

Regular Meeting

Wednesday June 20, 2018

4:00 p.m. – Closed Session – DO / Board Conference Room

5:00 p.m. – Public Session – DO / Board Room

**District Office
1402 E. Janss Road
Thousand Oaks, CA 91362**

I. CLOSED SESSION

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

II. OPENING PROVISIONS

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

III. GENERAL INFORMATION

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on June 20, 2018, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on May 16, 2018 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Deputy Superintendent, Human Resources
 - C. CSEA Representative
 - D. Commissioners

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

IV. CONTINUOUS BUSINESS

- 4.1 VACANCY REPORT

4.2 ESTABLISHING FIELD OF COMPETITION FOR CURRENT/UPCOMING RECRUITMENTS

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

Exam #	Recruitment / Examination Title	Field of Competition
17-430	Secretary	Open
17-272	Behavior Intervention Specialist	Open

Discussion/Action: M ___ S ___ Vote ___

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

None

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Grigsby	Robert Iezza, Deputy Sup, HR	09/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement PC Granted Study Appeal – 3/13/2018 – Pending Study by Director 6/20/2018 – Business Order

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 RECLASSIFICATION OF POSITION(S)

- A. ESTABLISH a new job class, Benefits Specialist, for the purpose of appropriately classifying the duties prescribed to the position occupied by Elizabeth Grigsby assigned to the Human Resources Department, and adopt the proposed job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- B. ALLOCATE the job class of Benefits Specialist, to salary range 71 (\$3,838 - \$4,686) on the Classified Employees Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

- C. RECLASSIFY/REASSIGN, Elizabeth Grigsby to the job class/position of Benefits Specialist without further competitive examination on the basis of gradual accretion of duties and in accord with Personnel Commission Rule 6.14.

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.

5.2 ESTABLISHMENT OF JOB CLASSIFICATION(S) - MAINTENANCE AND OPERATIONS DEPARTMENT / BUSINESS SERVICES

A. ESTABLISH a new classification, *Maintenance Supervisor – General Services*, and APPROVE the job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

C. ALLOCATE the job class of Maintenance Supervisor – General Services, to salary range 80 (\$4,498 - \$6,620) on the Classified Supervisory Employees Salary Schedule, as submitted or amended.

D. ESTABLISH a new classification, *Maintenance Supervisor – Trades*, and APPROVE the job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

E. ALLOCATE the job class of Maintenance Supervisor – Trades, to salary range 85 (\$4,934-\$7,088) on the Classified Supervisory Employees Salary Schedule, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

5.3 JOB SPECIFICATION REVISION – TITLE CHANGE ONLY

Approve CHANGE IN TITLE to the supervisory job classification of Facility Supervisor – Grounds to Grounds Supervisor, without any further changes to the job specification.

Discussion/Action: M ___ S ___ Vote ___

5.4 SUPERVISORY JOB CLASSIFICATION SALARY REALLOCATION

APPROVE change in salary allocation placement for the job class of Grounds Supervisor from salary range 85 (\$4,938-\$7,088) to salary range 78 (\$4,319 - \$6,354) on the Classified Supervisory Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

5.5 PROPOSED MEETING DATES FOR 2018-2019

Date/Times		Locations	Confirmed Date/Times
July 18, 2018	5:00 pm Open Session	Board Room	
August 15, 2018	5:00 pm Open Session	Board Room	
September 19, 2018	5:00 pm Open Session	Board Room	
October 17, 2018	5:00 pm Open Session	Board Room	
November 21, 2018	5:00 pm Open Session	Board Room	

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December 19, 2018	5:00 pm Open Session	Board Room	
January 16, 2019	5:00 pm Open Session	Board Room	
February 20, 2019	5:00 pm Open Session	Board Room	
March 20, 2019	5:00 pm Open Session	Board Room	
April 17, 2019	5:00 pm Open Session	Board Room	
May 15, 2019	5:00 pm Open Session	Board Room	
June 19, 2019	5:00 pm Open Session	Board Room	

VI. NEXT MEETING

To be determined and announced.

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – May 16, 2018**

I. CLOSED SESSION

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on May 16, 2018, in the District Office Conference Room B2. The meeting was called to order at 4:00 pm by Chairperson, Mrs. Nina Brandt.

1.2 Public Employee Performance Evaluation

Pursuant to Government Codes Section 54957 – Director, Classified Personnel

1.3 Adjourn

Mrs. Brandt adjourned Closed Session at 5:00 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on May 16, 2018 in the District Office Conference Room B2. The meeting was called to order at 5:06 pm by Chairperson, Nina Brandt.

2.2 Pledge of Allegiance

Mrs. Brandt led the Pledge of Allegiance.

2.3 Roll Call of Members

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

2.4 Actions Taken in Closed Session

None.

III. GENERAL INFORMATION:

3.1 Agenda Approval

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for the meeting May 16, 2018, as submitted.

3.2 Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting on April 24, 2018, as amended.

3.3 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky made several announcements as follows:

- Announced the following employees as the recipients of the 2017-18 Outstanding Classified Employee Awards, as presented during the Board meeting on May 15, 2018:
 - **Luciane Garbin**, Language Assessment and Development Facilitator, Banyan
 - CVUSD nominee in the Para-Educator category forwarded to VCOE for the 2018 CSEY program
 - **Jennifer Werner**, Paraprofessional/ Special Education, Westlake Elementary
 - **Pamela Hayden**, Paraprofessional/Special Education, Redwood Middle
 - **Debi Welsh**, Child Nutrition Manager, Newbury Park High School
 - CVUSD nominee in the Child Nutrition category forwarded to VCOE for the 2018 CSEY program
 - **Donald Ramirez**, Maintenance Worker II, Maintenance and Operations Department
 - CVUSD nominee in the Child Nutrition category forwarded to VCOE for the 2018 CSEY program
 - **Kurt Scheffler**, Maintenance Worker II, Maintenance and Operations

- **Susan Greiner**, School Office Manager IV, Westlake High School
 - CVUSD nominee in the Office and Technical category forwarded to VCOE for the 2018 CSEY program
- **Linda Abilez**, School Office Manager IV, Newbury Park High School
- **Jeffery Bass**, Site Computer Technician I, Sycamore Canyon

- The Classified HR department is working on the new classifications for Paraeducator. Examinations and interviews will be taking place in the next few weeks to establish eligibility lists.
- Dr. Hayek, Assistant Superintendent, Business Services, presented to the Board of Education a proposal for centralizing maintenance and grounds services at the high school and a number of proposed related reorganizational changes for the M&O staffing structure.

B. Deputy Superintendent, Human Resources – Robert Iezza

Mr. Iezza announced that it has been a very busy time for the Classified and Certificated departments. He is proud of everyone working hard to accomplish department goals.

C. CSEA Representative – Angela Sommer

Mrs. Sommer shared that the Chapter Appreciation Meeting was a success; about 100 people attended.

D. Commissioners – No Announcements

3.4 Public Comments

Public comments were made on the Maintenance and Operations reorganization project that will be taking place.

IV. CONTINUING BUSINESS:

4.1 Vacancy Report

Ms. Mihalevsky reviewed the vacancy report.

4.2 Establishing Field of Competition for Current/Upcoming Recruitments

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

4.3 Ratification of Employment Eligibility Lists

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists as submitted.

4.4 Reclassification Request Report

The Commissioners discussed the status of the specified reclassification requests in que.

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Grigsby	Mark McLaughlin	9/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement PC Granted Study Appeal – 3/13/2018 – Pending Study by Director

V. NEW BUSINESS

5.1 PUBLIC HEARING ON THE ANNUAL 2018-2019 FISCAL YEAR BUDGET

Mrs. Nina Brandt opened the public hearing at 5:45, and closed the public hearing at 5:45pm.

5.2 PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018 – 2019

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved and adopted the 2018 – 2019 Personnel Commission Budget in the amount of \$452,985 as submitted.

5.3 REVISION TO JOB SPECIFICATION – FACILITIES SUPERVISOR, GROUNDS

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission APPROVE changes to the job specification of Facilities Supervisor, Grounds as submitted.

VI. NEXT MEETING

Special Meeting:

Open Session – June 8, 2018. 5:00 PM – Location: DO / Building B – Conference Rm B2

Regular meeting:

Closed Session June 20, 2018, 4:00 p.m. – Location: DO / Building B – Conference Rm B2

Open Session: June 20, 2018 5:00p.m. – Location: DO / Building B – Conference Rm B2

VII. ADJOURNMENT

Mrs. Brandt adjourned the Personnel Commission meeting at 6:32 pm.

Job Classification	Number of Positions		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	ON-HOLD					
Account Clerk	1		10/3.75	Colina	8/14/2018	pending transfer post/hiring decision	
Accounting Technician	1		12 mo / 8 hr		10/2/2018	on hold	
	1		12 mo / 8 hr	DO/Fiscal	10/3/2018	on hold	
Administrative Assistant	1		12 mo / 8 hr	DO/Elementary Ed	7/1/2018	pending eligibility list	
		1	12 mo / 8 hr	DO/Special Ed	6/4/2018	pending eligibility list	
Behavioral Intervention Specialist	1		10.5/8	Horizon Hills	Present	pending eligibility list	
Child Care Assistant	6		209 days/ 3.5hrs	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Care Leader		2	ST/5	University/various sites	present	hold	
Child Nutrition Manager		1	ST/6	LCMS	present	pending eligibility list	
Child Nutrition Assistant I		4	ST/3.5 hours	Park Oaks	present	on hold/assess need CN dept	
Child Nutrition Assistant II		1	ST/3.5 hours	DO	4/3/2017	pending eligibility list	
Child Nutrition Assistant-Satellite		1	st/3.75	Wildwood	present	pending eligibility list	
Clerk Typist		1	ST / 3 hr	Various Sites			
Custodian	1		12/3.75	University		pending transfer post/hiring decision	
	1		12 Mo / 8 Hr	LCMS		pending transfer post/hiring decision	
Early Care Aide	2		10/3.5	NfL	present	on hold	ChildDev
Early Care Assistant Teacher		4	10 mo / 3.75	Early Care / NfL	present	on hold	ChildDev
Early Care Teacher		1	10/3.75	NfL	present	on hold	
Lang. Assess. Dev. Facilitator	1		ST/3.5 hours	Madrona		on hold	
LVN		1	209/ 3.5	Acacia		Pending oral panel / est elig list	Gen Fund
Locksmith	1		12 mo / 8 hr	M&O		pending eligibility list	
Maintence Lead		1	12 mo / 8 hr	M&O		on hold	
Paraeducator I		7	ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
		3	ST / 3.5 hr				
		1	ST/5.5				
		2	ST/6				
Paraeducator III	50		18@6.0; 25@5.5; 6@3.0				
Purchasing Expeditor	1		12 mo / 8 hr	DO/Purchasing		pending recruitment/eligibility list	
Secretary	1		10.5/8	EL Svcs		pending hiring decision	
	1		12 Mo / 8 Hr	NPHS	8/14/2018	pending hiring decision	
Senior Clerk Typist	1		10.5/8	LCMS	8/6/2018	pending hiring decision	
	1		10.5/8	NPHS	8/1/2018	pending hiring decision	
Site Computer Technician I		1	11 mo / 8 hr	Technology Svcs	present	on-hold / service need? / funding	Gen Fund
School Outreach Assistant		1	ST/3	Glenwood	8/22/2017	on-hold / funding	Title I/NGF

Upcoming Board Meetings - Positions to be Established

Job Classification			Positions/Type	Location	Funding Source	Recruitment Type
Maintenance Supervisor	2		2@12mo/8hr	M&O	Gen Fund	Open

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: June 20, 2018

SUBJECT: RECLASSIFICATION REQUEST – BENEFITS TECHNICIAN

ISSUE:

Should the Personnel Commission approve request for reclassification study requested by Elizabeth Grigsby, Benefits Technician?

BACKGROUND

Reclassification Appeal Timeline

In accord with the rules and procedures adopted by the Personnel Commission, an employee is entitled to file an appeal with the Commission, if the Reclassification Committee does not affirm his/her request for reclassification study. The Commission may direct its Director to conduct the study as appropriate.

On January 11, 2017, the Director, Classified Personnel, notified Elizabeth Jacobs, Benefits Technician of the recommendation of the Reclassification Committee (attachment 1). As specified in the letter, the Committee members did not affirm Ms. Jacobs' request for study, concluding (1) incumbents' request does not have sufficient merit – do not recommend further study, and/or (2) higher level duties should be removed/reassigned in consideration of budget implications in reclassifying the position.

On February 15, 2017, the Personnel Commission reviewed the request for reclassification appeal and voted to delay action until such time as the position of Risk Manager is filled. On March 13, 2018, the Commission granted the appeal, directing the Director to proceed with a formal study of the position to evaluate basis for reclassification.

Position Background

Elizabeth Grigsby holds the only position allocated to the Benefits Technician job class, established in May 2009. At the time the new job class was established, the District faced significant fiscal crisis and a recommendation was made to allocate the new job class approximately 5% below the median starting rate of pay, aligning it internally to the job class of Senior Account Clerk. The internal alignment at the time was driven by the fact that Ms. Jacobs held a position that was classified as Senior Account Clerk assigned by-in-large the core functions that were proposed to be encompassed by the Benefits Technician job class. The specialization was appropriate as the duties of the Senior Account Clerk position were distinct from those performed by all other such classified positions.

In September 2009, Ms. Jacobs was reassigned from Senior Account Clerk (lateral job class) to Benefits Technician, as part of layoff reemployment procedures, when the Senior Account Clerk position that she held was eliminated. Such was an instance of lateral reassignment to a vacant lateral job classification in lieu of layoff.

Over the last three to four years, changes in incumbents occupying the Risk Manager position presented opportunities for changes in the scope of work and decision making triggering the employee, Mrs. Grigsby to contend basis for position reclassification.

CLASSIFICATION ANALYSIS

Upon establishment, the job construct for Benefits Technician, was construed to be one of requiring fundamental knowledge of the job domain to carry out a narrow array of job related duties independently at job entry, with expected development of knowledge on the job in order to enable the incumbent to perform a wider array of job related activities more independently. However, the job concept, based on its internal alignment is one that entails by-in-large transactional duties and

responsibilities. In evaluating the scope of work prescribed presently and over the past two to three years, substantive changes have been driven by the following factors:

- Changes in the organizational structure and reporting relationships of the Benefits Technician position, effecting changes to the degree of supervision and direction.
- Implementation of the Affordable Care Act (ACA) and related reporting, tracking of eligible, and pertinent correspondence, effecting the necessary knowledge acquisition to effectively monitor the District's compliance.
- Liaison closely and serve as an advisory to the District's third party consultants, Poms and Associates, it serves as the District's representative in claim and plan coverage evaluation in order to problem solve with account representatives from various medical and insurance providers.
- Management staff rely on the position to query data negotiation of bargaining positions relative to health benefit contract proposals, both relative to development of management positions and in response to union proposals.
- Evaluates and advises on annual explanation of coverage correspondence sent by medical providers to employees; requires in-depth knowledge of the self-insured PPO plan.
- Assists employees with appeal process relative to medical procedures and billing; the administration of the PPO self-insured plan presents opportunities for problems and subsequent problem resolution that are not present with fully insured plans that most surrounding districts are part of.
- Provides input to the District consultant and administrative staff for decisions regarding policies, regulations, collective bargaining agreements, and operational procedures as related to employee benefits programs.
- Coordinates the District Wellness Committee meetings and administers related activities and programs.

The aforementioned duties and responsibilities are in line with a job classification concept found across a number of public agencies, including K-12 districts, titled Benefits Specialist, with the relative worth established at ten (10%) percent above that of Benefits Technician and Human Resources Technician (attachment 2). Additionally, the Benefits Specialist job concept is generally deemed no higher than the Credential Technician job concept.

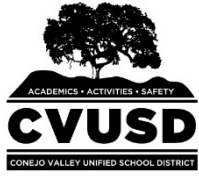
The Director, has met and conferred with CSEA Chapter 620 as the exclusive bargaining representative on June 14, 2018, relative to the recommendation to establish a new job classification, Benefits Specialist (attachment 1), and recommend allocating the new job class to salary range 71 (\$3,838-\$4,886).

RECOMMENDATIONS:

- A. ESTABLISH a new job class, Benefits Specialist, for the purpose of appropriately classifying the duties prescribed to the position occupied by Elizabeth Grigsby assigned to the Human Resources Department, and adopt the proposed job specification as submitted or amended.
- B. ALLOCATE the job class of Benefits Specialist, to salary range 71 (\$3,838 - \$4,686) on the Classified Employees Salary Schedule.
- C. RECLASSIFY/REASSIGN, Elizabeth Grigsby to the job class/position of Benefits Specialist without further competitive examination on the basis of gradual accretion of duties and in accord with Personnel Commission Rule 6.14.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Business Services

Salary Range:

Schedule: GenClssf

FLSA Status: Non-Exempt

Work Year: 12 Months

BENEFITS SPECIALIST

BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of technical duties in support of employee insurance and benefits programs including, but not limited to: health, dental and vision; organize and maintain information, procedures and forms regarding health and welfare insurance benefit programs, and provide information and assistance to employees regarding benefit coverage, claims and related procedures.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

The employee in the job classification of Benefits Specialist is subject to possessing in-depth knowledge of the job domain to carry out job-related activities independently; serves as an advisory and a liaison to the District's 3rd party consultants relative to health benefit administration and utilization within the District; self-direct in problem solving related to enrollment, claim resolution and consultation services to the District' staff, benefit consultants, and account managers of the various insurers.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Determine employee eligibility to participate in District health and welfare insurance programs, and enroll employees into appropriate programs based established eligibility; assist employees with completing required enrollment paperwork.
- Set-up and/or utilize web-based data information systems for record management of employee benefits eligibility status, and changes in program enrollment as it pertains to employees, retirees, dependents and terminated workers; monitor, control and keep detailed reconcilable records; notify employees of eligibility changes and prepare change records and distribute to necessary parties.
- Calculate buy-in rates for part time employees, provide payroll deduction information to payroll staff; calculate reimbursements for changes in payroll deduction and track necessary data using appropriate record management system(s).
- Maintain records required by carriers' guidelines, such as birth and marriage certificates, social security numbers, and employment information; employee demographic information for use of health benefit carriers, up-to-date beneficiary information for Standard Life Insurance; retiree status tracking, and conduct annual re-check of college age dependents to verify student status and send out related correspondence. Maintain employee files with documents.
- Contacts carrier representatives to discuss and resolve problems regarding plan coverage.
- Identifies opportunities to streamline enrollment processes and provides insight on any proposed health care policy changes and/or amendments.
- Analyzes laws, rules, and publications relative to health benefit administration.
- Provides input to District management for decisions regarding policies, regulations, collective bargaining agreements, and operational procedures as related to employee benefits programs.
- Coordinates the District's annual open enrollment period; prepare memos and send out information regarding open enrollment; provide forms and explanations of coverage; obtain completed enrollment forms and provide information to the appropriate District department(s).
- Coordinates mailings of informational packets related and provide information in person, by phone or by mail to disseminate information and respond to inquires regarding COBRA / OBRA benefits, benefit program options for employees planning retirement, the drop of coverage, adding dependents, paying claims and related matters.
- Collects and processes benefits-related accounts receivables; collects monies from retirees and employees on COBRA or leaves of absence; posts, reconciles and submits payments; generates invoices of payments due; audits accounts to send overdue notices or adjustment notices for underpayment or overpayment of account.

Reconcile billings with carriers including, but not limited to: Anthem BlueCross, Kaiser, Delta Dental, VSP, Standard, and appropriate stop loss carrier, and employees with regard to their health benefits coverage and/or claims; liaison between CVUSD and third party program administrator(s). Compile, analyze, and provide information regarding employee benefit statistics to District administrators, the Health Benefits and Wellness Committees. Performs other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- ✓ General methods, practices, terminology and procedures used in benefits administration including insurance, enrollment, eligibility, carrier claims and billing
- ✓ District health and welfare benefit and insurance programs.
- ✓ COBRA benefits and regulations
- ✓ Correct English usage, grammar, spelling, punctuation and vocabulary
- ✓ District organization, operations, policies and objectives relating to personnel activities
- ✓ Record keeping and reporting techniques
- ✓ Oral and written communication skills
- ✓ Telephone techniques and etiquette.
- ✓ Interpersonal skills using tact, patience and courtesy

Ability to:

- ✓ Learn and apply rules and regulations involved in assigned job functions
- ✓ Maintain the security of confidential materials
- ✓ Analyze situations accurately and adopt an effective course of action
- ✓ Comprehend and follow directions given verbally and in writing
- ✓ Demonstrate mental acuity sufficient to perform the essential functions of the position
- ✓ Communicate effectively both orally and in writing
- ✓ Maintain records and prepare reports
- ✓ Establish and maintain cooperative and effective working relationships with others
- ✓ Meet schedules and time lines
- ✓ Work independently under general direction
- ✓ Be motivated to produce high quality work product
- ✓ Maintain a work pace appropriate to the position

TOOLS/EQUIPMENT

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

- ✓ Operate a variety of office equipment including a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

ENTRANCE QUALIFICATIONS

Education/Experience:

High school diploma, or an equivalent, supplemented by college level course work in business, accounting, benefits, human resource management, insurance or related field AND three years of work experience performing duties related to payroll, employee benefits administration, risk management and/or human resources.

**Alternate variations of education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process resulting in an eligibility list.*

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License

WORKING CONDITIONS

Physical Demands

Level - Minimal / Performance of position duties/responsibilities is subject to sitting in a comfortable position with frequent opportunity to move about freely; on an occasional basis the incumbent may have to *lift, push, pull, carry, move, and/or position objects* weighting up to *15 lbs*; 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 office equipment (ie. computer and peripherals).

Environment/Hazards

- ✓ Indoor office setting
- ✓ May drive to various district sites to conduct personnel related business

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.

Salary Recommendation Basis - Benefits Specialist (new job class) - June 20, 2018

Agency	Class Title	Min Salary	Max Salary
Anaheim Union High School District	Benefits Specialist	\$4,631.00	\$6,113.00
City of Pasadena	Benefits Specialist	\$4,065.00	\$5,075.00
Garden Grove Unified School District	Benefits Specialist	\$4,409.00	\$5,372.00
Lynwood USD	Benefits Specialist	\$3,745.00	\$4,552.00
Pasadena Unified School District	Benefits Specialist	\$3,372.00	\$4,409.00
Montebello Unified School District	Benefits Specialist 2	\$3,729.00	\$4,902.00
Oxnard School District	Employee Benefits Specialist	\$4,072.00	\$4,952.00
Santa Monica College	Employee Benefits Specialist	\$4,069.00	\$4,946.00
	Average	\$4,011.50	\$5,040.13
	Median	\$4,067.00	\$4,949.00

Agency	Class Title	Min Salary	Max Salary
Anaheim Union High School District	Benefits Technician	\$4,040.00	\$5,312.00
Glendale Unified School District	Benefits Technician	\$3,351.00	\$4,862.00
Hacienda La Puente Unified School District	Benefits Technician	\$3,205.00	\$4,198.00
Pasadena Unified School District	Benefits Technician	\$2,771.00	\$3,614.00
Rowland Unified School District	Benefits Technician	\$3,561.00	\$4,335.00
San Bernardino City Unified School District	Benefits Technician	\$3,527.00	\$4,290.00
Victor Valley Union High School District	Benefits Technician	\$3,465.00	\$4,210.00
Santa Monica-Malibu Unified School District	Employee Benefits Technician	\$3,469.00	\$4,428.00
Poway Unified School District	Insurance Benefits Technician	\$3,342.00	\$4,281.00
	Average	\$3,414.56	\$4,392.22
	Median	\$3,465.00	\$4,290.00

Agency	Class Title	Min Salary	Max Salary
Anaheim Union High School District	Human Resources Technician	\$4,040.00	\$5,312.00
Glendale Unified School District	Human Resources Technician	\$3,037.00	\$4,411.00
La Mesa-Spring Valley School District	Human Resources Technician	\$3,122.00	\$3,981.00
Newport Mesa Unified School District	Human Resources Technician	\$4,109.00	\$5,035.00
Oxnard School District	Human Resources Technician	\$3,694.00	\$4,493.00
San Bernardino City Unified School District	Human Resources Technician	\$3,597.00	\$4,377.00
Santa Monica-Malibu Unified School District	Human Resources Technician	\$3,223.00	\$4,115.00
	Average	\$3,546.00	\$4,532.00
	Median	\$3,597.00	\$4,411.00

Agency	Class Title	Min Salary	Max Salary
Anaheim Union High School District	Credentials Technician	\$4,040.00	\$5,312.00
Garden Grove Unified School District	Credentials Technician	\$4,633.00	\$5,644.00
Hacienda La Puente Unified School District	Credentials Technician	\$3,806.00	\$4,992.00
Newport Mesa Unified School District	Credentials Technician	\$4,109.00	\$5,035.00
Rowland Unified School District	Credentials Technician	\$3,604.00	\$4,381.00
Glendale Unified School District	Human Resources/Credentials Te	\$3,351.00	\$4,862.00
Downey Unified School District	Personnel/Credentials Technician	\$4,188.00	\$5,089.00
Oxnard School District	Credential Technician	\$4,278.00	\$5,195.00
	Average	\$4,001.13	\$5,063.75
	Median	\$4,074.50	\$5,062.00

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: June 20, 2018

SUBJECT: ESTABLISHMENT OF JOB CLASSIFICATION / SALARY ALLOCATION –
MAINTENANCE AND OPERATIONS DEPARTMENT/BUSINESS SERVICES

ISSUE:

Should the Personnel Commission establish new job classes in support of duties to be prescribed to new positions proposed in relation to the reorganization of Maintenance and Operations Department?

BACKGROUND:

The Superintendent and the Assistant Superintendent, Business Services, have proposed to reorganize the Maintenance and Operations Department in support of centralizing maintenance and grounds services district-wide, including the three (3) comprehensive high schools. It is expected that the centralization of services with the appropriate supervisory personnel assigned, will provide for greater quality control accountability, standardization and uniformity of maintenance, construction and repair across all district sites, adherence to Department of State Architect (DSA) and local codes, and utilization and accountability through the District adopted work order system.

The Board of Education will review the proposed reorganization at its regularly scheduled meeting on June 19, 2018. Should the Board of Education authorize the establishment of two (2) proposed supervisory positions to oversee maintenance staff, it is incumbent upon the Personnel Commission in its authority to allocate the positions to job classifications, new or existing within classified service.

Based on the scope of work to be prescribed to the two (2) supervisory positions, staff recommend the following actions:

- (1) Establish a new job classification, *Maintenance Supervisor – General Services*, to appropriately classify the duties of the position that will be assigned to oversee personnel holding Maintenance Worker II positions, and Plant Supervisors assigned to the high schools. Attachment 1 is the proposed job specification for the proposed new job class of Maintenance Supervisor-General Services.
- (2) Establish a new job classification, *Maintenance Supervisor-Trades*, to appropriately classify the duties of the position that will be assigned to supervise and direct personnel assigned to various trade specific job classifications, including but not limited to: Maintenance Electrician, Maintenance Plumber, Maintenance Carpenter, Heating/ Ventilating Mechanic, Locksmith, etc. Attachment 2 is the proposed job specification for the proposed new job class of Maintenance Supervisor-Trades.

Basis for Salary Allocation:

The below market salary information was compiled to formulate the recommendation for the salary allocation in consideration of both external factors for competitive recruitment, as well as internal pay equity and alignment.

Agency	Class Title	Min Salary	Max Salary
Montebello Unified School District	Mechanical Maintenance Supervisor	\$5,768.00	\$7,395.00
Poway Unified School District	Vehicle Maintenance Supervisor	\$6,256.00	\$7,360.00
Simi Valley USD	Maintenance Manager	\$5,928.00	\$7,299.00
Oxnard School District	Maintenance Manager	\$6,222.50	\$7,392.67
Ventura USD	Maintenance Manager	\$5,454.00	\$6,836.00
Lynwood USD	Maintenance Supervisor	\$5,747.00	\$6,987.00
Pasadena Unified School District	Maintenance Supervisor	\$4,808.00	\$5,846.00
Santa Monica-Malibu Unified School District	Maintenance Supervisor	\$5,429.00	\$6,600.00
Los Angeles County Office of Education	Facilities and Maintenance Supervisor	\$5,449.00	\$6,750.00
	AVERAGE	\$5,673.50	\$6,940.63
	MEDIAN	\$5,747.00	\$6,987.00

As the proposed organization at CVUSD is to staff with two (2) distinct supervisory positions, one directing the work of staff who are performing semi-skilled maintenance work, while the other directing staff performing skilled crafts, where the salary differential between the job classes supervised is as large as 20%. Based on the aforementioned rationale, the recommendation is to allocate the newly proposed job classifications as follows:

- Maintenance Supervisor – General Services, to salary range 80 (\$4,498 - \$6,620) on the Classified Supervisory Employees Salary Schedule.
- Maintenance Supervisor – Trades, to salary range 85 (\$4,934-\$7,088) on the Classified Supervisory Employees Salary Schedule.

RECOMMENDATION:

The following recommendations are placed on the agenda, item # 5.2:

- A. ESTABLISH a new classification, Maintenance Supervisor – General Services, and APPROVE the job specification as submitted or amended.
Discussion/Action: M ___ S ___ Vote ___
- B. ALLOCATE the job class of Maintenance Supervisor – General Services, to salary range 80 (\$4,498 - \$6,620) on the Classified Supervisory Employees Salary Schedule, as submitted or amended.
- C. ESTABLISH a new classification, *Maintenance Supervisor – Trades*, and APPROVE the job specification as submitted or amended.
Discussion/Action: M ___ S ___ Vote ___
- D. ALLOCATE the job class of Maintenance Supervisor – Trades, to salary range 85 (\$4,934-\$7,088) on the Classified Supervisory Employees Salary Schedule, as submitted or amended.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



**Conejo Valley
Unified School District
Personnel Commission**

JOB DESCRIPTION

Job Family: Maintenance/Operations

Salary Range: 80

Schedule: Supervisory

FLSA Status: Exempt

Work Year: 12 Months

MAINTENANCE SUPERVISOR – GENERAL SERVICES

BASIC FUNCTION

Under general supervision of the Director, Maintenance and Operations, plan, coordinate, supervise and perform general maintenance and repair of school equipment, facilities, and properties; train, supervise and evaluate the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED JOB CLASSES

The Maintenance Supervisor- General Services supervises and directs personnel performing tasks which accomplish general repair and maintenance of school equipment, facilities and properties; may work independently on one or more projects involving complex maintenance programs, prepare and maintain budget analysis', building repair projects, work order reports, etc. Positions in this class exercise competent judgment in determining priorities and coordinating work for a variety of maintenance and repair needs.

The job class of Maintenance Supervisor-General Services will serve as the supervisor for all assigned sites and personnel; and work collaboratively with school administrative staff in appropriate direction and oversight.

The Maintenance Supervisor-General Services is distinct from the job class of Maintenance Supervisor-Trades, in that the latter is responsible in overseeing trades specific personnel who perform advanced journey level work in their respective trade fields, including electric, plumbing, HVAC, etc.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Plans, organizes and directs personnel in the repair, maintenance, and service related to broad, functionally diverse facility maintenance assignments and projects in general building and facility plant maintenance.
- Trains, supervises, and evaluates the performance of assigned staff; participate in interviewing, selecting, and assigning of personnel; make recommendations related to disciplinary action and promotional activities according to established procedures; evaluate work assignments, locations, and work hours and modify as necessary.
- Assists with development and implementation of predictive/ preventative maintenance programs district-wide, including comprehensive high school sites.
- Conduct feasibility and constructability studies for projects; prepare project estimates including labor, materials, cost, and time; assure accurate and timely project reporting as required.
- Evaluates daily maintenance service requests and dispatches necessary personnel in accordance with establishment priorities, and prepares reports as requested.
- Inspects work during and after maintenance repairs are executed by assigned staff or contractors; reports on and takes corrective action to address substandard repair jobs; takes corrective action to remedy issues with project timelines and work that falls behind schedule or is performed below acceptable standards.
- Identifies and resolves potential safety problems and unsafe work practices; demonstrates to personnel and others, safe ways to perform job tasks or the use of equipment; informs the Director and Risk Manager of unusual safety concerns and makes recommendations for resolution; determines appropriate protective equipment based on established standards; regularly assesses site and shop operations for safety.
- Provides staff with a breakdown of a project/assignment by job tasks and communicates work timelines and deadlines; consults with assigned supervisor regarding project, work order and task priorities, adjust priorities when appropriate; anticipate obstacles/roadblocks and prepare alternative work plans to ensure timely task accomplishment.

Reviews staff purchases related to projects and work orders. Ensures purchases are economical and in line with Board of Education and department policy.

Liaisons with school and department administrators, or other personnel including contractors to resolve situations that arise with maintenance activity work.

Reports to Director on status of projects completed or in process; verifies and inspects the work of assigned staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.

Prepares work related reports and records for labor, material and supplies required for central maintenance and service jobs.

Plan, organize, and present training programs for the purpose of developing staff maintenance skills, ensuring the presentation of new techniques and equipment and implementation of program standards.

Review and recommend policies, procedures, and actions for the purpose of establishing standardization, providing direction and making decisions.

Lead and participate in ongoing training and staff development.

OTHER DUTIES:

Perform related duties and responsibilities as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- General construction codes and Division of State Architect requirements
- General methods, typical materials and efficient equipment used in maintenance and related trades
- Construction and preventive maintenance procedures, timelines, scheduling and reporting
- OSHA safety regulations and codes, and safe work practices related to the area of specialization;
- Skillful use and care of the various tools used in the trades;
- Principles and practices of work supervision, training and discipline.

Ability to:

- Layout work and estimate time, tools and materials needed;
- Plan and design projects, work from sketches, blueprints, and manuals.
- Keep records and provide complete and clear reports;
- Exercise direction and responsibility over the work of others;
- Maintain cooperative relationships with those contacted in the course of work;
- Communicate both orally and in writing with employees and managers;
- Oversee the work of a variety of maintenance specialties;

TOOLS/EQUIPMENT

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

- ✓ Operate a variety of office equipment, including a personal computer and job-specific software applications, and related peripheral equipment, such as, fax machine, copier, and printer.
- ✓ Operate a variety of maintenance trade specific tools and equipment

ENTRANCE QUALIFICATIONS

Education/Experience

A minimum of four (4) years of experience in delivery of services involving the maintenance, repair and construction of facilities and building equipment systems in organizational setting; at least one (1) year of experience serving in a position formally designated as lead or supervisory preferred. Experience in a public agency is desirable.

**Alternate variations of education/experience that would likely yield the necessary knowledge, skills, and abilities may be considered as acceptable in meeting minimum entrance requirements to qualify for participation in the examination process.*

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License
- ✓ Must be able to obtain National Playground Safety Institute Certification within six months of employment.

WORKING CONDITIONS

Physical Demands

The position duties/responsibilities are subject to: sporadic standing and walking requiring minimal cardio-respiratory endurance OR routinely *lifting, pushing, pulling, carrying, moving, and/or positioning* objects weighting *occasionally up to 75lbs*, and climbing ladders; the position is subject to exercising continuous manual dexterity (i.e. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment (i.e. machinery and tools); the position is subject to occasional physical exertion or fatigue, such that muscular tension, power, endurance, and/or cardio-respiratory endurance are vital to perform essential job function.

Environment/Hazards

- ✓ Outdoor work environment, with exposure to variable weather conditions.
- ✓ Routine visits to shop areas, and construction sites, where one may be exposed to dust, fumes, flying debris, and/or moving machinery, and exposure to dust and fumes from motorized equipment, cleaning products, industrial chemicals.
- ✓ Driving a vehicle 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.

PERSONNEL COMMISSION

ADOPTED :



**Conejo Valley
Unified School District**
Personnel Commission

JOB DESCRIPTION

Job Family: Maintenance/Operations

Salary Range: 85

Schedule: Supervisory

FLSA Status: Exempt

Work Year: 12 Months

MAINTENANCE SUPERVISOR – TRADES

BASIC FUNCTION

Under general supervision of the Director, Maintenance and Operations, plan, coordinate, supervise and provide services related to the District's mechanical, plumbing, electrical, HVAC, and other systems and equipment.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED JOB CLASSES

The Maintenance Supervisor-Trades is distinct from the job class of Maintenance Supervisor – General Services, in that the former is responsible for overseeing trades specific personnel who perform advanced journey level work in their respective trade fields, including electric, plumbing, HVAC, etc. Positions in this class typically require a license, certification, or extended years in a profession. The supervisor shall exercise competent judgment in determining priorities and coordinating work for a variety of maintenance and repair needs.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Plans, organizes and directs personnel in maintenance and service related to broad, functionally diverse facility maintenance assignments and projects in mechanical trades, including, audio/visual, electrical, plumbing, heating, ventilation, air conditioning circulating liquid and electrical system repair, service or installation and other trade work; serves as a technical expert and leader within the work unit.
- Trains, supervises, and evaluates the performance of assigned staff; participate in interviewing, selecting, and assigning of personnel; make formal recommendations related to disciplinary action and promotional activities according to established procedures; evaluate work assignments, locations, and work hours and modify as necessary.
- Assists with development and implementation of predictive/ preventative maintenance programs district-wide, including comprehensive high school sites.
- Conduct feasibility and constructability studies for projects; prepare project estimates including labor, materials, cost, and time; assure accurate and timely project reporting as required.
- Evaluates daily maintenance service requests and dispatches necessary personnel in accordance with establishment priorities, and prepares reports as requested.
- Inspects work during and after maintenance repairs are executed by assigned staff or contractors; reports on and takes corrective action to address substandard repair jobs; takes corrective action to remedy issues with project timelines and work that falls behind schedule or is performed below acceptable standards.
- Identifies and resolves potential safety problems and unsafe work practices; demonstrates to personnel and others, safe ways to perform job tasks or the use of equipment; informs the Director of unusual safety concerns and makes recommendations for resolution; determines appropriate protective equipment based on established standards; regularly assesses site and shop operations for safety.
- Provides staff with a breakdown of a project/assignment by job tasks and communicates work timelines and deadlines; consults with assigned supervisor regarding project, work order and task priorities, adjust priorities when appropriate; anticipate obstacles/roadblocks and prepare alternative work plans to ensure timely task accomplishment.
- Reviews staff purchases related to projects and work orders. Ensures purchases are economical and in line with Board of Education and department policy.

Liaisons with school and department administrators, or other personnel including contractors to resolve situations that arise with maintenance activity work.

Reports regularly to the Director on status of projects completed or in process; verifies and inspects the work of assigned staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.

Prepares work related reports and records for labor, material and supplies required for central maintenance and service jobs.

Plan, organize, and present training programs for the purpose of developing staff maintenance skills, ensuring the presentation of new techniques and equipment and implementation of program standards.

Review and recommend policies, procedures, and actions for the purpose of establishing standardization, providing direction and making decisions.

Lead and participate in ongoing training and staff development.

OTHER DUTIES:

Perform related duties and responsibilities as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- General construction codes and Division of State Architect requirements
- General methods, typical materials and efficient equipment used in maintenance and related trades
- Construction and preventive maintenance procedures, timelines, scheduling and reporting
- OSHA safety regulations and codes, and safe work practices related to the area of specialization;
- Skillful use and care of the various tools used in the trades;
- Principles and practices of work supervision, training and discipline.

Ability to:

- Layout work and estimate time, tools and materials needed;
- Plan and design projects, work from sketches, blueprints, and manuals.
- Keep records and provide complete and clear reports;
- Exercise direction and responsibility over the work of others;
- Maintain cooperative relationships with those contacted in the course of work;
- Communicate both orally and in writing with employees and managers;
- Oversee the work of a variety of maintenance specialties;

TOOLS/EQUIPMENT

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

- ✓ Operate a variety of office equipment, including a personal computer and job-specific software applications, and related peripheral equipment, such as, fax machine, copier, and printer.
- ✓ Operate a variety of maintenance trade specific tools and equipment

ENTRANCE QUALIFICATIONS

Education/Experience

A minimum of five (5) years of experience in a general maintenance trade, with at least three (3) years of training and experience in a specialty trade, including, but not limited to: electrical, plumbing, and/or HVAC; and at least one (1) year of experience serving in a position formally designated as lead or supervisory preferred. Experience in a public agency is desirable.

**Alternate variations of education/experience that would likely yield the necessary knowledge, skills, and abilities may be considered as acceptable in meeting minimum entrance requirements to qualify for participation in the examination process.*

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License

WORKING CONDITIONS

Physical Demands

The position duties/responsibilities are subject to: sporadic standing and walking requiring minimal cardio-respiratory endurance OR routinely *lifting, pushing, pulling, carrying, moving, and/or positioning* objects weighting *occasionally up to 75lbs*, and climbing ladders; the position is subject to exercising continuous manual dexterity (i.e. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment (i.e. machinery and tools); the position is subject to occasional physical exertion or fatigue, such that muscular tension, power, endurance, and/or cardio-respiratory endurance are vital to perform essential job function.

Environment/Hazards

- ✓ Outdoor work environment, with exposure to variable weather conditions.
- ✓ Routine visits to shop areas, and construction sites, where one may be exposed to dust, fumes, flying debris, and/or moving machinery, and exposure to dust and fumes from motorized equipment, cleaning products, industrial chemicals.
- ✓ Driving a vehicle 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.

PERSONNEL COMMISSION

ADOPTED :



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Maintenance and Operations

Salary Range:

Schedule: Supervisory

FLSA Status: Exempt

Work Year: 12 Month

FACILITY SUPERIVOSR – GROUNDS – GROUNDS SUPERVISOR

BASIC FUNCTION

Under the general direction of the Director, Maintenance and Operations, plans and supervises the district's grounds maintenance and irrigation services, including crews performing gardening, and groundskeeping, sprinkler repair, grounds equipment maintenance and operation, and pest control management.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Plans, organizes, schedules and supervises the daily operations and activities of employees performing a variety of grounds maintenance functions.
- Supervises and troubleshoots irrigation system installation, maintenance and repairs; interprets landscape and irrigation blueprints.
- Schedules and supervises heavy equipment operations and grounds equipment repairs.
- Oversees the district's integrated pest management and herbicide/pesticide application program.
- Confers with and assists management in setting priorities for district wide grounds maintenance activities.
- Trains and evaluates the work of assigned staff and ensures that the work is done safely and in compliance with applicable laws, codes, rules and regulations.
- Inspects district sites to ensure accomplishment of grounds maintenance objectives and that grounds are maintained in a safe condition.
- Prepares and maintains records and reports of department operations and activities such as attendance, schedules, inventory and other related documentation.
- Estimates costs of labor and materials, prepares work specifications, and contacts vendors to obtain quotes for materials and equipment.
- Maintains records and an inventory of grounds and irrigation materials, parts, and supplies.
- Evaluates and assists in the selection of grounds, nursery and irrigation products and equipment.
- Conducts monthly safety meetings and ensures that health and safety precautions are observed.
- Responds to concerns expressed by district personnel, the public, and public agencies regarding water quality, irrigations matters, and environmental issues related to grounds maintenance.
- May inspect the District's playgrounds for safety and preventative maintenance planning.
- Performs other job related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Principles and practices, materials, tools, and equipment of grounds maintenance, commercial irrigation systems, tree trimming, and heavy equipment operations.
- Landscape design.
- Varieties of plants, trees, and shrubs.
- Varieties of fertilizers and their proper use.
- Software programs used to create correspondence, keep records, and schedule projects.
- Health and safety practices and regulations of working with heavy equipment, as well as grounds and irrigation equipment; applicable CAL/OSHA regulations;
- Integrated Pest Management theories, practices, and applications.
- Correct English usage, grammar, spelling, punctuation and vocabulary,
- Basic record-keeping techniques,
- Interpersonal skills using tact, patience and courtesy.
- Principles of supervision and human resource management.

Job Description: ~~Facilities Supervisor~~—~~Grounds~~ Grounds Supervisor

Ability to:

- Learn and apply rules and regulations in executing assigned work functions;
- Analyze situations accurately and adopt an effective course of action;
- Comprehend and follow directions given verbally and in writing;
- Demonstrate mental acuity sufficient to perform the essential functions of the position;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Meet schedules and time lines;
- Exercise independent judgment and initiative without close supervision;
- 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 office equipment including a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.
- Operation and maintenance of hand and power tools and equipment used in groundskeeping such as mowers, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and standard gardening hand tools.

ENTRANCE QUALIFICATIONS

Education

Graduation from high school or equivalent, supplemented by college coursework and/or vocational training in irrigation, landscaping design, public works, and/or general grounds maintenance.

Experience

A minimum of four (4) years of experience in journey-level grounds and/or irrigation maintenance with experience in operating heavy equipment such as field mowers, tractors, dump trucks, skidloaders, and backhoes, including two years in a lead capacity or one year in a supervisory capacity. School district experience is desirable.

Licenses/Certifications/Special Requirements

- Valid California Class C Driver's License or an alternate method of transportation for travel between district sites
- California Pest Control Applicator License A, B and C category must be obtained within six months of initial appointment to the position
- National Playground Safety Institute Certification must be obtained within the initial six months of appointment to the position.
- Incumbents are responsible for maintaining their license for continued employment.

Job Description: ~~Facilities Supervisor~~—~~Grounds~~ Grounds Supervisor

WORKING CONDITIONS

Physical Demands

Level – Moderate: The position duties/responsibilities are subject to: sporadic standing and walking requiring minimal cardio-respiratory endurance OR routinely *lifting, pushing, pulling, carrying, moving, and/or positioning* objects weighting up to 50 lbs and occasionally up to 75lbs, and climbing ladders; the position is subject to exercising continuous manual dexterity (ie. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment (ie. machinery and tools); the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- ✓ Exposure to dust, debris, fumes and possible other hazardous materials encountered in the course of work.

- ✓ Frequent travel between district facilities

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice/Federal fingerprints
- ✓ Tuberculosis screening
- ✓ Pre-employment physical
- ✓ Job knowledge/experience-based selection tests to assess minimum job competence and establish placement on the employment eligibility list used to fill job vacancies.

DISCLAIMER: This classification description is not a complete statement of essential functions, duties/responsibilities, or requirements. Stated requirements are representative of the minimum technical and behavioral job competency requirements. District Administration reserves the discretion to add or modify typical duties of a position as necessary for effective department/site operation.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Personnel Commission:

Adopted 10/1/75

Revised 12/7/82

Revised 05/16/2018

Revised 06/20/2018

TO: Personnel Commission
 FROM: Director, Classified Personnel
 DATE: June 20, 2018

SUBJECT: SUPERVISORY JOB CLASS SALARY REALLOCATION

ISSUE:

Should the Personnel Commission recommend to the Board of Education a change in salary allocation for the supervisory job class of Grounds Supervisor (pending job title change)?

BACKGROUND:

The job class of Grounds Supervisor (Facility Supervisor – Grounds) has remained the sole supervisory job classification within the maintenance and operations job family for the past five (5) years. It is a single position job classification, which has been occupied since November 2006. No historical data is available to evaluate the basis for the current salary allocation.

Salary data was gathered for comparable job classifications in like K-12 school districts, in formulating the recommendation for the newly proposed maintenance supervisory positions, which required considerations for internal alignment. The maintenance, both general and trades specific is generally and across organizations deemed of higher relative value to grounds maintenance, and thus, realignment and salary reallocation are prudent to ensure equity across job classes.

As the District presently has a vacancy, the timing is optimal to evaluate a recommendation to reallocate the salary from the present allocation at range 85, which is the 99th percentile, to salary range 78 (Step E: \$6,354), 68th percentile. Such allocation will still ensure competitiveness in recruitment, while providing for equitable compensation.

Agency	Class Title	Min Salary	Max Salary
CVUSD	Facility Supervisor, Grounds	\$4,938.00	\$7,088.00
Simi Valley USD	Grounds Supervisor	\$4,546.00	\$5,596.00
Oxnard School District	Grounds Manager	\$5,312.00	\$6,312.00
Las Virgenes USD	Grounds Supervisor	\$4,238.00	\$5,242.00
Glendale Unified School District	Grounds Supervisor	\$5,286.00	\$7,084.00
Hacienda La Puente Unified School District	Grounds Supervisor	\$4,305.00	\$5,650.00
Poway Unified School District	Grounds Supervisor	\$4,888.00	\$5,750.00
Santa Monica College	Grounds Supervisor	\$5,503.00	\$6,688.00
Pasadena Unified School District	Grounds and Landscaping Supervisor	\$4,359.00	\$5,302.00
Rowland Unified School District	Grounds/Construction Supervisor	\$4,599.00	\$5,592.00
	Average	\$4,823.33	\$6,011.00
	Median	\$4,743.50	\$5,700.00

RECOMMENDATION:

The following recommendations are placed on the agenda, item # 5.4:

APPROVE change in salary allocation placement for the job class of Grounds Supervisor from salary range 85 (\$4,938-\$7,088) to salary range 78 (\$4,319 - \$6,354) on the Classified Supervisory Salary Schedule.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel