

Regular Meeting

Thursday, August 16, 2018

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

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

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

I. CLOSED SESSION

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

II. OPENING PROVISIONS

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

III. GENERAL INFORMATION

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on August 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 June 20, 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
17-125-1	Administrative Assistant	Open
17-272-2	Behavior Intervention Specialist	Open
17-185-1	Child Nutrition Assistant II	Open
17-182-3	Child Nutrition Assistant Satellite	Open
17-170-2	Child Nutrition Manager	Open
17-340-1	Locksmith	Open
17-430-1	Secretary	Open
18-435-1	Accounting Technician I	Open
18-135-1	ASB Bookkeeper	Open
18-198-1	Child Care Assistant	Open
18-199-1	Child Care Leader	Open
18-180-1	Child Nutrition Assistant I	Open
18-182-1	Child Nutrition Assistant-Satellite	Open
18-005-S	Clerical Substitute	Open
18-215-1	Custodian	Open
18-392-1	Early Care Assistant Teacher	Open
18-393-1	Early Care Teacher	Open
18-485C-1	Executive Administrative Assistant	Open
18-325-1	Lead Groundskeeper	Open
18-371-1	Maintenance Supervisor - General Services	Open
18-372-1	Maintenance Supervisor - Trades	Open
18-375-1	Paraeducator I	Open
18-377-1	Paraeducator III	Open
18-420-1	Purchasing Expediter	Open
18-383-1	School Outreach Assistant	Open

Discussion/Action: M ___ S ___ Vote ___

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

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

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

17-198-1	Child Care Assistant
17-278-2	Licensed Vocational Nurse
17-236-1	Construction Supervisor
17-391-2	Early Care Aide
17-376-1	Paraeducator II
17-377-1	Paraeducator III
17-159-1	Grounds Supervisor
17-292-2	Paraprofessional/Bilingual-Spanish
17-125-1	Administrative Assistant
17-272-2	Behavior Intervention Specialist
17-185-1	Child Nutrition Assistant II
17-182-3	Child Nutrition Assistant Satellite
17-170-2	Child Nutrition Manager
17-340-1	Locksmith
17-430-1	Secretary
18-135-1	ASB Bookkeeper
18-005-S	Clerical Substitute
18-215-1	Custodian
18-420-1	Purchasing Expediter

4.4 RECLASSIFICATION REQUEST REPORT

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 – DISCUSSION / ACTION ITEMS

5.1 REVISION OF JOB SPECIFICATION

APPROVE changes to the job specification for Child Care Assistant as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

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

A. ESTABLISH a new classification, *Information Systems Data Analyst*, and APPROVE the job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

B. ALLOCATE the job class of *Information Systems Data Analyst*, to salary range 110 (\$5,655- \$6,897) on the Classified Employees Salary Schedule, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

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

- A. ESTABLISH a new classification, *Child Nutrition Production Assistant Supervisor*, and APPROVE the job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- C. RECOMMEND ESTABLISHMENT of a new range on the Classified Supervisory Salary Schedule – 56 (\$3,616.53 - \$4289.22) and ALLOCATE the job class of Information Child Nutrition Production Assistant Supervisor, and APPROVE ALLOCATING the new job class to salary range 56 (\$3,616.53 - \$4289.22) on the Classified Supervisory Employees Salary Schedule, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting:

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

ADJOURN the regular Personnel Commission meeting at _____.

