

**Regular Meeting**

**Wednesday, September 19, 2018**

**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 September 19, 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 August 16, 2018 as *submitted or amended*.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

- 3.3 HEAR Reports / Announcements
  - A. Director, Classified Personnel
  - B. Assistant 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
18-198-2	Child Care Assistant	Open
18-000-1	Child Nutrition Production Assistant Supervisor	Open
18-232-1	Director, Maintenance and Operations	Open
18-226-1	Director-Technology Services	Open
18-260-1	Groundskeeper	Open
18-280-1	Heating/Ventilation Mechanic	Open
18-000-1	Information Systems Data Analyst	Open
18-291-1	Language Assessment & Development Facilitator/Spanish	Open
18-278-1	Licensed Vocational Nurse	Open
18-490-1	Telephone Operator/Receptionist	Open

Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

18-198-1	Child Care Assistant
18-393-1	Early Care Teacher
17-159-1	Grounds Supervisor
17-278-2	Licensed Vocational Nurse

Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Paraprofessional	Century Academy	Lisa Alviani	Martin Manzer, Principal / Yulia Reznikova, Assistant Principal	7/2/2018	Pending Reclassification Committee Review

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](http://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.

**V. NEW BUSINESS – DISCUSSION / ACTION ITEMS**

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5.1 REVISION TO JOB SPECIFICATION – DIRECTOR, MAINTENANCE AND OPERATIONS

Request to APPROVE changes to the job specification of Director, Maintenance and Operations as submitted or amended.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

5.2 REVISION TO JOB SPECIFICATION – DIRECTOR, TECHNOLOGY SERVICES

Request to APPROVE changes to the job specification of Director, Technology Services as submitted or amended.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

5.3 REVISION TO JOB SPECIFICATION – LICENSED VOCATIONAL NURSE

Request to APPROVE changes to the job specification of Licensed Vocational Nurse, including TITLE CHANGE to Licensed Nurse (LVN/RN) as submitted or amended.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

**VI. NEXT MEETING**

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Regular meeting:

Closed Session October 17, 2018, 4:00 p.m.

Location: DO – 1402 E. Janss Road / Board Room

Open Session: October 17, 2018 5:00p.m

Location: DO - 1402 E. Janss Road / Board Room

**VII. ADJOURNMENT**

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ADJOURN the regular Personnel Commission meeting at \_\_\_\_\_.

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

**I. CLOSED SESSION**

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**1.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Closed Session on August 16, 2018, in the District Office Board Room. 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:**

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**2.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Open Session on August 16, 2018 in the District Office Board Room. The meeting was called to order at 5:00 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:**

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**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 August 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 June 20, 2018, as submitted.

**3.3 Reports/Announcements****A. Director, Classified Personnel, Marina Mihalevsky**

Ms. Mihalevsky made several announcements as follows:

- The reorganization of the Paraeducator positions is underway. The Special Education department anticipates sending all location assignments by the end of the week.
- The Maintenance and Operations reorganization is scheduled to be deployed in two phases, September 13, 2018 (grounds centralization), and October 1<sup>st</sup> (maintenance centralization).
- The District and CSEA have completed a tentative agreement on the new contract.

**B. Assistant Superintendent, Human Resources, Jeanne Valentine**

Ms. Valentine announced the Human Resources department has been working on a new volunteer policy for parents.

**C. CSEA Representative – Debbie Hanna**

Mrs. Hanna shared that the reorganization of Maintenance and Operations will be a positive change to District operations.

**D. Commissioners – No Announcements****3.4 Public Comments**

**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 submitted 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 approved the ratification of employment eligibility lists as submitted on the meeting agenda.

**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
Paraprofessional	Century Academy	Lisa Alviani		7/2/2018	Pending Reclassification Committee Review

**V. NEW BUSINESS****5.1 REVISION OF JOB SPECIFICATION**

- A. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved changes to the job specification for Child Care Assistant as amended.

**5.2 ESTABLISHMENT OF JOB CLASSIFICATION(S) – TECHNOLOGY SERVICES DEPARTMENT / BUSINESS SERVICES**

- A. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission established a new classification, Information Systems Data Analyst, and approved the job specification as submitted.
- B. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission allocated the job class of Information Systems Data Analyst, to salary range 110 (\$5,655- \$6,897) on the Classified Employees Salary Schedule, as submitted.

**5.3 ESTABLISHMENT OF JOB CLASSIFICATION(S) – CHILD NUTRITION DEPARTMENT / BUSINESS SERVICES**

- A. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission established a new classification, Child Nutrition Production Assistant Supervisor, and approved the job specification as submitted.
- B. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission recommended establishment of a new range on the Classified Supervisory Salary Schedule – 56 (\$3,616.53 - \$4289.22) and allocated the job class of Information Child Nutrition Production Assistant Supervisor. The Commission also approved allocating the new job class to salary range 56 (\$3,616.53 - \$4289.22) on the Classified Supervisory Employees Salary Schedule, as submitted.

**VI. NEXT MEETING**

Meeting was announced as follows:

Closed Session September 19, 2018, 4:00 p.m. Location: DO – 1402 E. Janss Road / Board Conference Room

Open Session: September 19, 2018 5:00p.m Location: DO - 1402 E. Janss Road / Board Conference Room

**VII. ADJOURNMENT**

Mrs. Brandt adjourned the Personnel Commission meeting at 6:06 pm.



**Personnel Commission Examination Statistics  
2018-2019**

<b>Exam #</b>	<b>Recruitment</b>	<b>Eligibility List Expiration Date</b>	<b>Applications Received</b>	<b>Did not qualify</b>	<b>Invited to written/performance exam</b>	<b>Did not appear for written exam</b>	<b>Did not pass written exam</b>	<b>Did not appear for performance exam</b>	<b>Did not pass performance exam</b>	<b># recommended for oral exam</b>	<b>Did not appear for oral exam</b>	<b>Did not pass oral exam</b>	<b>Disqualified Material Fact</b>	<b># placed on eligibility list</b>	<b># on merged eligibility list</b>
18-198-1	Child Care Assistant	continuous	34	18	16	12				4				4	
18-393-1	Early Care Teacher	continuous	13	10	3					3		1		2	2
17-159-1	Grounds Supervisor	8/21/2019	19	7	12					12	6			6	
17-278-2	Licensed Vocational Nurse	continuous	33	7	26					26	18			8	5

Personnel Commission 9/19/2018

TO: Personnel Commission  
FROM: Director, Classified Personnel  
DATE: September 19, 2018 (Action)

SUBJECT: Agenda Report 5.1/5.2 – Revision to Job Specification – Business Services Division

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ISSUE:

Should the Personnel Commission approve the proposed changes to the class specifications as specified?

BACKGROUND:

The District is presently recruiting to establish eligibility list for the following job classes:

- Director, Technology Services
- Director, Maintenance and Operations

The Deputy Superintendent, Business Services, as the hiring administrator for both job classes, has reviewed the job specifications and proposed changes reflected – Director, Technology Services (attachment 1) and Director, Maintenance and Operations (attachment 2).

The proposed changes reflect updates to reporting relationships, while changes to the essential duty statements do not change the essence of the job concept, but more holistically capture the duties and responsibilities, as well as, provide for greater role clarity and expectations. The proposed changes to minimum qualifications are consistent with the present job market and are intended to cast a wider reach in search of a qualified candidate or one with excellent development potential.

RECOMMENDATION:

Approve agenda items 5.1 and 5.2

Respectfully submitted,

Marina Mihalevsky  
Director, Classified Personnel





Conejo Valley Unified School District  
Personnel Commission

**JOB DESCRIPTION**

**Job Family: Technology Services**

**Salary Range: 130**

**Schedule: Mgmt**

**FLSA Status: Exempt Work Year: 12 Months**

**DIRECTOR, TECHNOLOGY SERVICES**

**BASIC FUNCTION**

Under the direction of the assigned Deputy/Assistant Superintendent Superintendent or designee, direct the development and implementation of Technology Services programs, systems, services, policies and procedures to enhance the operational efficiency and effectiveness of the Technology Services department; collaborate in establishing the vision for, and coordinate and direct the development and maintenance of the set vision for the District Technology Master Plan and related activities.

**REPRESENTATIVE DUTIES/RESPONSIBILITIES**

Plan, organize, direct, and evaluate the development, design, installation, operation, maintenance and repair of computer hardware, network systems, and other telecommunication equipment; network-based software, databases and varied applications; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Ensure that data processing and network activities are coordinated with all affected district operations and appropriate and adequate service is provided to those district functions and offices that rely heavily on information systems including, but not limited to: the Business Services fiscal and attendance accounting functions; Human Resources; the Superintendent's Office; Educational Services; and school cafeteria point-of-sale systems.

Work with District Purchasing office to establish technology procurement processes for the district that meet regulatory requirements and ensure the best value for district software and hardware purchases and consistent with the District's commitment to environmentally friendly technology.

Coordinate and manage resources necessary to implement and maintain a comprehensive technology strategy, including establishing task priorities and ensure consistent implementation of best practices, common installation and configuration standards to ensure the efficient and effective delivery of technology services.

Provide oversight and participate in the troubleshooting, diagnosis and analysis of technology infrastructure, including, but not limited to: student information system, network, web servers, and email services.

Serves on the District Technology Committee and provides leadership in the development, implementation and ongoing revision of a state-of-the-art district technology plan that clearly sets forth the district vision, goals, objectives, and a multiyear budget plan for maintaining cutting edge technologies.

Provide guidance, support and assurance of compatibility with district systems in the purchase of software.

Provide leadership in the identification, development and submission of E-Rate and other technology related grants bids and specifications, and the negotiation, administration and evaluation of contracts for equipment and services.

Coordinate Technology Services communications and information between schools, departments, staff, administrators and various outside agencies; consult with schools and departments to develop networks and software solutions; coordinate with vendors, contractors, service providers and other outside agencies to implement services and resolve technology problems.

Work effectively with all stakeholders, including administrative staff, teachers, community members and governmental entities to ensure the prompt, efficient, and effective delivery of technology services and the integration of multiple technologies to advance teaching, learning and varied administrative functions.

Develop, monitor and ensure that the department budget is aligned with the department and district goals for technology and the instruction it supports and complies with established controls and regulations.

Develop, implement, and conduct staff development activities and related training events concerning the use of information technology systems, networks, hardware and software; prepare and deliver oral presentations to staff, administrators and the Board of Education.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and

procedures; provide leadership and training activities for Department personnel.  
Coordinate and maintain an accurate and complete inventory of district computer and related equipment.  
Provide for the extraction of data for special reports, surveys and statistical studies as needed in a prompt and accurate manner.

Establish a district-wide system to monitor compliance with software licenses.

Self-manage and eEnsure that members of the technology services department and others who are granted access rights to sensitive or confidential data maintain the highest degrees of trust and confidentiality in safeguarding privacy.

Assist with compliance with the district's acceptable use policy.

Maintain current knowledge of technological advancements in the computer field; knowledge of personal computers, handheld and personal data devices, network operating systems, bandwidth options, system integration opportunities and emerging technologies.

#### OTHER DUTIES:

Perform related duties and responsibilities as assigned.

#### KNOWLEDGE & ABILITY REQUIREMENTS

##### Knowledge of:

- ✓ Planning, organization and direction of Technology Services operations and activities including the development, design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications.
- ✓ Networking, Internet, Intranet, and client server operation
- ✓ Characteristics and capabilities of data communications
- ✓ Practices, procedures and techniques involved in the design, set-up, development and modification of computer, telecommunication and network systems, web sites, hardware, software and applications
- ✓ Educational software and technology applications and trends.
- ✓ Principles, methods and procedures of operating computers, network systems and peripherals.
- ✓ Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
- ✓ Principles, practices and methods of database structures, computer programming and system design.
- ✓ System utilities and design and program applications.
- ✓ Principles and techniques of systems and network analysis.
- ✓ School District organization, operations, policies and objectives.
- ✓ Applicable laws, codes, regulations, policies and procedures.
- ✓ Principles and practices of administration, supervision and training.
- ✓ Budget preparation and control.
  
- ~~✓ Principles and techniques used in networking equipment, such as enterprise routing and switching~~
- ~~✓ Digital phone lines, including ADN, ISDN, Frame Relay, T1, DS3, and OC3/OC12~~
- ~~✓ Voice over IP (VoIP) concepts~~
- ~~✓ Switches, routers, firewalls, and VoIP systems~~
- ~~✓ Basic IP addressing and subnet schemes~~
- ~~✓ Intrusion Detection Systems~~
- ~~✓ Methods of project and process control, budgeting, and cost analysis~~
- ✓ Principles and organization, personnel management, and progressive disciplinary procedures
- ✓ Pertinent employee health and safety laws, regulations, and District policies and procedures

Ability to:

- ✓ Apply technical subject-matter-knowledge in planning, organizing, and directing the essential functions encompassed in serving as an administrator over the Technology Services Department operations and activities.
- ~~✓ Plan, organize, control and direct technical and diversified activities~~
- ✓ Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- ✓ Analyze and interpret technical materials and problems involving rules, procedures and related matters
- ✓ Set priorities, self-direct in carrying out work independently; ~~and~~ develop, plan, and implement short and long term goals.
- ✓ Analyze situations accurately and adopt an effective course of action;
- ✓ Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- ✓ Work well under pressure of multiple priorities and short deadlines; adhere to self-imposed and supervisor directed deadlines/timelines.
- ✓ Prepare comprehensive narrative and statistical reports;
- ✓ Compose correspondence, policy, procedures write clearly, concisely and persuasively;
- ✓ Communicate verbally, including deliver presentations before small and large audience in a Speak clearly, concisely and effectively manner;
- ✓ Understand future information technology trends
- ~~✓ Recognize, analyze and deal effectively with problems and issues~~
- ✓ Establish and maintain highly effective, customer-focused working relationships with all end users, CVUSD staff, representatives of other agencies and others encountered in the course of work.
- ✓ ~~Maintain effective working relationships with District personnel using current management strategies and interpersonal skills that create an environment of trust, team cooperation, continuous improvement and competency, integrity, sensitivity, support and accountability.~~

**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.
- ✓ Operate a variety of computer hardware, network servers, and related equipment

**ENTRANCE QUALIFICATIONS**

**Education/Experience**

Graduation from a recognized college or university, with a Bachelors Degree in Public Administration, Education, Business Administration, Computer Science, Electrical Engineering or a closely related field; AND a minimum of three (3) four (4) years of experience in an administrative/management capacity in the technology field ~~participating in the development of network specifications and implementation of data/telecommunications networks.~~ Experience in a California school district is preferable.

*\*The specified education requirement can be supplemented by work experience above the minimum requirement on a year-by-year basis; work experience must directly relate to the job duties outlined in the section above.*

*\*\*Alternate variations of education/experience that would likely yield the necessary knowledge, skills, and abilities 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
- ✓ Drive a personal vehicle to conduct work

## 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 up to *15 lbs and occasionally up to 50lbs, 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

- ✓ Indoor office and outdoor work environment
- ✓ Routine visits to school sites

**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: Maintenance/Operations**

**Salary Range: 122**

**Schedule: Mgmt**

**FLSA Status: Exempt**

**Work Year: 12 Months**

**DIRECTOR, MAINTENANCE & OPERATIONS**

**BASIC FUNCTION**

Under the direction of the assigned Deputy/Assistant Superintendent, ~~Executive Director, Facilities, Maintenance, and Operators, Director of Planning and Facilities,~~ plan, coordinate, supervise, direct, and evaluate the building ~~District's building~~ facilities and grounds maintenance and operations, the utility conservation programs, custodial services, and fleet management.

**REPRESENTATIVE DUTIES/RESPONSIBILITIES**

Assess District needs for repair, maintenance, cleaning and general upkeep of buildings, equipment, and grounds; establish priorities for maintenance, operations projects, and develop cleaning and repair schedules accordingly.

Coordinate and delegate appropriate responses to submitted work orders.

Assess the District's physical plant and landscaped area construction, alteration, repair and maintenance needs, and in conjunction with the Planning and Construction department, develop and recommended plans and schedules (both short-term and long-term) ~~which meet the site staff's requirements~~ in a cost effective manner.

Lead, inspect and direct special programs including, but not limited to hazardous waste management, indoor air quality, pest control and security systems.

Develop and implement a District-wide preventative maintenance program for physical plant sites, landscaped areas and related areas.

~~Inspect buildings being constructed, repaired, or altered under contract to ensure compliance with plans and specifications on complex building projects including such utility installations as sewage, water, gas, or electrical distribution systems.~~

Direct the maintenance, custodial and grounds keeping personnel regarding methods and procedures of work, supply and equipment requirements and operational problems and conflicts.

Develop and implement effective safety program(s) for departmental employees.

Participate in the development and implementation of a District-wide disaster preparation and recovery program.

Confer with present and prospective contractors and serve as technical advisor in the negotiation of service contracts; direct the submission of specifications and bid documents for maintenance projects, ~~and coordinate the planning and scheduling of major facility projects with contractors and design professionals~~

Investigate and resolve maintenance, repair, and grounds-keeping service problems.

Assist in the development and implementation of the District's on-going energy conservation effort.

Prepare the division budget and control expenditures; allocate funds, labor and materials to sites and projects as appropriate; review and approve purchase requests according to established guidelines, budget and need.

Select, evaluate, train and develop employees in the skilled trades, grounds-keeping and custodial fields. Analyze workload distribution, equipment and work methods to develop and improve efficiency and cost-effectiveness; establish and maintain quantity and quality standards for work in the department

Maintain and/or implement a system for inventory of all maintenance and grounds related equipment, vehicles, and supplies.

Collaborate with the ~~Executive Director, Director, Planning and Construction~~ Director, Planning and Construction, and other district personnel in the coordination, planning and supervision of Bond program projects.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to maintenance and operations activities and operations.

Communicate with District personnel, administration, trade professionals, and various stakeholders

regarding activities, services, and programs and related schedules.  
Supervise district security, alarm and key control systems.

Develop and communicate job performance standards across the various job classes under one's command; ensure work accountability and engage in appropriate disciplinary actions; lead, empower and motivate staff.

**OTHER DUTIES:**

Perform related duties and responsibilities as assigned.

**KNOWLEDGE & ABILITY REQUIREMENTS**

Knowledge of:

- ✓ The principles of management, supervision, training and organization of work
- ✓ Methods, materials and equipment used in the building construction trades, repair and remodeling of buildings and school equipment
- ✓ Applicable Federal, State and local building codes and the related legal provisions for school buildings, including ADA, fire, safety, and structural regulations.
- ✓ Department of State Architect (DSA) processes, procedures, rules and guidelines
- ✓ Fundamentals in reading construction plans and drawings
- ✓ The principles of management, supervision, training and organization of work
- ✓ Fundamentals in facilities programs administered by the California Office of Public School Construction
- ✓ School facility maintenance management programs
- ✓ District and school site operations and stakeholder relations

Ability to:

- ✓ Plan preventative maintenance programs and assign continuing responsibilities
- ✓ Read and interpret building construction plans and blueprints
- ~~✓ Prepare working plans, drawings, and specifications~~
- ✓ Estimate materials and labor time, lay out work efficiently, and prepare working sketches and written instructions
- ✓ Organize, schedule, and inspect work programs; train, supervise, and evaluate personnel
- ✓ Supervise the work of contractors and sub-contractors on special projects, communicate effectively with school administrators, professional staff, and other school personnel involved in the use of the buildings and facilities being maintained
- ✓ Operate under pressure during peak periods and utilize staff efficiently at all times
- ✓ Conceptualize and translate ideas and goals presented into practical work projects
- ✓ Maintain harmonious working relationships with District, school, business, community and governmental personnel

**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**

OPTION I: Bachelor's degree in Planning, Engineering, Architecture, Business Administration or a closely related field and three (3) five (5) years of increasingly responsible experience directing or managing the areas of maintenance and/or operations, including at least two years in supervisory capacity. Experience managing construction and/or maintenance and operation of public agency facilities is desirable.

OPTION II: Four (4) years in a supervisory position within the Maintenance and Operations, and/or Planning and Facilities Departments of Facilities/Building Supervisor, or a comparable classification at Conejo Valley USD, performing progressively responsible duties/responsibilities, and a record of satisfactory performance evaluation within two (2) years of application submission.

*\*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**

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 15 lbs and occasionally up to 50lbs, 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**

- ✓ Indoor office and outdoor work environment
- ✓ Routine visits to shop areas, and construction sites, where one may be exposed to dust, fumes, flying debris, and/or moving machinery.
- ✓ Driving a vehicle to conduct work.

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TO: Personnel Commission  
 FROM: Director, Classified Personnel  
 DATE: September 19, 2018

**SUBJECT: JOB CLASS TITLE CHANGES – STUDENT SUPPORT SERVICES / SCHOOL SITES**

**ISSUE:**

Should the Personnel Commission approve the proposed changes to the class specification, Licensed Vocational Nurse, including title change to Licensed Nurse (LVN/RN) as specified?

**BACKGROUND:**

In 2009, the Personnel Commission established the job classification of Licensed Vocational Nurse. In the first five (5) years since the establishment of the job class, the District only had three (3) authorized positions, serving across multiple sites to administer specialized medical procedures. Beginning 2017-18, the District established a goal of transitioning health office staffing from non-licensed personnel (i.e. Health Clerk) to a licensed nurse to offset the workload of specialized procedures on the traveling classified and certificated nurses. As the job class title references a particular license - LVN, it is not a desired practice to employ individuals who hold the higher level – registered nurse under a job title that inappropriately reflects their level of licensure. Likewise, during recruitment, those holding RN licenses may be deterred from submission their applications, while there are willing to work within the specified rate of pay.

Staff have met and conferred with CSEA Chapter 620 and mutually agreed to change the title from Licensed Vocational Nurse to Licensed Nurse (LVN / RN), such that the core title is not associated with any one license. Likewise, the minimum qualification requirement on the job specification (attachment 1) has been updated to explicitly include the RN license as acceptable for entry into the job classification.

Current Job Class Title	Proposed Job Class Title	Salary Range	Employee Name	Work Location
Licensed Vocational Nurse	Licensed Nurse (LVN/RN)	Classified R-56 (\$19.08-23.29)	Schrichten,	Thousand Oaks
			Magana, Luz	Conejo
			Laura Hamiter	Redwood MS
			Ulrich, Yesenia	Sycamore
			Stelling, Chreryl	DO/Student
			Reynolds,	DO/Student
			Goodman, Laura	DO/Student
			Tamara Costigan	Aspen
			Vacant	BeMe University
			Sarah Hayden	Westlake Hills
			Vacant	Glenwood Elem
			Vacant	Acacia Elem

**RECOMMENDATION:**

*Approve actions specified in agenda item 5.3*

Respectfully submitted,  
 Marina Mihalevsky  
 Director, Classified Personnel



Conejo Valley Unified School District Personnel Commission	JOB DESCRIPTION	
	Job Family: Health Services	
	Salary Range: 56	Schedule: GenClssfd
	FLSA Status: Non-Exempt	Work Year: Variable

**Proposed Title: LICENSED NURSE (LVN / RN)**  
**Licensed Vocational Nurse**

**BASIC FUNCTION**

Under general direction of a certificated administrator and general supervision of a certificated school nurse, provide specialized health care services to students, including administration of medical procedures such as, but not limited to: catheterization, insulin and medication administration, and related record management.

**DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES**

A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills under the direction of a registered nurse (RN), with a major differences between LVN and RN being in the areas of teaching, supervision, independent function, and the authority to assess and plan a course of action.

A Health Clerk performs the less technical health related services at a designated school site that are not subject to State and/or Federal licensing/certification requirements

**REPRESENTATIVE DUTIES/RESPONSIBILITIES**

- Administer prescribed medications according to physician's and parent's instructions; dispense medications based on established District procedures and/or as directed; maintain related records and documents.
- Assess students' medical conditions; administer minor first aid to ill and injured children; distribute adhesive bandages, ice and compresses as necessary; evaluate emergency situations; perform routine first aid and CPR/AED as needed.
- Establish and maintain cumulative health and immunization record files for each student; reconcile student health records with student enrollment records; review immunization records and maintain related data.
- Maintain inventory and order first aid supplies; distribute first aid kits to appropriate site or office location; requisition health office supplies as necessary.
- Respond to parent and staff inquiries by interpreting and explaining applicable laws, codes, rules, programs and regulations.
- Assist in compiling data for State, County and District reports of site health issues including results on screenings, vision and hearing reports, annual immunization records and annual physical examination records; preparing list of students with health problems and students exempt for physical education participation.
- Prepare and distribute a variety of health-related reports, notices and referrals; type a variety of lists, forms, records, notices and correspondence; maintain confidentiality of student medical and health information.
- Assist in the preparation, arrangements and implementation of health testing programs and immunizations; maintain related records.
- Assist with the care of special need students as directed.
- Attend meetings and conferences related to assigned activities.

**OTHER DUTIES:**

Perform other job-related duties as assigned.

**KNOWLEDGE & ABILITY REQUIREMENTS**

Knowledge of:

- ✓ Modern nursing principles, techniques, methods and procedures, and standard nursing practices.
- ✓ Principles and practices of medical diagnosis of common illnesses, the disease process, treatments, and medication side effects
- ✓ Mandated vaccination requirements for schools.
- ✓ Principles and practices of medical file and records management, and patient file documentation procedures.
- ✓ Medical terminology and the use of nursing equipment and supplies.

Ability to:

- ✓ Skill in providing effective nursing services, administering injections, medications, catheterization, gastrointestinal tube feeding, etc.
- ✓ 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 a safe and healthful environment
- ✓ Establish and maintain basic filing systems for program required recordkeeping
- ✓ Establish and maintain cooperative and effective working relationships with children and adults

**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 specialized medical equipment, including, but not limited to: stethoscopes, blood pressure cuff, and sphygmomanometer
- ✓ Operate a variety of office equipment including a personal computer and job-specific software applications and systems, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

**MINIMUM ENTRANCE QUALIFICATIONS**Education/Experience

Associate's Degree in Nursing, and one (1) year of professional experience in public or private health setting as a Licensed Vocational Nurse and/or Registered Nurse.

*\*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.*

Licenses/Certifications/Special Requirements

- ✓ California Board of Vocational Nursing Vocational Nurse License ~~License of Vocational Nursing~~ (LVN)
- ✓ California Board of Nursing - Registered Nurse (RN) License
- ✓ Cardio-Pulmonary Resuscitation (CPR) Certification issued by a recognized first-aid training program
- ✓ Automated External Defibrillator (AED) Certification issued by a recognized first-aid training program
- ✓ First Aid Certification issued by a recognized first-aid training program
- ✓ Valid California Class C Driver's License

**WORKING CONDITIONS**Physical Demands

**Level - Minimal** / Performance of position duties/responsibilities is subject to sitting, standing and crawling 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 *30 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 and classroom setting, including field trips and Outdoor Education setting.

**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.