

Regular Meeting
August 14, 2013
5:00 p.m. – Public Session

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

I. OPENING PROVISIONS

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

II. GENERAL INFORMATION

- 2.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting of August 14, 2013, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___
- 2.2a Request for approval of the official minutes for the meeting of June 12, 2013, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___
- 2.2b Request for approval of the official minutes for the meeting of July 10, 2013, *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.*

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title	Field of Competition
13-198-1	Child Care Assistant	Continuous
13-199-1	Child Care Leader	Continuous
13-160-1	Director, Construction & Planning • <i>Senior Management – Unranked List</i>	Open
13-394-1	Early Care Site Supervisor	Open
13-393-1	Early Care Teacher	Open
13-352-1	Maintenance Leadworker	Open & Promotional
13-292-1	Paraprofessional/Bilingual-Spanish	Open
13-302-1	Risk Manager	Open
13-381-1	School Occupational Therapist	Continuous
13-451-1	Shipping & Receiving Clerk	Open
13-451-1	Site Computer Technician I	Open
13-270-1	Tobacco Use Prevention Education Coordinator	Open

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

Exam #	Recruitment / Examination Title
12-198-1	Child Care Assistant
13-182-1	Child Nutrition Assistant-Satellite
13-160-1	Director, Child Nutrition
12-419-1	Director, Planning & Construction
13-392-1	Early Care Assistant Teacher
13-301-1	Instructional Media Technician

Discussion/Action: M ___ S ___ Vote ___

IV. NEW BUSINESS – ACTION ITEMS

4.1 Establish New Job Classification, *Systems Engineer* and Classify/Reclassify Position(s)

- A. ESTABLISH a new classification, *Systems Engineer* and ADOPT a related job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- B. ALLOCATE the salary placement of *Systems Engineer* (new classification) to said salary range 120 (\$5,455-\$6,637) of the General Classified Unit Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

- C. RECLASSIFY the position of Devin Holzer, Systems Analyst assigned to Adult School/Child Care to *Systems Engineer* without competitive examination on the basis of gradual accretion of duties and in accordance with Education Code 45285 and Personnel Commission Rule 6.14, effective September 1, 2013.

Discussion/Action: M ___ S ___ Vote ___

4.2 Establish New Job Classification, *Registrar* and Classify/Reclassify Position(s)

- A. ESTABLISH a new classification, *Registrar* and ADOPT a related job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- B. ALLOCATE the salary placement of *Registrar* (new classification) to salary range 50 (\$2,722-\$3,317) on the General Classified Unit Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

- C. RECLASSIFY the position of Kathleen Solare, Senior Clerk Typist, Westlake High School, and Stella Cox, Thousand Oaks High School, to *Registrar* (new classification) without competitive examination in accord with Education Code 45285 and Personnel Commission Rule 6.14, effective September 1, 2013.

Discussion/Action: M ___ S ___ Vote ___

- D. RECLASSIFY the position of Harriet Osinski, Senior Clerk Typist, Newbury Park High School, to *Registrar* (new classification). The employee must pass a qualifying examination to be reclassified with the position in accord with Education Code 45285 and Personnel Commission Rule 6.14, effective date of reclassification to be determined.

Discussion/Action: M ___ S ___ Vote ___

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

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

4.3 Establish New Job Classification, *Human Resources Assistant* and Classify/ Reclassify Position(s)

A. ESTABLISH a new classification, *Human Resources Assistant* and ADOPT a related job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

B. ALLOCATE the salary placement of *Human Resources Assistant* (new classification) to salary range 47 (\$2,637-3,221) of the General Classified Unit Salary Schedule

Discussion/Action: M ___ S ___ Vote ___

C. RECLASSIFY the VACANT Senior Clerk Typist position assigned to the Certificated Personnel department to the job class of Human Resources Assistant based on prescribed duties.

Discussion/Action: M ___ S ___ Vote ___

4.4 Employee Advanced Step Placement on the Management Salary Schedule

Request to approve step advanced for Navid (David) Fateh, Director, Planning and Construction, District Office, to Step E, Range 122, on the Classified Management Salary Schedule retroactive to date of hire.

Discussion/Action: M ___ S ___ Vote ___

V. NEXT MEETING

Wednesday, September 11, 2013 - 5:00 pm, South Board Room

VI. CLOSED SESSION

ADJOURN to closed session at _____p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director, Classified Personnel

RECONVENE into open session at _____p.m.

REPORT on actions taken in closed session: _____

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.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – JUNE 12, 2013

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on June 12, 2013, in the South Facility, Board Room. The meeting was called to order at 5:02 pm by Chairperson, Mr. Nathan Harimoto.

1.2 ~ Pledge of Allegiance

Mr. Harimoto led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

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

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Nina Brandt, seconded by Rose Jeffery, and carried 3-0, the Commission approved the agenda of June 12, 2013 as submitted.

2.2 ~ Approval of Minutes

On the motion of Rose Jeffery, seconded by Nina Brandt, and carried 3-0, the Commission approved the minutes of May 8, 2013 as amended to correct typographical errors.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky announced that this is Deputy Superintendent's last Personnel Commission meeting. Mark McLaughlin will be the new Assistant Superintendent effective July 1, 2013. The district is negotiating with CSEA regarding the health benefit cost increase. Mrs. Mihalevsky also stated there have been many retirements, we will have a busy summer administering many tests, and are recruiting for 4 Director positions in Business Services.
- B. Deputy Superintendent, Personnel Services – Mr. Tim Carpenter thanked the commissioners for their service to a great Classified staff. He is ready to retire after serving a great district for 40 years.
- C. CSEA Representative – Mr. Mark Love, CSEA Labor Relations Representative introduced himself.
- D. Commissioners – Mr. Harimoto commented on meeting with the CSEA employees at Thousand Oaks High School. He said it was an amazing experience and appreciated the open communication between Mrs. Mihalevsky and the staff. He thanked and commended Mrs. Mihalevsky and believed it cleared up some misconception regarding the Merit System rules and regulations. The Commission will visit Newbury Park High School in the fall, and other sites throughout the year. Mrs. Mihalevsky said we are hoping to develop a Q&A section on the website and email all CVUSD with the link.

2.4 ~ Public Comments – Speaker Card Required

No public comments.

III. CONTINUING BUSINESS:

3.1 ~ Active/Future Recruitments

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

3.2 ~ Ratification of Eligibility Lists

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Account Clerk, Administrative Assistant, Health Clerk, Language Assessment & Development Facilitator/Spanish, Paraprofessional/Special Ed, and Secretary/School Office Manager.

IV. NEW BUSINESS

4.1 ~ Establish New Job Classification and Salary Allocation

- A. On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission established the new classification, Tobacco Use Prevention Education Coordinator and adopted the respective job specification as submitted.
- B. On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission allocated the salary placement of Tobacco Use Prevention Education Coordinator (new classification) to salary range 98 (\$4,381-\$5,349) on the Classified Unit Salary Schedule.
- C. On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission classified the new position establish by the Board of Education on March 19, 2013 for the purpose of prescribing duties in support of the TUPE program as Tobacco Use Prevention Education Coordinator.

4.2 ~ Proposed Meeting Date for the School Year 2013/2014

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission confirmed the proposed regular Personnel Commission dates for the second Wednesday of every month at 5:00 pm with sites to be determined based on availability.

4.3 ~ Format for Ratification of Eligibility Lists – Discussion Only

An overview of the ratification of eligibility lists and how other Merit System districts provided statistical information to their Personnel Commission was given.

V. NEXT MEETING

Wednesday, July 10, 2013, 5:00 pm, location to be determined.

VI. CLOSED SESSION

No Closed Session

VII. ADJOURNMENT

The commission adjourned the meeting at 6:03 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – JULY 10, 2013

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on June 12, 2013, in the South Facility, Board Room. The meeting was called to order at 5:02 pm by Chairperson, Mr. Nathan Harimoto.

1.2 ~ Pledge of Allegiance

Mr. Harimoto led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

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

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Rose Jeffery, seconded by Nina Brandt, and carried 3-0, the Commission approved the agenda of July 10, 2013 as submitted.

2.2 ~ Approval of Minutes

The official minutes for the meeting of June 12, 2013 will be submitted for approval at the following Personnel Commission meeting on August 14, 2013.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky introduced Mark McLaughlin, Assistant Superintendent, Personnel Services. Mrs. Mihalevsky stated we will have many recruitments this summer as a result of many retirements, and then promotions into vacancies.
- B. Assistant Superintendent, Personnel Services – Mr. Mark McLaughlin looks forward to learning about and working with the Personnel Commission and CSEA.
- C. CSEA Representative – Mr. Mark Love, CSEA Labor Relations Representative didn't have any comments. Mr. Harimoto inquired on how Ron Meyer, CSEA President was doing and expressed his condolences for the passing of his mother-in law.
- D. Commissioners – No Report.

2.4 ~ Public Comments – Speaker Card Required

No public comments.

III. CONTINUING BUSINESS:

3.1 ~ Active/Future Recruitments

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

3.2 ~ Ratification of Eligibility Lists

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Director, Child Nutrition, Tobacco Use Prevention Education Coordinator, Child Nutrition Assistant-Satellite, Early Care Assistant Teacher, Instructional Media Technician, Child Care Assistant, Child Care Leader as submitted.

IV. NEW BUSINESS

4.1 ~ Revision to Classification Specification

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission approved the proposed changes to the job class specification of Director, Child Nutrition as submitted.

4.2 ~ Classification Salary Reallocation

Commissioner Brandt expressed concern over an increase in salary allocation for the position of Director, Child Nutrition due to the fact that all employees have not received an increase in pay for five years and the recent medical benefit cost increase. She does not think believe it is warranted as accelerated step placement could be utilized. Mrs. Mihalevsky explained that the basis of the recommendation was based on internal alignment and external alignment as noted in the report. The increase will also aid in the recruitment and retention of a highly qualified candidate for a program that consistently runs a deficit of \$200,00/year impacting the General Fund. Commissioners Harimoto and Jeffery acknowledged Mrs. Brandt's concerns but felt the approximate \$10,000 annual increase was appropriate to bring in a qualified individual in order to change the program so the General Fund will not be impacted.

On the motion of Nathan Harimoto, seconded by Rose Jeffery, and carried 2-1 with Commissioner Brandt voting no, the commission approve the proposed salary re-allocation for the job class of Director, Child Nutrition from salary range 112 (\$5,689-\$7,679) to 122 (\$6,677-\$8,673) on the Management Salary Schedule.

4.3 ~ Title Change and Revision of Classification Specification

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission approved the proposed title change of job class Lead Family Services Coordinator-State Preschool to Lead Family Services Coordinator, and the revision to the respective job class specification as submitted.

V. NEXT MEETING

Wednesday, August 14, 2013, 5:00 pm, District Office Board Room, South Facility.

VI. CLOSED SESSION

No Closed Session

VII. ADJOURNMENT

The commission adjourned the meeting at 6:03 pm.