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Job Classification	Number of Positions		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	ON-HOLD					
Accounting Technician	1		12 mo / 8 hr		10/2/2018	pending transfer post/hiring decision	
Administrative Assistant		1	12 mo / 8 hr	DO/Fiscal	10/3/2018	pending change	
Child Care Assistant	6		209 days/ 3.5hrs	DO/Special Ed	6/4/2018	hold	
Child Care Leader	1		ST/5	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Nutrition Assistant I	8		ST/3.5 hours	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	
Clerk Typist	1	1	ST / 3 hr	Park Oaks		pending transfer post/hiring decision	
Custodian	1		12/3.75	Various Sites		pending transfer post/hiring decision	
Database Administrator		1	12 mo / 8 hr	sycamore		hold	
Early Care Assistant Teacher	2		10 mo / 3.75		3/1/2019	hold	
Early Care Teacher	1		10/3.75	Early Care / NfL	present	pending hiring decision	ChildDev
Groundskeeper	1		12 mo / 8 hr	NfL	0	pending hiring decision	
Grounds Supervisory	1		12 mo / 8 hr	NPHS		pending recruitment/eligibility list	
Lang. Assess. Dev. Facilitator	2		ST/3.5 hours	M&O			
LVN	3		209/ 3.5	Various Sites	0	pending transfer post/hiring decision	
Lead Groundskeeper	1		12 mo / 8 hr	Various Sites	0	Pending oral panel / est elig list	Gen Fund
Locksmith	1		12 mo / 8 hr	M&O		pending eligibility list	Gen Fund
Maintencece Lead		1	12 mo / 8 hr	M&O	0	pending hiring decision	Gen Fund
Maintenance Supervisor - Trades	1		12 mo / 8 hr	M&O		to be eliminated following M&O reorg implementation	Gen Fund
Maintenance Supervisor-Gen Services	1		12 mo / 8 hr	M&O			Gen Fund
Paraeducator I	15		ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
	6		ST / 3.5 hr				
	2		ST/5.5				
	2		ST/6				
Paraeducator II	1		ST/3				
	1		ST/5.5				
	0		ST/6				
Paraeducator III	1		ST/3				
	5		ST/5.5				
	0		ST/6				
Purchasing Expeditor	1		12 mo / 8 hr			pending hiring decision	
Secretary	1		10.5/8	DO/Purchasing		pending hiring decision	
Senior Clerk Typist	1			EL Svcs		pending hiring decision	
Site Computer Technician I		1	11 mo / 8 hr	BTSA / Instructional Services	8/12/2018	pending hiring decision	
School Outreach Assistant	2	1	ST/3	Technology Svcs	present	on-hold / service need? / funding	Gen Fund
Telephone Operator/Receptionist		1	12 mo / 8 hr	Various Sites	8/22/2017	on-hold / funding	Title I/NGF

Upcoming Board Meetings - Positions to be Established

Job Classification			Positions/Type	Location	Funding Source	Recruitment Type

**Personnel Commission Examination Statistics
2018-2019**

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
18-135-1	ASB Bookkeeper	8/1/19	50	13	37	15	6	0	0	16	0	1		15	
18-005-S	Clerical Substitute	7/31/2020	63	17	46	22	3	0	0	0	0	0		21	
18-215-1	Custodian	6/27/2019	73	5	68	31	2	2	1	0	0	0		32	
18-420-1	Purchasing Expediter	8/7/2019	46	19	27	11	5	0	0	11	0	0		11	
17-198-1	Child Care Assistant	varies/1yr	235	111	124	77	0			47				47	
17-236-1	Construction Supervisor	5/15/2019	17	7	10	0	0			10	5			5	
17-391-2	Early Care Aide	4/12/2019	39	21	18	0	0			18	8	1		9	
17-376-1	Paraeducator II	1/27/2019	59	25	34	0	0			34	3	1		30	
17-377-1	Paraeducator III	1/27/2019	103	19	84	11	6			67	2	4		61	
17-292-2	Paraprofessional/Bilingual-Spanish	6/4/2019	18	8	10	5	1			4	1			3	6
17-125-1	Administrative Assistant	6/6/2019	152	115	37	17	10			10	1	5		4	
17-272-2	Behavior Intervention Specialist	6/27/2019	15	8	7	0	0			7	3			4	5
17-185-1	Child Nutrition Assistant II	7/19/2019	18	9	9	3	1			5				5	
17-182-3	Child Nutrition Assistant Satellite	7/19/2019	6	3	3	1	0			2				2	3
17-170-2	Child Nutrition Manager	7/19/2019	7	0	7	3	0			4		1		3	
17-340-1	Locksmith	8/7/2019	13	6	7	1	0			6	1			5	
17-430-1	Secretary	7/19/2019	133	76	57	19	18			20				20	

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

SUBJECT: Agenda Report 5.1 – Revision to Job Specification – Child Care Assistant

ISSUE:

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

BACKGROUND:

The Child Development Department serves students kindergarten thru 5th grade on all CVUSD elementary campus. Due to growing needs of families for school district before/after school care services, the Department has carried at times extensive waiting lists. The District seeks to expand programs to accommodate increased enrollment, opening new classrooms requiring increased staffing in support of additional service sites. The trend in past year's recruitment is reflective of a significant shortage of applicants to timely meet staffing demands. At the request of the Superintendent's Executive Cabinet, it is recommended that the Personnel Commission evaluate changing the minimum entrance requirement to allow entry of minors to compete in the examination and selection process. Staff believe that eligible minors can be viable candidates to successfully meet the essential functions of a Child Care Assistant, working under the direction of a Child Care Leader.

Underlined changes to the enclosed job specification reflect proposed new language relative to job entry requirements.

RECOMMENDATION:

Approve agenda items 5.1

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Child Development/Instructional

Salary Range: 30

Schedule: GenClssfd

FLSA Status: Non-Exempt

Work Year: School Term

CHILD CARE ASSISTANT

BASIC FUNCTION

Under the direction of an assigned supervisor, assist in the care, supervision and learning activities of children enrolled in a designated child care center or program; assist with planning and implementing a variety of activities, which promote child's cognitive, linguistic, physical, social-emotional, and self-expressive learning and development in a safe and well supervised manner; carries out program goals and policies.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

Child Care Assistant is an entry-level class in the classification series; incumbents hold primary responsibility for providing child care services within program guidelines, with limited responsibility for decision making regarding program planning. Child Care Assistant is distinguished from a Child Care Leader in that the latter is assigned responsibility for planning and coordinating child care program activities at an assigned school site, and providing work direction and guidance to incumbents in a Child Care Assistant classification.

Positions in this classification do not provide instructional support in a K-12 classroom and do not fall under the provisions of the ~~No Child Left Behind Act of 2002~~ Every Student Succeeds Act (ESSA).

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Work collaboratively with center staff to develop written lesson plans and objectives for the purpose of design, planning and implementation of programs for preschool and elementary age children that utilize developmentally appropriate curriculum which focuses children's attention on a particular concept or topic, offer a balance of staff and child guided activities, include interactive small and large group experiences and opportunities for sustained high-level play; school age programs will include homework assistance as part of the daily schedule.

Guide children in the appropriate use of supplies, materials and equipment; assist in monitoring the use of materials, supplies and equipment and maintain inventory controls.

In collaboration with Child Care Leader and assigned supervisor, design, implement and maintain site programming and classroom environment utilizing ECERS and SACERS guidelines

Assist Child Care Leaders with gathering anecdotal observations, student portfolios, and other record keeping, for the purpose of driving instruction by utilizing assessment tools to monitor children's progress toward program's desired goals.

Perform operational activities incidental to the operation of the program, such as monitoring authorization of persons to sign-in and out program participants, shopping for snacks and classroom materials, preparation of snacks and clean up, and general housekeeping activities, including tuition payments, ordering supplies, and basic record keeping.

Provide information and respond to inquiries from parents participating in the program and the public by interpreting policies and procedures with regard to program operation.

Assist in ensuring a safe and healthy classroom environment to achieve optimal learning and development.

Attend staff meetings, parent meetings, and orientation and in-services trainings.

OTHER DUTIES:

Perform other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS**Knowledge of:**

- ✓ Theory and practice of early childhood and/or school-age education
- ✓ Organization and operation of child care and education programs
- ✓ Program evaluation methods and assessment tools
- ✓ Basic elements of team teaching
- ✓ Principles of classroom health and safety
- ✓ Correct English usage, spelling, grammar and punctuation
- ✓ Recordkeeping practices and procedures

Ability to:

- ✓ Learn and apply rules and regulations involved in assigned program functions
- ✓ Analyze situations accurately and adopt an effective course of action
- ✓ Set appropriate boundaries with children and adults utilizing appropriate conflict resolution skills and proactive communication, following guidelines established in the Child Care Parent Policy Handbook.
- ✓ 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
- ✓ Apply principles of creativity and flexibility in executing program functions
- ✓ 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 parents, program staff and the public.

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.

MINIMUM ENTRANCE QUALIFICATIONS**Education/Experience**

Six (6) months of experience working with children of school age in paid or volunteer capacity in organizational setting and/or verified baby-sitting experience.

***Desirable Qualifications:** (1) High School diploma or an equivalent, and at minimum an equivalent to six (6) college-level semester units in social sciences or a closely related field, including psychology, child development, early childhood education, sociology, or social welfare, ~~AND one (1) year of experience, paid and/or verifiable volunteer experience, working with school age children in an organizational setting;~~ (2) Associate's Degree in Psychology, Early Childhood Education/Child Development ~~is desirable.~~

Note: Applicants will be screened in the order of desirable qualifications, followed by minimum qualifications until sufficient applicants are admitted into the examination to meet expected vacancy needs.

MINIMUM ENTRANCE QUALIFICATIONS continued**Licenses/Certifications/Special Requirements**

- ✓ Valid First-Aid and CPR (cardiopulmonary resuscitation) Certificates shall be obtained for permanency in this classification (within 6 months of employment) and must be renewed as necessary during employment.
- ✓ Employees who are minors (under the age of 18), must have a valid Work Permit issued by the school of record. Note: Permits issued during the school year expire five days after the opening of the next succeeding school year and must be renewed.

PHISICAL DEMANDS

Level - Moderate / 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 *50 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 and outdoor school classroom, learning center and/or outdoor playground environment
- ✓ Sitting, crawling on the floor for an extended time during play activities
- ✓ Exposure to variable weather conditions during outside activities
- ✓ Water play, swimming and extended walking

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice/Federal fingerprints
- ✓ Tuberculosis screening
- ✓ X-Ray and Physical Abilities Test on the basis of job-specific functional job analysis
- ✓ 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.

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: August 16, 2018

SUBJECT: ESTABLISHMENT OF JOB CLASSIFICATION / SALARY ALLOCATION

ISSUE:

Technology Services Department staffing reconfiguration and related job classification needs.

BACKGROUND:

The District anticipates a vacancy within the job classification of Database Administrator, a single position job class, on or about February 2019. Over the last two years (going into 2nd year), the scope of work prescribed to the position has undergone a sudden change in duties as a result of the District outsourcing the hosting of the student information system to the Ventura County Office of Education. With the position becoming vacant, the objective of the Director, Technology Services is twofold:

- (1) *Define the scope of work that will be prescribed to the position and establish an appropriate job concept reflective of the changes in duties resulting from the District no longer hosting its on SIS.*
- (2) *Evaluate the appropriate and necessary knowledge, skills and abilities in relation to the minimum entrance qualifications that would allow the District to attract a viable pool of job applicants.*

As the present job concept of Database Administrator is above and beyond the scope of work that is to be prescribed, it is recommended that the Personnel Commission approve establishing a new job classification, Information Systems Data Analyst (attachment 1). The job class basic function would encompass:

- *Providing oversight and support in the management, maintenance, and collection of data and their systems;*
- *Ensuring compliance with local, state, and federal data reporting requirements;*
- *Serving as expert in research, technical support, and ongoing maintenance of the District student information system (SIS);*
- *Planning, coordinating and delivering staff training relative to assigned functions.*

Basis for Salary Allocation:

It is recommended to place the Information Systems Data Analyst job class on the salary schedule as follows:

Salary Schedule Type		Classified Employees Salary Schedule			
Range	Step A	Step B	Step C	Step D	Step E
110	5,655.36/ 32.63	5,945.74 / 34.30	6,250.51 / 36.06	6,317.92 / 37.92	6,897.41 / 39.79

Such recommended placement is based on the internal alignment between job classes allocated to the Technology Services department.

RECOMMENDATION:

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

- A. ESTABLISH the new job class, *Information Systems Data Analyst* and ADOPT the job specification as submitted or amended.
- B. ALLOCATE the job class of *Information Systems Data Analyst* to salary range 110 (\$5,655-\$6,897) on the *Classified Employees Salary Schedule*.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Technology Services

Salary Range: 110

Schedule: Classified

FLSA Status: Exempt

Work Year: 12 Months

PROPOSED TITLE: INFORMATION SYSTEMS DATA ANALYST

BASIC FUNCTION

Under the direction of the Director, Technology Services or assigned supervisor, provide oversight and support in the management, maintenance, and collection of data and their systems; ensure compliance with local, state, and federal data reporting requirements; serve as expert in research, technical support, and ongoing maintenance of the District student information system (SIS); plan, coordinate, and deliver staff training relative to assigned functions.

DISTINGUISHING CHARACTERISTICS

The Information Systems Data Analyst manages a broad variety of data management projects, performing product research, conducting implementation and upgrade of complex systems, providing ongoing support and training in the use of data systems, and ensuring data integrity, accuracy, and security best practices; requires specialized subject matter expertise in student education data collection and maintenance as well as state and federal laws governing educational student information collection, storage, reporting, and dissemination.

The Information Systems Data Analyst is distinct from the Systems Analyst job class, in that the latter encompasses working with systems hardware and software.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Serve as an expert and provide technical support and training to school sites and District staff in the use of student information systems; ensuring data entry processes are conducive to utmost data integrity, accuracy, and security.
- Facilitate timely and accurate data collection for local, state, and federal reporting (e.g. CALPADS)--analyze, work with staff to resolve issues, and submit District data.
- Establish and upkeep District data entry best practices and procedures.
- Perform audits of data, records, and reports for accuracy and completeness--identify errors or discrepancies and coordinate corrections.
- Develop system queries and reports on the assigned student information system; run requested reports and provide specific information to school sites and administration; analyze and fulfill requests for data, statistical analysis, reports, and research projects.
- Troubleshoot system problems; coordinate and arrange for major repairs as necessary; confer with technical support personnel to resolve malfunctions.
- Assist in the development and maintenance of the school site user manual; assist in the development of operating procedures and recommend designs for various forms and screens
- Conduct implementation and upgrade of systems.
- Collaborate in data synchronization across multiple sources and systems, including SIS, assessment systems, educational software, communication applications, and account management platforms.
- Assess and develop ongoing staff training to optimize effective use of SIS and assigned systems.
- Manage assigned data systems, including document storage system, student and parent portals, and District notification platforms.
- Meet with stakeholders to continually review and improve systems and procedures.
- Stay current regarding data systems, trends, standards, and best practices.
- Research and evaluate solutions and provide recommendations.

Date approved:

Communicate with vendors, county of education, and other organizations regarding technical issues, concerns, and enhancement requests to coordinate resolutions.
Perform other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Principles, methods, procedures, capabilities, and troubleshooting methodologies of a student information systems software;
- District policies and procedures relative to the use of student information data;
- State of California and federal government student data reporting requirements, guidelines, regulations and procedures, including CALPADS, and state testing pre-IDs
- