

Regular Meeting

Wednesday May 16, 2018

4:00 p.m. – Closed Session – DO / Building B – Conference Rm B2

5:00 p.m. – Public Session – DO / Building B – Conference Rm B2

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:
____ 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 May 16, 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 April 24, 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
17-159-1	Facility Supervisor/Grounds	Open
17-292-2	Paraprofessional/Bilingual Sp	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
17-440-1	Senior Clerk Typist
17-421-3	Purchasing Specialist
17-284-1	Paraprofessional/Special Ed
17-215-S2	Custodian Substitute

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 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

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

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

OPEN the public hearing at: _____

HEAR Public on 2018 - 2019 Personnel Commission budget
**Speaker card required*

CLOSE the public hearing 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.

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 PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018 - 2019

Motion to APPROVE and ADOPT the 2018 – 2019 Personnel Commission Budget in the amount of \$452,985 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

5.3 REVISION TO JOB SPECIFICATION – FACILITY SUPERVISOR, GROUNDS

Request to APPROVE changes to the job specification of Facility Supervisor, Grounds submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

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

ADJOURN the regular Personnel Commission meeting at _____.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – April 24, 2018**

I. CLOSED SESSION

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on April 24, 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:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on April 24, 2018 in the District Office Board Room. The meeting was called to order at 5:16 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 April 24, 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 March 13, 2018, as amended.

3.3 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky several announcements as follows:

- Classified Human Resources is working together with the Special Education Department to complete the reclassification of the Paraprofessional/Special Education positions.
- Negotiations with CSEA resulted in offering retiring employees a \$1000 incentive if they notify Classified HR 120 days before retirement date.

B. Deputy Superintendent, Human Resources – Not Present

- Certificated Human Resources is currently going through staffing changes. This includes the appointment of a new Assistant Superintendent for Student Support Services.

C. CSEA Representative – Angela Sommer

- CSEA is planning their end of the year Appreciation Meeting. The meeting will be held at a local restaurant.

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. 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 CLASSIFIED PLAN RESTRUCTURING – PARAPROFESSIONAL SPECIAL EDUCATION**

- A. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission consolidated the job classes of Paraprofessional/Special Education, Paraprofessional/SDC, and Paraprofessional/RSP into a single job class of Paraeducator I, and adopted a new job classification as submitted.
 - B. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission reassigned all employees currently employed in the job class of Paraprofessional/Special Education, Paraprofessional/RSP, and Paraprofessional/SDC to the Paraeducator I job class.
 - C. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission established the new job class, Paraeducator II, and adopted the job specification as submitted.
 - D. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission allocated the job class of Paraeducator II to salary range 36 (\$15.64-\$19.08).
 - E. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission established the new job class, Paraeducator III, and adopted the job specification as submitted.
 - F. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission allocated the job class of Paraeducator III to salary range 41 (\$16.44-\$20.09).
 - G. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission retitled the eligibility list #17-284-1 from Paraprofessional/special Education to Paraeducator I.
- 5.2 On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the Field of Competition for the newly established job classes contingent final approval by the Board of Education relative to salary placement.

- 5.3 On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission established all eligibility list for the Paraeducator job classification series to be for a period of six (6) months duration as permitted in accord with Education Code 45300, so long as advertised so on job postings.
- 5.4 PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2017-2018 (First Reading/Information Only)
- 5.5 On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission scheduled the public hearing on the annual 2017-18 fiscal year budget May 17, 2016 at 5pm, at District Office / Building B – Conference Room B2.

VI. NEXT MEETING

The regular meeting was announced as follows:

Wednesday May 16, 2018, 4:00 pm (Closed session) - Location: DO / Building B – Conf Rm B2

Wednesday May 16, 2018, 5:00 pm (Open session) – Location: DO / Building B – Conf Rm B2

VII. ADJOURNMENT

Mrs. Brandt adjourned the Personnel Commission meeting at 6:32 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
17-440-1	Senior Clerk Typist	4/26/2019	56	26	30	10	9			11				11	
17-421-3	Purchasing Specialist	5/1/2019	71	52	19	11	1			7		1		6	8
17-284-1	Paraprofessional/Special Ed	varies/6 months	246		164	93	5							66	
17-215-S2	Custodian Substitute	4/9/2020	34		34	23								11	

To: Personnel Commission
From: Marina Mihalevsky, Director, Classified Personnel
Date: ~~April 24, 2018 (First Reading/Information)~~
May 16, 2018 (Adoption)

SUBJECT: PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2018-2019

Issue:

The Personnel Commission must adopt a budget for its operation for the 2018-2019 fiscal year.

Background:

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

The proposed budget in the amount of \$452,985 reflects an increase over the 2017-2018 adopted figures based on the following key changes:

- Step advancement for two (2) employees in accord with CSEA Contract of Agreement and/or Personnel Commission rules.
- An increase in the CalPERS employer contribution rate from 15.80% to 18.062%;
- An increase from \$15,128 to \$16,641 for each employee's health insurance package;

Alternatives:

1. Approve the 2018-2019 Personnel Commission budget for \$452,985 as submitted.
2. Approve the 2018-2019 Personnel Commission budget for an amended amount.

Recommendation:

Approve alternative #1

Rationale:

The Personnel Commission is required to hold a public hearing on the budget adoption no later than May 30, 2018. Notice of the public hearing will be forwarded to the Board of Education.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

MM
Attachments

Agenda Report 5.1/5.2

PLEASE POST

PLEASE POST

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

NOTICE OF PUBLIC HEARING

**Proposed Budget Fiscal Year 2018-2019
May 16, 2018, 5:00 p.m.
Public Hearing**

**Conejo Valley Unified School District
1400 East Janss Road Thousand
Oaks, CA 91362
DO/Building B / Conference Room B2**

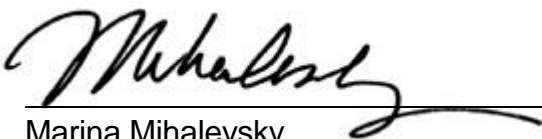
ISSUE:

The adoption of the Personnel Commission budget for the 2018 - 2019 fiscal year.

BACKGROUND:

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

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



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

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2018-2019**

			2017-2018 Budgeted Amount <i>(dollars only)</i>	2018-2019 Proposed Budget <i>(dollars only)</i>
2000 CLASSIFIED SALARIES¹				
2300	Administrative Personnel		123,001	126,067
	Commission Members ²		2,000	2,000
2400	Clerical & Other Office		112,761	125,200
2900	Other (limited term relief / proctors)		3,750	7,750
<i>Subtotal</i>			241,512	261,017
3000 EMPLOYEE BENEFITS				
3100	Certificated Employees Retirement		0	0
3200	PERS		37,250	45,383
3300	OASDI & Medicare		18,035	19,729
3400	Health & Welfare Benefits ³		90,768	99,846
3500	SUI		120	128
3600	Worker's Compensation		4,144	4,412
3700	Retirement		141	0
3800	PERS Reduction (<i>PERS Reduction is no longer valid in 2014/15</i>)		0	0
3900	Other Benefits		0	0
<i>Subtotal</i>			150,459	168,991
4000 SUPPLIES				
4300	Other Supplies		0	0
	Literature, Periodicals		0	0
	Office Supplies		250	250
	Examination Purchase		0	0
	Printing & Forms		250	250
	Other		0	0
4400	Non-Capitalized Equipment		7,000	8,050
<i>Subtotal</i>			7,500	8,550

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

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

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

		2017-2018 Budgeted Amount <i>(dollars only)</i>	2018-2019 Proposed Budget <i>(dollars only)</i>
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	4,020	4,020
	Expense Allowance	1,000	1,000
	Conference	1,500	1,500
5300	Dues & Membership	3,200	3,200
5500	Utilities & Housekeeping Services		
	Electricity	0	0
	Heat	0	0
	Water	0	0
	Other	0	0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	0	0
	Equipment Maintenance Contracts	0	0
	Other	0	0
5800	Other Services & Operating Expenses		
	Advertising	0	0
	Salary Classification Surveys	0	0
	Physical Examination	0	0
	Fingerprinting	0	0
	Other Recruitment Expense	0	0
	Legal Expenses	3,000	3,000
	Contracted Testing	0	0
	Contracted Personnel Services	0	0
	Other	0	0
5900	Communications		
	Telephone/Fax	0	0
	Postage	200	200
	Other	0	0
Subtotal		12,920	12,920

		2017-2018 Budgeted Amount <i>(dollars only)</i>	2018-2019 Proposed Budget <i>(dollars only)</i>
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	0	0
	Office Equipment	1,000	1,000
	Other	0	0
6500	Equipment Replacement	0	0
<i>Subtotal</i>		1,000	1,000

FUND BALANCE			
	Designated for Personnel Commission	413,391	452,985

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: May 16, 2018 (Action)

SUBJECT: Agenda Report 5.3 – Revision to Job Specification – Facility Supervisor - Grounds

ISSUE:

Should the Personnel Commission approve the proposed changes to the class specification?

BACKGROUND:

The Director, Maintenance and Operations, along with the Assistant Superintendent, Business Services, reviewed the former job specification and made recommendation for modification to essential job function duty statements, as well as minimum entrance qualifications. The changes to the essential duty statements do not change the essence of the job concept, but more holistically capture the duties and responsibilities and provide for greater role clarity and expectations. The proposed minimum qualifications are updated to include the mandatory licensure and certification that the position incumbent must possess per State regulations in order to administer the core grounds functions.

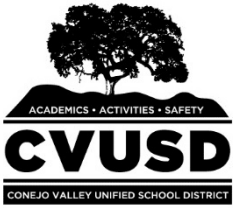
As the changes to the job specifications are extensive, both the proposed job specification (attachment 1) as well as the former job specification (attachment 2) are enclosed for reference.

RECOMMENDATION:

Approve agenda items 5.3

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Maintenance/Grounds

Salary Range: 85

Schedule: Supervisory

FLSA Status: Exempt

Work Year: 12 Month

FACILITY SUPERVISOR - GROUNDS

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,

Job Description: Facility Supervisor - Grounds

- Interpersonal skills using tact, patience and courtesy.
- Principles of supervision and human resource management.

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: Facility Supervisor - Grounds

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 12/3/92

Revised 04/18/06

Revised 05/16/2018

JDS.5
Conejo Valley Unified School District

GROUNDS SUPERVISOR

DEFINITION

Under direction, to plan, schedule, supervise and participate in work performed by assigned grounds personnel and supervise the District's vehicle and equipment maintenance program; to do related work as required.

EXAMPLES OF DUTIES

Plans, schedules and supervises the work of assigned grounds personnel and the District's vehicle and equipment maintenance program;

Places orders for materials, parts and small equipment used in grounds maintenance and related activities;

Regularly inspects district grounds areas for grounds maintenance needs;

Plans and lays out the more complex efforts of various personnel to get jobs completed;

Inspects and evaluates work in progress and approves time reports;

Assists in the selection of grounds personnel;

Confers with supervisor on difficult problems or cases involving deviation from departmental policy;

Maintains inventory of equipment and materials;

Recommends new equipment purchases;

Recommends staffing and personnel changes to meet new needs or increase effectiveness of department;

May assist supervisor in the preparation of the budget;

Performs routine and skilled grounds maintenance and landscaping work;

Keeps operational records and prepares routine reports.

LICENSE REQUIRED

Possession of valid California driver's license.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and materials used in landscaping, grounds maintenance, automatic sprinkler system work, grounds equipment operation and repair and routine fencing;

Common plant disease and pests, and the approved methods and materials used in control and eradication;

Basic practices and OSHA regulations related to varied grounds maintenance activities;

Preventive maintenance programs.

Ability to:

Schedule work and supervise departmental personnel effectively;

Plan and lay out short and long term grounds maintenance work;

Plan and organize in vehicle and equipment maintenance systems;

Select proper plants and materials for a variety of grounds areas and uses;

Read and interpret technical manuals and guides;

Understand and carry out oral and written instructions;

Establish effective working relationships with those contacted in the course of the work.

Experience:

Three years of responsible experience in general grounds maintenance, landscaping and power equipment operation, preferably including supervisory experience; or, two years at or equivalent to the level of Grounds Equipment Operator with the Conejo Valley Unified School District.

Education:

Persons with the experience, knowledge and abilities as stated are considered to have the necessary education.

PERSONNEL COMMISSION:

Adopted 10/1/75

Revised 12/7/82