

Regular Meeting
Wednesday, September 20, 2017
4:00 p.m. – Closed Session – Board Room
5:00 p.m. – Public Session – Board Room

District Office
North Facility
1400 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:
____ Rose Jeffery, Chairperson; ____ Nina Brandt, Vice- Chairperson; ____ Nathan Harimoto, Member
- 2.4 REPORT on actions taken in closed session: _____

III. GENERAL INFORMATION

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on September 20, 2017, 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, 2017 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners

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

IV. CONTINUOUS BUSINESS

- 4.1 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
17-279-1	Behavioral Health Clinician I	Open
17-292-1	Paraprofessional/Bilingual Spanish	Open

Discussion/Action: M ___ S ___ Vote ___

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

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

Exam #	Recruitment / Examination Title
17-165-1	Child Nutrition Delivery Worker
17-279-1	Behavioral Health Clinician I

Discussion/Action: M ___ S ___ Vote ___

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Mark McLaughlin	09/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement Extra-duty stipend issued pending Risk Manager selection

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 ADVANCE STEP PLACEMENT REQUEST

Request to approve the appointment of Armond Sarkis to the position of Risk Manager at Range 111, step E (\$8,227/mo; \$98,721/annually) on the Classified Management Salary Schedule, retroactive to the date of hire (September 11, 2017)

Discussion/Action: M ___ S ___ Vote ___

5.2 REVISION TO JOB SPECIFICATION

APPROVE the revisions to the job specification of Special Education Data Technician as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

5.3 JOB SPECIFICATION REVISION REPORT – DISCUSSION ONLY

VI. NEXT MEETING

Regular meeting:

Closed Session: October 18, 2017 4:00 p.m. – Location: Building B – Conference Room B2

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.

Open Session: October 18, 2017 5:00p.m. – Location: Building B – Conference Room B2

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – August 16, 2017**

I. CLOSED SESSION: No Closed Session

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on August 16, 2017, in the District Office Conference Room C. The meeting was called to order at 4:05 pm by Chairperson, Mrs. Rose Jeffery.

1.2 Public Employee Performance Evaluation

Pursuant to Government Codes Section 54957 – Director, Classified Personnel

1.3 Adjourn

Mrs. Jeffery adjourned Closed Session at 5:05 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on August 16, 2017, in the District Office Board Room. The meeting was called to order at 5:07 pm by Chairperson, Rose Jeffery.

2.2 Pledge of Allegiance

Mrs. Jeffery led the Pledge of Allegiance.

2.3 Roll Call of Members

Present were Personnel Commissioners: Mrs. Rose Jeffery, Chairperson, Mrs. Nina Brandt, Vice-Chairperson, and Mr. Nathan Harimoto, Member. 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. Brandt, and unanimously carried 3-0, the Commission approved the agenda for the meeting August 16, 2017, as submitted.

3.2 Approval of Minutes

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting on June 21, 2017, as submitted.

3.3 Reports/Announcements

- A. Director, Classified Personnel, Marina Mihalevsky
 - Ms. Mihalevsky congratulated the HR staff who were successful in passing the Society for Human Resources Certified Professional Exam.
- B. Assistant Superintendent, Personnel Services, Mark McLaughlin
 - Mr. McLaughlin shared board meeting updates.
- C. CSEA Representative – Not Present
- D. Commissioners –No Announcements

3.4 Public Comments

No 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. Brandt, 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. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists as submitted.

4.3 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 Jacobs	Mark McLaughlin	9/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement Extra-duty stipend issued pending Risk Manager selection

V. NEW BUSINESS**5.1 PROPOSED MEETING DATES FOR 2017-2018**

Date/Times	Locations	Confirmed Date/Times
September 20, 2017	5:00 pm Open Session DO / Board Room	Confirmed
October 18, 2017	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
November 15, 2017	5:00 pm Open Session DO / Building B – Conf Rm B1	Confirmed
December 20, 2017	5:00 pm Open Session DO / Board Room	Confirmed
January 17, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
February 21, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
March 21, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
April 18, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
May 16, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
June 20, 2018	5:00 pm Open Session DO / Board Room	Confirmed

5.2 ADVANCE STEP PLACEMENT REQUEST

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the appointment of Colleen Darrow and Tara Kim to the position of School Occupational Therapist at Range 121, step E (\$44.32/hr; \$7,682) on the Classified Unit Salary Schedule, upon initial date of hire.

5.3 NEW CLASSIFICATION

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission established a new classification, School Audiometrist, approved the job specification, and ALLOCATE the job class of School Audiometrist to salary range 106 (\$31.37-\$38.25) on the Classified Employees Salary Schedule.

VI. NEXT MEETING

The regular meeting was announced as follows:

Wednesday September 20, 2017, 4:00 pm (Closed session) - Location: TBD

Wednesday September 20, 2017, 5:00 pm (Open session) – Location: TBD

VII. ADJOURNMENT

Mrs. Jeffery adjourned the Personnel Commission meeting at 5:40 pm.

**Personnel Commission Examination Statistics
2017-2018**

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written/performance exam	Did not appear for written exam	Did not pass written exam	Did not appear for performance exam	Did not pass performance exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	Disqualified Material Fact	# placed on eligibility list	# on merged eligibility list
17-279-1	Behavioral Health Clinician I	9/13/2018	23	12	0	0	0	0	0	11	3			8	
17-165-1	Child Nutrition Delivery Worker	8/23/2018	37	24	0	0	0	0	0	13	3			10	13

Personnel Commission 9/20/17

Job Classification	Number of Positions		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	ON-HOLD					
Account Clerk	1		10 mo / 3.75 hr	NPHS	9/4/2017	Pending transfer/hiring decision	
Behavior Intervention Specialist	1		10.5 mo / 8 hr	District Office	8/9/2017	Pending hiring decision	
Child Care Assistant	5		209 days/ 3.5hrs	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Care Leader	3		210 days/ 5 - 6.5hr	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Nutrition Assistant I	5		ST/3.75 hrs	Various Sites	present	Pending hiring decision	
Child Nutrition Assistant II		1	ST/3.5 hours	DO	4/3/2017	HOLD	
Clerk Typist	5		ST/3	Various Sites	8/28/2017	Pending hiring decision	
Clerk	1		ST/3.5	Westlake Hills	9/13/2017	pending transfer/hiring decision	
		1	ST / 1.6 hr	Banyan	8/22/2017	HOLD	
Custodian	1		12 mo / 2.75	Acacia (2hr) / Park Oaks	present	Pending hiring decision	
	1		12/3.75	DO/North	present	Pending hiring decision	
	1		12/8 hr	TOHS	present	Pending hiring decision	
	1		12 mo / 4 hr	Sequoia	6/2/2017	Pending hiring decision	
	1		12/3.75 hr	Horizon Hills	present	Pending hiring decision	
Early Care Aide	1		10/3.5	NfL	present	pending hiring decision	
Early Care Assistant Teacher	2		10 mo / 3.75	Early Care / NfL	present	Pending recruitment/eligibility list	Grant
Early Care Teacher	2		10 mo / 3.75	Early Care / NfL	present	Pending recruitment/eligibility list	Grant
Language Assessment/Dev Facilitator	2		ST / 3.5 Hr	Curr/Assessment -EL services	present	Pending recruitment/eligibility list	
Paraprofessional/Bilingual	2		ST / 3.0 Hr.	Curr/Assessment -EL services			
Paraprofessional/ Special Ed	12	8	ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
	2		ST / 3.75 Hr				
	1		ST / 3.5 Hr				
	1		ST/6 HR				
Printing Services Coordinator		1	12 Mo / 8 Hr	Bus Srvces / Print shop	12/31/2016	Pending recruitment/eligibility list	
Special Education Data Technician	1		10.5/8	DO	1/1/2017	Pending recruitment/eligibility list	
School Audiometrist	1		ST (201) / 7.0	DO/ Student Support	present		
School Outreach Assistant		1	ST/3	Glenwood	8/22/2017	Pending recruitment/eligibility list	

Upcoming Board Meetings - Positions to be Established						
Job Classification			Positions/Type	Location	Funding Source	Recruitment Type

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: September 20, 2017 (Action)

SUBJECT: APPROVAL OF ADVANCED STEP PLACEMENT REQUEST

ISSUE:

Should the Personnel Commission approve the advance step placement request as recommended by appointing authority?

BACKGROUND:

In accord with the Personnel Commission Rule 18.4, the appointing authority, with the approval of the Personnel Commission, may make new hire appointments at any step within the range of the job class for which the vacancy is to be filled. In evaluating the appointing authority's request for advance step placement beyond step C, for any hire, the Commission it is prudent to consider the following factors: (a) additional qualifying experience beyond that required for entry into the class, (b) additional education at the college level when related to the position beyond the educational requirements established for entry into the class, (c) difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class, (d) the additional skills or qualifications of the candidate that make him/her especially qualified for the position.

The Assistant Superintendent, Business Services, Dr. Victor Hayek, requests the Commission's approval for advance step placements as follows:

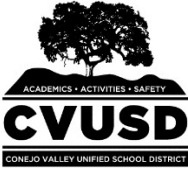
Armond Sarkis, Risk Manager, at Range 111 Step E (\$98,721 annually), on the Classified Management Salary Schedule, effective the date of hire.

The HR staff ran multiple recruitments over nearly a 9 months period, creating a significant hardship on the District while the position remained vacant. At least one other offer of employment was made and rejected even with the prospect of step E placement. The request meets consideration factors a, b, c and d, and will allow the District to attract and retain the services of the applicants noted above.

ALTERNATIVES:

1. Approve agenda item 5.1, as submitted.
2. Approve an alternate motion.
3. Do not approve advance step placement

Respectfully submitted,
Marina Mihalevsky
Director, Classified Personnel

	<p align="center">Conejo Valley Unified School District Personnel Commission</p>	JOB DESCRIPTION	
		Job Family: Administrative	
		Salary Range: 70	Schedule: GenClssf
		FLSA Status: Non-Exempt	

SPECIAL EDUCATION DATA TECHNICIAN

BASIC FUNCTION

Under general supervision, perform a variety of specialized and complex technical duties related to student information systems, records management and reporting functions for the Special Education Department, including auditing, verifying and ensuring accuracy of student records related to Individual Education Plans (IEPs) and related program data, generating a variety of reports for use by the District and reporting to the State and federal agencies, and providing instruction and training to special education teachers, coordinators, and staff regarding data entry in special education related database systems.

DISTINGUISHING CHARACTERISTICS

Special Education Data Technician is responsible for independently performing a wide variety of difficult and responsible records management duties involving the audit, verification and updating of student record and program data and the generation of a variety of standard to complex reports. Work requires a detailed understanding of the operations and functions of District's special education related and student information systems and/or other applicable systems, and the ability to identify and resolve data errors and problems based on knowledge gained through experience.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Review submitted student individual education plans (IEPs) to ensure compliance with State and Federal policies and regulations governing special education program requirements; reconcile discrepancies, errors and missing information, and input data from the IEPs into appropriate special education database, including SESP (Special Education Support Program) and CASEMIS (California Special Education Management Information System).
- Audit data entry in SESP and/or CASEMIS entered by other staff members to identify inaccurate codes, mismatches, duplicate files, and other missing or erroneous data; follows up with school sites or programs to obtain missing or corrected data; identify reasons for differences and/or make manual adjustments.
- Run queries in appropriate database system to create reports per State and Federal reporting guidelines, and to provide class lists to case managers, service providers and District administrators, for such purpose as assisting with assignment of caseloads, tracking of IEP deadlines and follow-up on past due evaluations.
- Serve as the SESP system administrator for the purpose of creating, modifying and deleting user accounts/passwords, setting appropriate access level as determined by the Director, Special Education, for case managers, service providers and District staff requiring system access; maintain SESP user file with set permissions and manage accounts as necessary; provide instructions for new-user log-in process.
- Attend SELPA trainings and stay current with legislative and policy changes to ensure compliance in all areas related to the SELPA, and follow guidelines for data entry in CASEMIS to assure District compliance with State and Federal special education requirements including applicable codes and laws, established regulations and timelines.
- Serve as a District trainer and primary resource in researching questions, providing assistance and responding to inquiries from administrators, teachers, school psychologists, speech and language pathologists and others as they relate to special education database systems; assist in providing general training on the uses and operations of SESP and CASEMIS, including, but not limited to: provide instruction on procedures for inputting data in each student data screen, and the use queries to audit, verify and correct student data.
- Respond to requests for student record information from schools, parents, advocates, attorneys, as well as court subpoenas, by gathering necessary student record information and sending the requested information the requesting party or court within allotted timelines.
- Enter student information data for special education students into District Student Information System (i.e. ~~Zangle Q~~).
- Complete MediCal billing reports on quarterly basis related to ~~transportation enrollment and wheelchair requirements~~ IEP for special education students as reflected by IEP data in CASEMIS.
- Provide information to the District's Testing & Assessment department regarding student accommodation needs for testing in adherence to IEP determination and in compliance with State and Federal requirements.

OTHER DUTIES:

Performs other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTSKnowledge of:

- ✓ Rules and regulations related to State IEP reporting mandates and compliance standards
- ✓ Special Education related (ie. SESP, CASEMIS) database structure, including methods for creating system queries and data verification.
- ✓ Basic research techniques, methods and procedures
- ✓ Basic principles of developing and implementing adult training workshops
- ✓ English usage, grammar, spelling and punctuation.
- ✓ Microsoft Office applications, including intermediate proficiency in Excel, Word, and PowerPoint for the purpose of importing/exporting data elements, creating reports, documents and materials requiring the interpretation and manipulation of data.
- ✓ Principles of modern office practices and procedures, including business correspondence and records maintenance, administrative policies, rules, regulations, laws and procedures

Ability to:

- ✓ Learn and apply rules and regulations involved in assigned program 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 systems, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

ENTRANCE QUALIFICATIONSEducation/Experience:

High school diploma, or an equivalent, AND at least three years of increasingly responsible clerical/secretarial experience, with at least one (1) year of experience working with special education management information systems involving running system queries, extrapolation of data and reporting.

**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

Valid California Class C Driver's License

WORKING CONDITIONSPhysical 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 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.

