A**

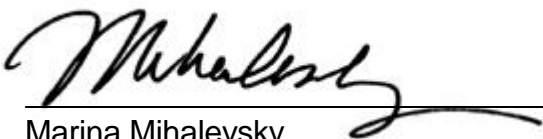
ISSUE:

The adoption of the Personnel Commission budget for the 2015 - 2016 fiscal year.

BACKGROUND:

Education Code section 45253 requires the Personnel Commission to prepare an annual budget for its own office and hold a public hearing. The public hearing shall be held not later than May 30th of each year. After the public hearing in May, the adopted budget is submitted to the County Superintendent of Schools for approval.

The Governing Board, District Administration, and the public are invited to attend.



Marina Mihalevsky
Director, Classified Personnel and
Secretary to the Personnel Commission

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2015-2016**

			2014-2015 Budgeted Amount <i>(dollars only)</i>	2015-2016 Proposed Budget <i>(dollars only)</i>
2000 CLASSIFIED SALARIES¹				
2300	Administrative Personnel		\$112,224	\$116,747
	Commission Members ²		2,000	2,000
2400	Clerical & Other Office		97,650	98,744
2900	Other (Proctors)		0	2,500
<i>Subtotal</i>			\$211,874	\$219,991
3000 EMPLOYEE BENEFITS				
3100	Certificated Employees Retirement		0	0
3200	PERS		\$24,555	\$25,529
3300	OASDI & Medicare		16,055	16,676
3400	Health & Welfare Benefits ³		83,130	84,348
3500	SUI		1,049	1,089
3600	Worker's Compensation		4,345	4,512
3800	PERS Reduction (<i>PERS Reduction is no longer valid in 2014/15</i>)		0	0
3900	Other Benefits		0	0
<i>Subtotal</i>			\$129,134	\$132,154
4000 SUPPLIES				
4300	Other Supplies		0	0
	Literature, Periodicals		0	0
	Office Supplies		\$500	\$250
	Examination Purchase		0	0
	Printing & Forms		500	500
	Other		0	0
4400	Non-Capitalized Equipment		7,000	7,000
<i>Subtotal</i>			\$8,000	\$7,750

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

		2014-2015 Budgeted Amount <i>(dollars only)</i>	2015-2016 Proposed Budget <i>(dollars only)</i>
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	\$4,020	\$4,020
	Expense Allowance	\$1,000	\$1,200
	Conference	\$2,500	\$1,500
5300	Dues & Membership	\$3,000	\$3,000
5500	Utilities & Housekeeping Services		
	Electricity	0	0
	Heat	0	0
	Water	0	0
	Other	0	0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	0	0
	Equipment Maintenance Contracts	0	0
	Other	0	0
5800	Other Services & Operating Expenses		
	Advertising	0	0
	Salary Classification Surveys	0	0
	Physical Examination	0	0
	Fingerprinting	0	0
	Other Recruitment Expense	0	0
	Legal Expenses	\$3,500	\$3,000
	Contracted Testing	0	0
	Contracted Personnel Services	0	0
	Other	0	0
5900	Communications		
	Telephone/Fax	0	0
	Postage	\$250	\$250
	Other	0	0
Subtotal		\$14,270	\$12,970

		2014-2015 Budgeted Amount <i>(dollars only)</i>	2015-2016 Proposed Budget <i>(dollars only)</i>
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	0	0
	Office Equipment	\$300	0
	Other	0	0
6500	Equipment Replacement	0	0
<i>Subtotal</i>		\$300	0

FUND BALANCE			
	Designated for Personnel Commission	\$363,578	\$372,865

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: May 29, 2015

SUBJECT: ESTABLISHMENT OF JOB CLASSIFICATIONS – TECHNOLOGY SERVICES

ISSUE:

How should the Personnel Commission classify the job duties of newly established positions to be assigned to the Technology Services Department?

BACKGROUND:

The Board of Education on May 19, 2015, approved the establishment of new positions to be assigned to the Technology Services Department in support of the expansion of technology support staff to meet the District's current and future technology goals. The Board report addressing the organizational need to establish the new positions is enclosed for reference (attachment 1). Also enclosed for reference are organizational charts reflective of the current organization (attachment 2) of the Technology Services job classes/positions, as well as the Board approved organization/staffing plan (attachment 3). It is incumbent upon the Personnel Commission to properly classify the duties of the new positions based on duties the Board and its designees (management) intend to prescribe to the positions, by allocating them to new or existing job classes in classified service.

The Board approved the Technology Services staffing plan that aims to prescribe duties to four (4) new positions that are beyond the scope of work prescribed to any of the existing job classes in classified service.

A. ESTABLISHMENT OF NEW JOB CLASS – SYSTEMS TECHNICIAN

Basis for Classification: The Board approved two (2) positions to be prescribed duties that are more technically complex than the duties and responsibilities encompassed in the job class of Site Computer Technician II, requiring incumbents to possess in-depth expertise in computer systems and mobile device support and automation, and serve as technical experts in support of all three field support teams of technicians. It is intended that these positions perform the management of ongoing software deployment packages, ensure computer images are up to date, analyze reports to identify trends and patterns to proactively manage computer and mobile device needs, update and manage the configurations within the computer and mobile device management systems, participate in large projects and hands-on support solutions, and provide direct technical support and helpdesk level services. Additionally, at the discretion of the Director, Technology Services, employees in this job class may be granted higher network and server security access providing for greater autonomy in carrying out assigned duties and responsibilities and may be assigned to provide work direction or on-the-job training to lower level technician positions, and serve as an area team lead.

Based on the aforementioned distinguishing factors between these two new positions and the current positions assigned to the next lowest class of Site Computer Technician II, the Director, Classified Personnel recommends the establishment of a new job classification, Systems Technician, and the adoption of the respective job specification as proposed (attachment 4), in order to appropriately classify the duties and responsibilities to be prescribed to these positions.

B. SALARY ALLOCATION – SYSTEMS TECHNICIAN

Basis for Salary Allocation: Based on the scope of work and the breadth of knowledge required to perform the essential functions of the position, it is recommended that the Commission establish the new job class to be aligned on the CSEA Salary Schedule as follows:

above that of Site Computer Technician II (salary range 78) and below that of Systems Analyst (salary range 110).

In consideration of internal equity and in order to attract a viable pool of qualified candidates, the Director, Classified Personnel, recommends that the new job class, Systems Technician, be allocated to salary range 86 (\$4,121-\$5,034) on the CSEA Salary Schedule. Such placement on the salary schedule provides for approximately 8% differential between the class of Systems Technician, and the next lowest class, Site Computer Technician II. Such differential is substantive to ensure pay equity between related job classes in a series.

C. ESTABLISHMENT OF NEW JOB CLASS – TECHNOLOGY SERVICES FIELD SUPERVISOR

Basis for Classification: The Board approved one (1) position to be prescribed supervisory responsibility to oversee and manage work teams of positions assigned to the job classes of Site Computer Technician I and II. The position is conceptualized to be a working supervisor that assists staff out in the field as time permits, while performing duties to ensure team outcomes are met within targeted timelines, including ensuring proper prioritization of projects and requests, timely responses and effective problem resolution, effective allocation of resources, and project management. The field supervisor will serve as the primary liaison to communicate site needs to the Director, Technology Services.

Conceptually, this position is most similar to the newly proposed job class of Systems Technician as it relates to the technical scope of work to be prescribed and advanced levels of proficiency that an incumbent shall possess. The distinguishing factor is in the supervisory responsibilities in establishing and inspecting the work of lower level technician staff, establishing work protocols and providing on-the-job training, and having responsibility for performance management of assigned staff and client deliverables. Establishing work methods and channels of communication and response timelines that meet and exceed user needs is a core function of this position; it is intended to serve as the primary liaison between sites and the centralized district operation.

Based on the envisioned job concept, the Director, Classified Personnel recommends the establishment of a new job classification, Technology Services Field Supervisor, and the adoption of the respective job specification as proposed (attachment 5), in order to appropriately classify the duties and responsibilities to be prescribed to this position.

D. SALARY ALLOCATION – TECHNOLOGY SERVICES FIELD SUPERVISOR

Basis for Salary Allocation: based on the scope of work, technical training and the breadth of complex knowledge and application required to perform the essential functions of the position, it is recommended that the Commission establish the new job class to be aligned on the Supervisory Salary Schedule as follows: above that of the Supervisory job classes allocated to salary range 70, including Child Care Supervisor, Supervisor-Paraprofessional/Special Education, Custodial Services and below that of Facility Supervisor-Grounds (salary range 85). The Facility Supervisor Grounds commends higher placement on the salary schedule for its responsibilities related to ensuring District's regulatory compliance relative to hazardous materials and wastes, requiring leading the development and implementation of District wide protocols relative to the areas of oversight and staff training.

In consideration of internal equity and in order to attract a viable pool of qualified candidates, the Director, Classified Personnel, recommends that the new job class, Technology Services Field Supervisor, be allocated to salary range 75 (\$3,753-\$5,516) on the Supervisory Salary

Schedule. Such placement on the salary schedule provides for approximately 10% differential at the top step between the class of Technology Services Field Supervisor, and the next lowest class (if approved), in the Technology job family, Systems Technician. Such differential is substantive to ensure pay equity between related job classes and to establish a sensible promotional pathway with the family.

E. ESTABLISH NEW JOB CLASSIFICATION – SENIOR SYSTEMS ENGINEER

Basis for Classification: The Board approved one (1) position to be prescribed duties that will require the incumbent to assist the Director in managing the entire technology services operation while performing highly technical specialized systems management responsibilities. The position will assist in developing of technology policies, procedures and work flow processes; provide training and develop staff capacity in various aspects of computer systems; act as a member of the management team to elevate technology support services to build capacity to support current and future technology instructional goals and related infrastructure.

The duties and responsibilities that are to be prescribed as encompassed on the proposed job specification (attachment 6), are above and beyond the scope of work of any existing job classes in classified services. As such, the Director, Classified Personnel recommends the establishment of a new job classification, Senior Systems Engineer, and the adoption of the respective job specification as proposed, in order to appropriately classify the duties and responsibilities to be prescribed to this position.

Basis for Salary Allocation:

The Director, Classified Personnel, recommends the establishment of a new salary range 110 (\$6,006-\$7,472) on the Management Salary Schedule to be commensurate with the external market compensation range for starting and end salary.

DISTRICT/AGENCY	JOB CLASSIFICATION	MONTHLY SALARY		ANNUAL SALARY	
		MIN	MAX	MIN	MAX
Glendale USD	Supervisor of Information Systems	\$ 6,032	\$ 7,332	\$ 72,384	\$ 87,984
Simi Valley USD	Network Systems Manager	\$ 5,939	\$ 7,330	\$ 71,268	\$ 87,960
Ventura USD	Network and Systems Manager	\$ 5,464	\$ 6,848	\$ 65,568	\$ 82,176
	Average	\$ 5,812	\$ 7,170	\$ 69,740	\$ 86,040
	Median	\$ 5,939	\$ 7,330	\$ 71,268	\$ 87,960

Unfortunately, the District’s current Board adopted salary schedules for supervisory and management employees are constructed with overly broad salary ranges that present a significant challenge in properly allocating new job classifications to the respective salary schedules. That is, if the Commission were to recommend salary placement for a new job class on the Supervisory or Management schedule (attachment 5 and 6) that is commensurate with a competitive starting salary for comparable job classifications in other agencies that will result in placement to a range where the compensation at Step E is nearly 12% above external market rate. Given that the hiring administrator has discretion to authorize advance step placement up to step C, and request the Commission consider approval of further advance step placement in order to retain a qualified candidate, it is more sensible to allocate new job classes to the salary range that is commensurate with Step E, rather than Step A. The sole drawback in determining to allocate salary placement based on a competitive top wage, is in the course of the recruitment. Staff will need to be strategic in advertising salary on recruitment bulletins in order to attract a viable pool of qualified applicants. Based on the aforementioned reasons, the Director, Classified Personnel, recommends that the Commission recommend the new job class, Senior Systems Engineer, be allocated to salary range 110 on the Management Salary Schedule.

RECOMMENDATION:

The following recommendations are placed on the agenda, item # 4.3:

- A. ESTABLISH the new job class, Systems Technician, and ADOPT the job specification as submitted or amended.
- B. ALLOCATE the job class of Systems Technician to salary range 86 (\$4,121-\$5,034) on the CSEA Salary Schedule, as submitted or amended.
- C. ESTABLISH a new classification Technology Services Field Supervisor and APPROVE the job specification as submitted or amended.
- D. ALLOCATE the job class of Technology Services Field Supervisor to salary range 75 (\$3,753-5,516) on the Supervisory Salary Schedule, as submitted or amended.
- E. ESTABLISH a new classification Senior Systems Engineer and APPROVE the job specification as submitted or amended.
- F. ESTABLISH a new range 110 (\$6,006-\$7,472) on the Classified Management Salary Schedule and to ALLOCATE the job class of Senior Systems Engineer to salary range 110 (\$6,006-\$7,472) on the Management Salary Schedule, as submitted or amended.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

TO: BOARD OF EDUCATION
FROM: SUPERINTENDENT
DATE: ~~MAY 5, 2015 (INFORMATION)~~
MAY 19, 2015 (ACTION)

SUBJECT: Measure I Bond Technology Support Services Staffing Plan

ISSUE:

Should the Board of Education approve the Measure I Bond Technology Support Services Staffing Plan, as submitted?

BACKGROUND:

Establishment of new or modification of position assignment terms (e.g. change in work hours) requires approval of the Board of Education. Staff recommends the approval of proposed position and respective assignment terms in order to sustain effective operational levels with respect to support services.

The passing of Measure I Bond will establish a Technology Endowment Fund yielding approximately \$3 million per year for 20 years to support expansion of instructional technology at the District. On a yearly basis an expected \$2 million will be allocated for the purchase of new technology equipment to meet and expand technology driven instructional goals and objectives. Averaging \$2.0 million in new technology device acquisition on a recurring basis represents a 225% increase over current, average annualized technology purchases of approximately \$1.6 million. This figure is exclusive of infrastructure and acquisition costs for the SBAC computer labs funded with one-time Common Core grants. This dramatic increase in technology acquisition and implementation at school sites will require a corresponding increase in Technology Department support services to schools.

Prior to the development of the proposed Technology Support Services Staffing Plan, District staff met with Bond Counsel to determine guidelines for the legal expenditure of Measure I Technology Endowment Funds on classified support services. District staff were advised by Bond Counsel that bond funds can only be expended on new staff costs associated with the additional work created from the purchase, receipt, imaging, set-up, any initial training, installation and troubleshooting of new technology devices purchased with measure I funds. That is, once the devices have been deployed, subsequent service needs should be supported by the General Fund.

Staff determined through a function analysis that initial acquisition, deployment and troubleshooting account for approximately 45% of the technology support time that will be expanded on a piece of new equipment relative to its entire lifecycle. Given the general reliability of new generation technology devices, this may be an underestimate. Regardless, staff have determined that annual increased personnel costs associated with the increased workload created by Measure I should not exceed 45% of the \$2.0 million annual acquisition budget, or \$900,000. As previously stated, a \$2.0 million annual Measure I technology acquisition budget represents a 225% increase over aver pre-Measure I budget figures. The current General Fund budget for technology support positions is \$1.7 million. A \$900,000 increase in support services represents a 53% increase over current budget levels, far below the 225% increase in technology acquisition.

Based on the aforementioned fiscal parameters, staff have developed a staffing plan that aims to expand technology support capacity and optimize service delivery response. Integral to the staffing proposal is the transition from a site-based to a team-based service delivery model in order to improve efficiency

amongst existing and new personnel in a cost efficient manner. The proposed plan also takes advantage of new technologies that allow for the monitoring, trouble-shooting, and repair of technology devices from remote locations, significantly reducing the need for on-site staff to actually “touch” devices each time there is a problem. Staff believes that the proposal that follows below is fiscally conservative and in adherence with legal Bond fund spending guidelines, and will maximize support services to school sites within budget parameters.

The key aspects of the staffing proposal are as follows:

1. The proposed plan establishes two (2) new, and increase assignment terms (work hours/work year) of 12 existing positions in the job class of Site Computer Technician I, to effectively meet the day-to-day service demands at school sites. This will allow the Technology Department to formulate three teams of technicians to support sites in the Westlake, Thousand Oaks and Newbury Park clusters.

Classification	# of Positions	Location	Assignment Term	Funding Source	Effective Date
<i>Site Computer Technician I</i>	10	DO/Tech Services	Modify Existing: From: 10 Mo (218) days To: 11 Months (239 days)	<i>Split fund:</i> Measure I / General Fund	07/01/15
	1	Sycamore Canyon	Modify Existing: From: 0.8125 FTE / 10 Mo To: 1.0 FTE (8 hrs/day) / 11 Mo		
	1	CVHS	Modify Existing: From: 0.46875 FTE / 10 Mo To: 1.0 FTE (8 hrs/day) / 11 Mo		
	2	DO/Tech Services	Establish New: 1.0 FTE / 11 Months (239 days)		

2. The proposed plan envisions that each team serving school sites will have a lead technician within the job class Site Computer Technician II, who will function to coordinate, prioritize, assign out tasks and participate in the completion of technology support requests and projects. The lead technician will be the single point of contact for the schools in their assigned area when emergencies arise. The proposed plan increases the work year of two existing positions, and establishes one new Site Computer Technician II position.

Classification	# of Positions	Location	Assignment Term	Funding Source	Effective Date
<i>Site Computer Technician II</i>	2	DO/Tech Services	Modify Existing: From: 10 Mo (218) days To: 12 Months	<i>Split fund:</i> Measure I / General Fund	07/01/15
	1	DO/Tech Services	Establish New: 1.0 FTE / 12 Months		

3. The proposed plan establishes two (2) positions to be assigned to a job class that currently does not exist within classified service. Staff seeks to prescribe more technically complex tasks and responsibilities than prescribed to positions in the job class of Site Computer Technician II, requiring incumbents to possess in-depth expertise in computer systems and mobile device support and automation, and serve as technical experts in support of all three teams of technicians. It is intended

that these positions perform management of ongoing software deployment packages, ensure computer images are up to date, analyze reports to identify trends and patterns to proactively manage computer and mobile device needs, update and manage the configurations within the computer and mobile device management systems, participate in large projects and hands-on support solutions, and provide direct technical support and helpdesk level services.

Classification	# of Positions	Location	Assignment Term	Funding Source	Effective Date
<i>*New job class requiring classification by Personnel Commission</i>	2	DO/Tech Services	<i>Establish New: 1.0 FTE / 12 Months</i>	<i>Split fund:</i> Measure I / General Fund	07/01/15

- The proposed plan establishes one (1) position to be prescribed supervisory responsibility to oversee and manage all three area teams. The position is conceptualized to be a working supervisor that assists staff out in the field as time permits, while performing duties to ensure team outcomes are met within targeted timelines, including ensuring proper prioritization of projects and requests, timely responses and effective problem resolution, effective allocation of resources, and project management. The field supervisor will serve as the primary liaison to communicate site needs to the Director, Technology Services.

Classification	# of Positions	Location	Assignment Term	Funding Source	Effective Date
<i>*New supervisory job class requiring classification by Personnel Commission</i>	1	DO/Tech Services	<i>Establish New: 1.0 FTE / 12 Months</i>	<i>Split fund:</i> Measure I / General Fund	07/01/15

- The proposed plan establishes one (1) management level position (proposed titled: Senior Systems Engineer) to be prescribed duties that require one to possess know-how in in specialty areas, including network engineering, systems administration, and database administration. The position will assist the Director in managing the entire technology services operation while performing highly technical specialized systems management responsibilities. The position will assist in developing of technology policies, procedures and work flow processes; provide training and develop staff capacity in various aspects of computer systems; act as a member of the management team to elevate technology support services to build capacity to support current and future technology instructional goals and related infrastructure.

Classification	# of Positions	Location	Assignment Term	Funding Source	Effective Date
<i>*New management job class requiring classification by Personnel Commission</i>	1	DO/Tech Services	<i>Establish New: 1.0 FTE / 12 Months</i>	<i>Split fund:</i> Measure I / General Fund	07/01/15

FISCAL IMPACT:

Implementation of the proposed staffing in Technology Services to meet the increased demands of Measure I purchases will cost approximately \$900,000 annually. All of the new additional costs will be supported by the Measure I Bond Technology Endowment Fund. There will be no increased fiscal burden on the General Fund. However, it should be noted that virtually all of the staff in the Technology Services Department will be co-funded between General Fund and Bond Fund sources. This will allow all staff to work on equipment purchased with either General or Bond funds.

RECOMMENDATION:

1. Approve the Measure I Bond Technology Support Services Staffing Plan, as submitted.
2. Approve the Measure I Bond Technology Support Services Staffing Plan, as revised.
3. Do not approve the Measure I Bond Technology Support Services Staffing Plan, as submitted.

RECOMMENDATION:

Approve alternative #1.

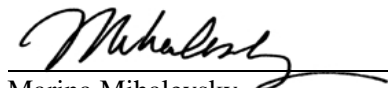
RATIONALE:

The proposed Technology Support Services Staffing plan complies with bond regulations, and will allow the District to provide the necessary staffing for optimal support service delivery to the District's students, staff, and the public.

Respectfully submitted,

Jeffrey L. Baarstad
Superintendent

Prepared by:

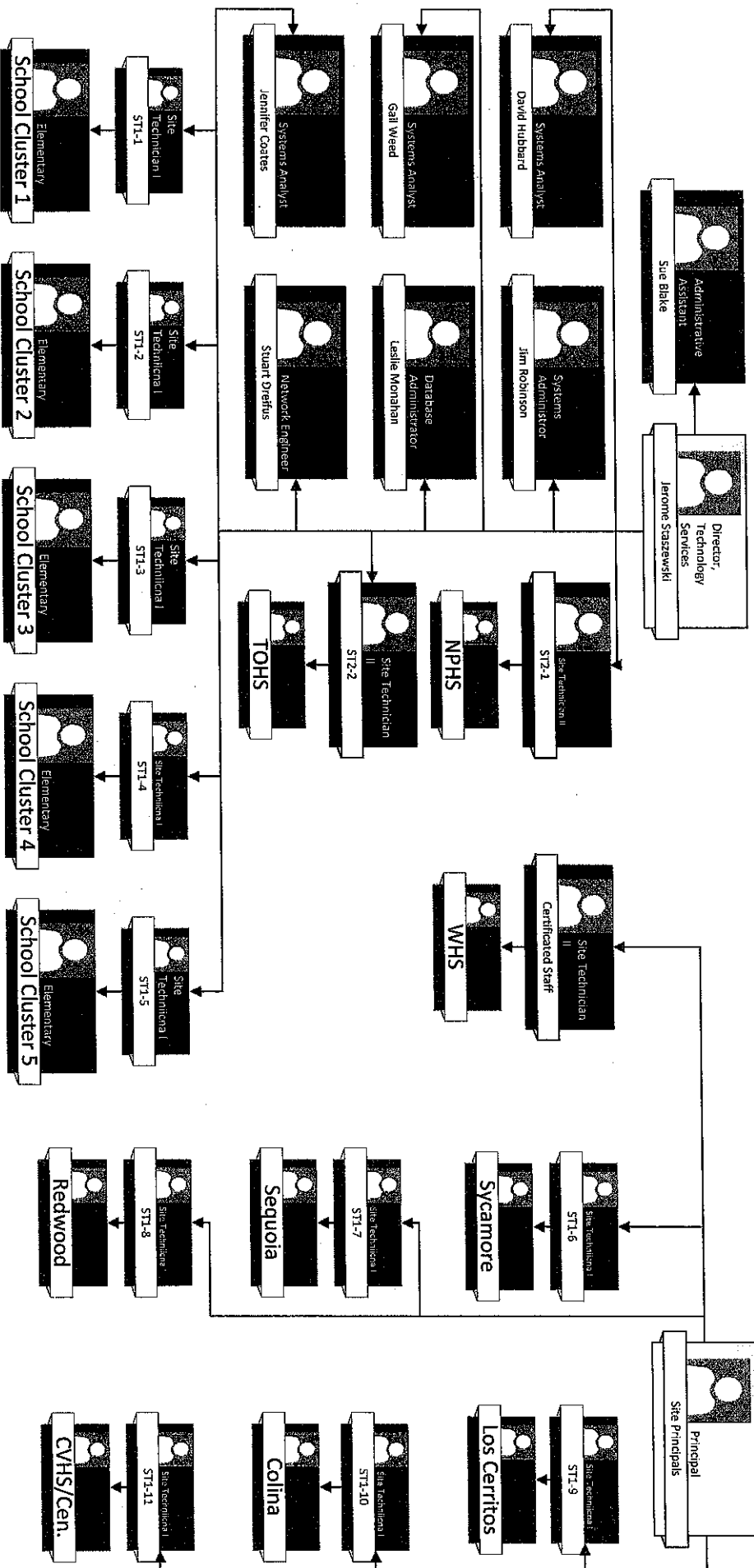


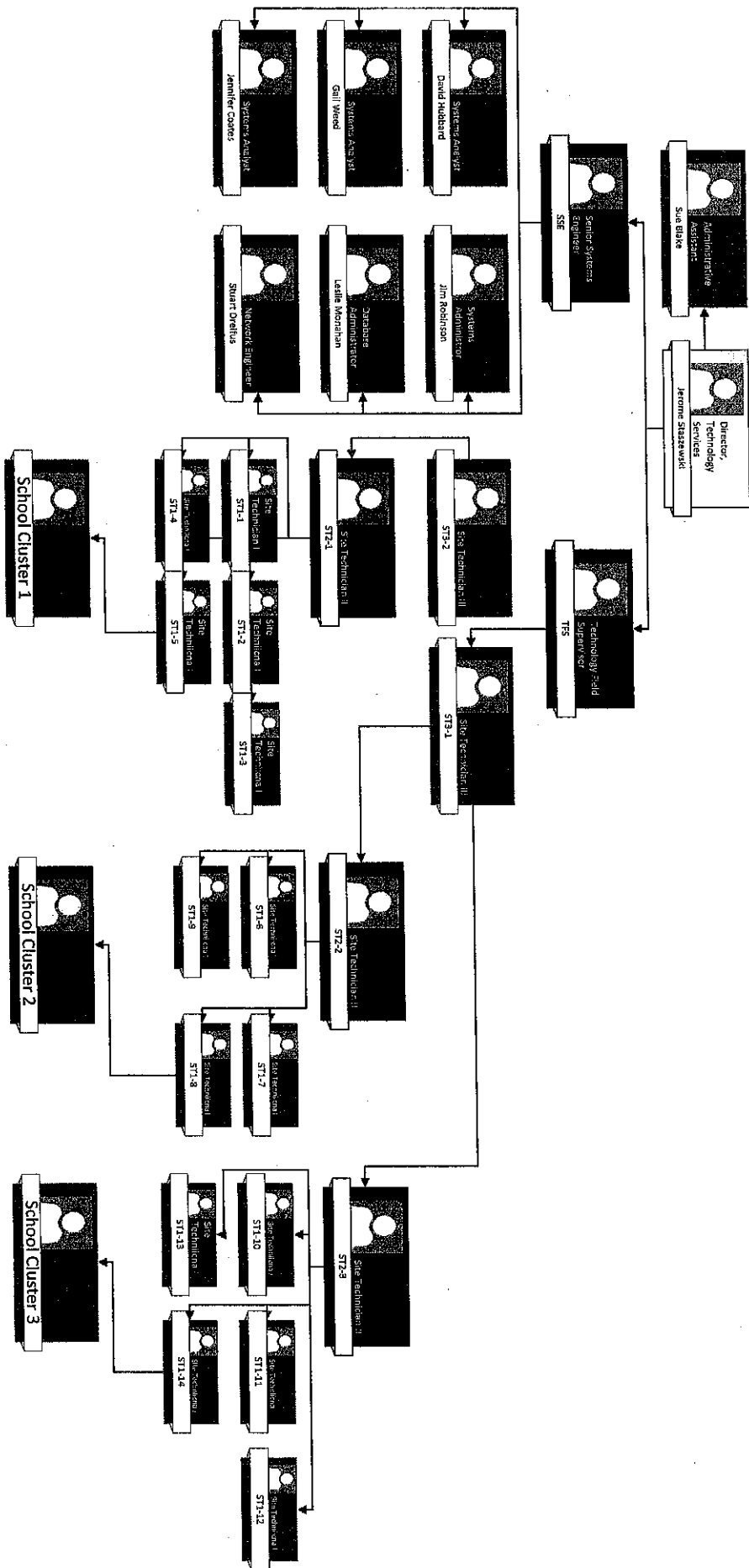
Marina Mihalevsky
Director, Classified Personnel

Mark McLaughlin
Assistant Superintendant, Personnel Services

JLB:MM:MM

Existing Technology Services Structure





Proposed Technology Services Structure



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Technology Services

Salary Range:

Schedule: GenClssfd

FLSA Status: EXEMPT

Work Year: Variable

SYSTEMS TECHNICIAN

BASIC FUNCTION

Under the general direction and supervision of the Director, Technology Services or an assigned designee, provide support in the creation and updating of operating system and application deployment packages, management of mobile devices through a mobile device management solution, operation and maintenance of a local computer network including all computers, administrative and instructional software, and peripherals; provide assistance, direction and training in the technical operations of technology hardware and software applications to users and school site staff. Serves as the helpdesk contact while prioritizing and assigning tasks to team members. Will manage projects across multiple sites and areas.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

Systems Technician is the advanced journey level class in the technician series. Positions in this class are distinguished from the lower technician classes in that incumbents are required to possess the highest level of technical proficiency and in depth knowledge to perform highly complex technical tasks independently at job-entry, automate the installation and updating of images and software packages, utilize management systems to proactively monitor and plan for needed changes, and require minimal direction and oversight. Incumbents are expected to diagnose and repair complex network connectivity problems, be highly proficient in employing automation strategies in computer system installation and configuration, and perform extensive level of analysis to diagnose, troubleshoot and repair hardware/software problems. Additionally, at the discretion of the Director, Technology Services, employees in this job class may be granted higher network and server security access providing for greater autonomy in carrying out assigned duties and responsibilities and may be assigned to provide work direction or on-the-job training to lower level technician positions, and serve as an area team lead.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Prepare, test, and deploy operating systems, software packages, and updates centrally utilizing scripts and deployment systems including; Microsoft Systems Center, Microsoft Active Directory, and other deployment applications.
- Monitor the status of mobile and desktop computer systems district-wide. Identify trends and current and future configuration needs and changes. Prepare reports to summarize overall health of district computers and to provide evidence of needed system modifications.
- Maintain the mobile device management system and provide training in the use to both technical and non-technical staff.
- Install, configure, and maintain personal computers, printers, hardware devices and other peripheral equipment; establish and configure connectivity of computer and related devices to the District-wide network, update existing security software on networks and workstations and test for potential system viruses and security problems.
- Analyze user needs related to access and information flow requirements over local and wide area networks and Internet-related functions.
- Perform diagnostic evaluations of faulty network equipment to ensure network integrity and resolve network hardware and operations problems, including but not limited to network connectivity, internet access, and electronic mail and file servers; refer unusually complex problems to Technology Services staff and/or vendors for resolution.
- Implement protocols and procedural controls for operation of the network systems; set up student and staff accounts onto local networks.
- Perform various technical computer and peripheral repair duties that include, but are not limited to diagnosing failures and isolating faulty parts, repairing or replacing parts, and verifying and testing for correct operations.
- Install and configure standard administrative software in accordance with established criteria, and authorized instructional and educational software; test software to ensure compatibility with the current operating environment and equipment capability; configures software to communicate with peripherals computer equipment.

Provide technical assistance to teachers, and staff on using computers and software programs including remote access and on the proper use of peripheral electronic equipment used to enhance presentations and viewing.

Confer with site users and District Technology Services staff to determine school site's software and hardware requirements and desired output, resolve problems, and provide support and assistance

Develop and maintain documentation, procedures, and user manuals.

May set up and test the working condition of audio-visual equipment used to support computer-aided instruction.

May serve as a lead worker and provide work direction and on-the-job training to employees in lower job classes in the technology services job family.

Maintains up-to-date technical knowledge by engaging in professional development activities, including, but not limited to: conferences, seminars, workshops and webinars.

Performs other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Methods and techniques for the creation of Microsoft operating system and application installation packages to be centrally deployed using scripts and deployment applications;
- Methods and techniques for the installation and configuration of PC hardware, operating systems, network connectivity, including the relationship and usage of various input and output component, and physical elements of the network including cabling and connections;
- Network topology and network access protocols, internet security practices and standards;
- Principles and practices of mobile device setup, management, configuration, and troubleshooting;
- Principles and practices of computer platform and network operating systems used by the District and school sites;
- Protocols and procedures for setting up new equipment, troubleshooting and performing routine maintenance;
- Standard software packages, including word processing, spreadsheet, presentation, graphics and database programs and instructional packages utilized by the District;
- Communication skills to provide individual instruction and technical assistance on the use of PC-based software for business, education, internet, utility, and connectivity;
- Oral and written communication skills that enables one to document technical procedures.
- Telephone techniques and etiquette; and
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Apply technical knowledge in performing duties requiring automation of operating system and application deployment and updating.
- Apply technical knowledge for the purpose of installing, configuring, and troubleshooting networked computer workstations, mobile devices, systems, and related components.
- Deliver one-on-one and small group training in the technical aspects of operating microcomputers, mobile devices, and related peripheral equipment, and administrative and instructional software applications.
- Learn and apply rules and protocols in operating computer systems and networks;
- Plan and organize multiple, concurrent technical projects;
- 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;
- Establish and maintain highly effective customer-focused working relationships with users, including administrators, teachers, other District and site staff, vendors, parents and others encountered in the course of work;
- Meet schedules and time lines;
- 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 a variety of technology related tools and equipment, including, but not limited to: server and workstation hardware, switches, routers, network cable installation/termination and testing tools; software tools for troubleshooting and configuration, and assorted peripheral devices.
- Utilize dollies, hand carts or other equipment to transport of heavy equipment or objects.
- Operate a variety of office equipment including personal computers and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

MINIMUM ENTRANCE QUALIFICATIONS

Education/Experience

A vocational degree or an equivalent to an Associate's Degree in Information Systems Management, Computer Science, or a closely related field, AND four (4) years of experience working with computer hardware/software, support of local area networks and installation/configuration of computer operating systems; AND at least one (1) year of experience scripting and automating the rollout of applications and operating systems and directing others in the performance of technology support tasks, consulting on technology solutions to meet user needs, and coordinating projects, involving tasks such as equipment upgrades, and large-scale maintenance.

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License
- ✓ CompTIA A+ certification is desirable
- ✓ CompTIA Network + certification 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. When appropriate additional work experience beyond the minimum requirement may be supplemented for required minimum education requirements.*

WORKING CONDITIONS

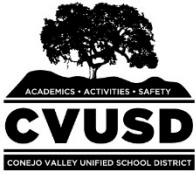
Physical Demands

Level – Moderate / 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 25lbs frequently and up to 50lbs 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 indoor classroom/office setting
- ✓ Minimal temperature variations; generally hazard free environment
- ✓ May occasionally climb ladders up to 10ft
- ✓ Occasional exposure to nuisance dusts
- ✓ Occasional bio-hazards, such as exposure to rodent feces, etc.
- ✓ Driving a personal or district vehicle to District sites to conduct work

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.



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Technology Services

Salary Range:

Schedule: SUPERVISORY

FLSA Status: EXEMPT

Work Year: 12 MONTHS

TECHNOLOGY SERVICES FIELD SUPERVISOR

BASIC FUNCTION

Under the supervision of the Director, Technology Services, directs the work of assigned staff charged with the installation, service, diagnosis, repair, and modification of desktop and laptop computers, servers, mobile computing devices, and peripheral computer equipment. Acts as a liaison between schools and off-site district facilities and centralized department operations.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

The job class of Technology Services Field Supervisor is a working supervisor, in that in addition to directing the workflow of assigned personnel, inspecting the work of others and assisting in the resolution of the more complex troubleshooting, the position performs the general tasks of the technician staff, including but not limited to, installation, configuration, diagnosis, repair of computer workstation, mobile devices, and peripheral equipment.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Supervises, coordinates, and participates in the work of the assigned technician staff engaged in activities associated with technology support functions at the school sites and district on/off-site facilities, including, but not limited to:

- Delivery, installation, and configuration of personal computers, printers, hardware devices and other peripheral equipment; establishing and configuring connectivity of computer and related devices to the District-wide network, updating existing security software on workstations and testing for potential system viruses and security problems.

- Performing various technical computer and peripheral repair duties that include, but are not limited to diagnosing failures and isolating faulty parts, repairing or replacing parts, and verifying and testing for correct operations.

- Installing and configuring standard administrative software in accordance with established criteria, and authorized instructional and educational software; testing software to ensure compatibility with the current operating environment and equipment capability; configuring software to communicate with peripherals and computer equipment.

- Providing technical assistance to teachers, and staff on using computers and software programs including remote access and on the proper use of peripheral electronic equipment used to enhance presentations and viewing.

- Analyzing user needs related to access and information flow requirements over local and wide area networks and Internet-related functions.

- Performing diagnostic evaluations of faulty network equipment to ensure network integrity and resolve network hardware and operations problems, including but not limited to network connectivity, internet access, and electronic mail and file servers.

- Implementing protocols and procedural controls for operation of the network systems.

Prepare, test, and deploy operating systems, software packages, and updates centrally utilizing scripts and deployment systems including; Microsoft Systems Center, Microsoft Active Directory, and other deployment applications.

Monitor the status of mobile and desktop computer systems district-wide. Identify trends and current and future configuration needs and changes. Prepare reports to summarize overall health of district computers and to provide evidence of needed system modifications.

Maintain the mobile device management system and provide training in the use to both technical and non-technical staff.

Confer with site users and District Technology Services staff to determine school site's software and hardware requirements and desired output, resolve problems, and provide support and assistance.

- Identifies, tracks, and escalates complex or frequently occurring problems to the appropriate technology services staff.
- Orients new technician staff to the District procedures, protocols, and systems; provides continuous on-the-job training as need to assigned staff relative to areas of installation, network connectivity troubleshooting, hardware and software configuration, as well as basic hardware repair; coaches staff on maximizing efficiency in work methods.
- Inspects the quality of work performed, provides constructive feedback and applies principles of progressive discipline in the course of performance management or employee misconduct.
- Develops work protocols for assigned staff in order to ensure compliance with District established technology policies and procedures, and to implement work processes geared to elevate customer service capacity to clients.
- Prepares quantitative and qualitative reports related to functions of oversight.
- Maintains up-to-date technical knowledge by engaging in professional development activities, including, but not limited to: conferences, seminars, workshops and webinars.
- Performs other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Methods and techniques for the creation of Microsoft operating system and application installation packages to be centrally deployed using scripts and deployment applications;
- Methods and techniques for the installation and configuration of PC hardware, operating systems, network connectivity, including the relationship and usage of various input and output component, and physical elements of the network including cabling and connections;
- Network typology and network access protocols, internet security practices and standards;
- Principles and practices of mobile device setup, management, configuration, and troubleshooting;
- Principles and practices of computer platform and network operating systems used by the District and school sites;
- Protocols and procedures for setting up new equipment, troubleshooting and performing routine maintenance;
- Standard software packages, including word processing, spreadsheet, presentation, graphics and database programs and instructional packages utilized by the District;
- Communication skills to provide individual instruction and technical assistance on the use of PC-based software for business, education, internet, utility, and connectivity;
- Oral and written communication skills that enables one to document technical procedures, work performance concerns of others, and general communication about client's technology needs.
- Fundamentals of progressive discipline, adult learning, and performance management.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Apply technical knowledge for the purpose of installing, configuring, and troubleshooting networked computer workstations, systems, and related components.
- Deliver one-on-one and small group training in the technical aspects of operating microcomputers, mobile devices, and related peripheral equipment, and administrative and instructional software applications.
- Learn and apply rules and protocols in operating computer systems and networks;
- Plan and organize multiple, concurrent technical projects;
- 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;
- Establish and maintain highly effective customer-focused working relationships with users, including administrators, teachers, other District and site staff, vendors, parents and others encountered in the course of work;
- Meet schedules and time lines;
- 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 a variety of technology related tools and equipment, including, but not limited to: server and workstation hardware, switches, routers, network cable installation/termination and testing tools; software tools for troubleshooting and configuration, and assorted peripheral devices.
- Utilize dollies, hand carts or other equipment to transport of heavy equipment or objects.
- Operate a variety of office equipment including personal computers and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

MINIMUM ENTRANCE QUALIFICATIONS**Education/Experience**

A vocational degree or an equivalent to an Associate's Degree in Information Systems Management, Computer Science, or a closely related field, AND four (4) years experience working with computer hardware/software, support of local area networks and installation/configuration of computer operating systems; AND at least one (1) year of experience scripting and automating the rollout of applications and operating systems and directing others in the performance of technology support tasks, consulting on technology solutions to meet user needs, and coordinating projects, involving tasks such as equipment upgrades, and large-scale maintenance.

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License
- ✓ CompTIA A+ certification is desirable
- ✓ CompTIA Network + certification 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. When appropriate additional work experience beyond the minimum requirement may be supplemented for required minimum education requirements.*


WORKING CONDITIONS**Physical Demands**

Level – Moderate / 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 25lbs frequently and up to 50lbs 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 indoor classroom/office setting
- ✓ Minimal temperature variations; generally hazard free environment
- ✓ May occasionally climb ladders up to 10ft
- ✓ Occasional exposure to nuisance dusts
- ✓ Occasional bio-hazards, such as exposure to rodent feces, etc.
- ✓ Driving a personal or district vehicle to District sites to conduct work

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.

	<p>Conejo Valley Unified School District Personnel Commission</p>	JOB DESCRIPTION	
		Job Family: Technology Services	
		Salary Range:	Schedule: Management
		FLSA Status: Exempt	Work Year: 12 Months

SENIOR SYSTEMS ENGINEER

BASIC FUNCTION

Under the general direction of the Director, Technology Services, plans, organizes and manages the activities and operations of the Technology Services Department; oversees and manages the District's computer information systems and staff; provides leadership, professional assistance and guidance in developing department policies, plans, systems and applications; coordinates assigned activities with other divisions, departments, and sites.

DISTINGUISHING CHARACTERISTICS

The Senior Systems Engineer is a managerial job class with responsibility for planning, organizing and implementing major technology initiatives, services and operations related to meeting the District's centralized information systems and data processing needs, including assisting the Director in developing and implementing the Department's goals and objectives and for planning, organizing and directing the work of subordinate staff. The incumbent in position must possess advanced technical knowledge in multiple functional areas of oversight, including network infrastructure, systems administration and database management and administration; responsibilities are broad in scope and are carried out with a significant degree of autonomy and independent decision making.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Plans, organizes, controls, integrates and evaluates information system activities and operations within the Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and assigned priorities; collaborates in the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and provides recommendation to improve services.

Assists the Director in the development of the Department's annual budget; forecasts funds needed for the Department's staffing, equipment, materials, and supplies.

Performs and oversees others in the performance of the following:

- Administration of enterprise server platforms running a variety of operating system software in both physical and virtual environments; installs, configures, tests, integrates and administers Windows Server, Active Directory, document management systems and other major servers, including system monitoring and management software tools; using applicable tools and utilities, monitors system performance, including server utilization and availability; performs performance tuning to achieve optimal system speed, reliability, and performance; ensures systems security, disaster response and recovery processes are followed; monitors computer room environment for appropriate cooling and power consumption.

- Administration of enterprise-wide data storage in a Storage Area Network (SAN), Network Attached Storage (NAS) environment; participates in planning storage allocation architecture and allocating storage capacity; tunes and maintains SAN and NAS systems and SAN network connectivity; provides technical oversight of backup strategy; configures and maintains offsite disaster recovery databases.

- Design, configuration and administration of systems and servers related to district LAN and WAN (e.g., directory services, e-mail, DNS, DHCP, web filtering, proxies, routers, switches, security, network monitoring, backups) for the purpose of optimizing throughput, securing data, overseeing backup and recovery capabilities, and ensuring availability of services to authorized users.

- Diagnostic evaluations of faulty equipment and software to ensure network integrity, coordinating with vendor engineers as appropriate.

Installation of computer equipment, network (client and server) hardware, routers and switches from a variety of manufacturers for the purpose of upgrading and maintaining equipment and software.
Installation of computer software (e.g., operating systems, service packs, application software) for the purpose of upgrading and maintaining software applications.

Maintenance and administration of current and future versions of Microsoft SQL Server, Oracle or other Database Management Systems used by the District.

Scheduling and performing database and web server updates and backups using server management tools or backup software; configuring and monitoring database replication, database mirroring and log shipping on database servers at local and remote sites.

Researching, troubleshooting and resolving complex and ambiguous problems often involving a combination of hardware, operating system, internally developed, and vendor application software and database structure configuration, resource conflict and/or interoperating problems; installing and testing operating system patches, releases, upgrades and fixes; assessing system capacity issues, evaluating software and other alternatives and recommends system upgrades or replacements.

Monitoring disk usage to ensure adequate database resources and provides disk storage as required; assists database administrators with database performance issues; with guidance, making changes to data permissions, performing cleanup of obsolete data and supports the migration and archiving of data; performing backup and recovery processes; developing scripts to automate routine system maintenance tasks.

Provides technical assistance during the installation and testing of software; installs, tests and configures applications and new software functionalities to applicable server and client platforms; using applicable languages, tools and utilities, provides technical advice to applications development staff of methods of performing application problem troubleshooting and resolution; recommends and installs program modifications to enhance system performance.

Participates with members of the technology services team, vendors and end users to ensure effective integration, operation and concurrent connectivity of multiple platforms and networks; participates in the development and implementation on systems and network standards and procedures.

Works with customers and other technology stakeholders to evaluate the uses of new technology to meet business process requirements; participates in the evaluation of new software and technologies to determine their functionality, interoperability, reliability, availability and supportability and expected return on investment; prepares periodic reports on new trends and opportunities.

Participates in or conducts assigned research and development projects, including assisting network consultants in testing in a virtual environment; participates in developing new methodologies, standards, frameworks and tools; trains other staff on uses of new technology tools.

Maintains up-to-date technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional associations.

Performs other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Operating system architectures, characteristics, components and commands applicable to enterprise information systems and multiple platform operating systems; principles of network design and integration, including topologies and protocols;
- Data storage technology principles, practices, hardware, components, and software including SAN and Windows Server/Active Directory environments;
- Principles, practices, and methods of systems/network administration, design and maintenance, including configuration, performance tuning, and diagnostic tools;
- Principles and practices of disaster recovery; database management systems and software, including architectures, diagnostic tools, commands and utilities;
- Tools and utilities used in monitoring and tuning systems, database and application performance.
- Systems integration design concepts and practices.
- Systems security and capacity planning principles, methods and practices;

- Principles, practices, methods and techniques of project management as they apply to information technology projects.
- Script languages including, command line, visual basic, powershell and other relevant languages.
- Fundamentals in personnel performance management, and progressive discipline.

Ability to:

- Perform complex network engineering, database management and systems administration tasks in a multi-platform and operating systems environment independently and with a high degree of understanding of interoperating and integration issues.
- Establish and maintain project schedules and balance responsibilities for multiple activities to ensure timely, high-quality results.
- Perform advanced systems troubleshooting and tuning to resolve complex systems management, communication and interoperating problems.
- Communicate clearly and effectively, both orally and in writing, for purposes of conveying technical information and performance standards and expectations.
- Prepare clear, concise and accurate proposals, reports, documentation and other written materials.
- Exercise sound independent judgment within general policy guidelines.
- Keep technical skills current to meet continuing systems administration responsibilities.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- Establish and maintain highly effective, customer-focused working relationships with all end users, other CVUSD staff, representatives of other agencies and others encountered in the course of work.
- Maintain an appropriate work pace to accomplish an acceptable volume of work

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 technology related tools and equipment, including, but not limited to: server and workstation hardware, switches, routers, network cable installation/termination, and testing tools; software tools for troubleshooting and configuration, and assorted peripheral devices.
- ✓ Utilize dollies, hand-carts or other equipment to transport heavy equipment or objects.
- ✓ Operate a variety of office equipment including personal computers and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

ENTRANCE QUALIFICATIONS

Education/Experience:

Graduation from an accredited college or university with a degree in management information systems, information technology, computer science or a closely related field, AND at least four (4) years of current experience designing and managing a wide and local area network infrastructure, including switches, routers and firewalls; recent experience with database management and administration, and systems administration in a Windows/Active Directory environment, including configuring, coordinating, and implementing releases, upgrades or changes to complex operating systems, servers and related software in a high-availability environment.

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License
- ✓ Microsoft Certified Systems Engineer (MCSE) is desirable
- ✓ Juniper Networks Certified Expert-Enterprise Routers and Switches (JNCIE-ENT) is desirable

WORKING CONDITIONS

Physical Demands

Level – Moderate / 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 25 lbs. frequently and up to 50 lbs. 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

- ✓ Indoor office and/or classroom setting
- ✓ Minimal temperature variations; generally hazard free environment
- ✓ Occasional exposure to nuisance dusts
- ✓ Frequently climbing ladders up to 10 ft. and occasionally up to 15 ft.
- ✓ Occasional bio-hazards, such as exposure to rodent feces, etc.
- ✓ Driving a personal or district vehicle to District sites to conduct work

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice fingerprint check
- ✓ Tuberculosis screening
- ✓ Back X-Ray
- ✓ Job knowledge/experience based selection tests to assess minimum job competency and placement on the eligibility list established for filling job vacancies in the job class.

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: Marina Mihalevsky, Director, Classified Personnel
Date: May 29, 2015 (First Reading/Information)

SUBJECT: PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2015-2016

Issue:

Should the Commission adopt revisions to Article 33 – Discipline and Appeal Proceedings?

Background:

The CVUSD Personnel Commission Rules in whole require extensive revisions in order to provide greater clarity and expand on the procedures that govern classified recruitment, selection, eligibility list certification, classification, compensation and disciplinary proceedings and appeals. Most articles have not been updated or revised since their initial adoption. In the case of Article 33-Discipline and Appeal Proceedings, it was adopted in 1985, and based on available records, it is presumed that no revisions have been made since its original adoption. In its present state, Article 33 is hugely lacking in many aspects as compared to what is presently adopted in most merit system districts, and what is recommended in the Model Rules adopted by the California Personnel Commissioners Association. The following are areas of key revision:

- Delineating causes for suspension, demotion, and termination – the proposed revisions enhance the definitions of each cause of discipline, as well as make explicit a number of additional infractions that constitute basis for discipline.
- Defining general steps in progressive discipline, but omits Section 33.3 on penalty guidelines, as this section is more of a guide on progressive penalties, but not rules per se. It is up to the Board and its designees to determine discipline severity, and up to the Commission to adjudicate during the appeal process the appropriateness of selected discipline.
- Expanding on Board responsibilities in the course of employee due process, including notice of charges, skelly rights and appeal proceedings. The current Article lacks specificity on the procedural aspects of appeal proceedings entirely, and is essentially nothing more than a regurgitation of the rights and burdens of employees as provided by the Education Code.

As required by the Personnel Commission rules, advance notice of proposed revisions (attachment 1 – underlined sections generally reference additional/new language) was given to the Assistant Superintendent, Personnel Services, acting on behalf of the Board, and CSEA Chapter 620 representatives. The proposed revisions have been reviewed by the District’s legal counsel for compliance with labor and employment law.

The Director, Classified Personnel, recommends the Commission adopt the rule revisions, as the revisions provide greater clarity to employees and administrators relative to rights and burdens of each, and promotes accountability. The revisions in no way diminish the benefits currently enjoyed by employees governed by PC rules, as the intent remains unchanged.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

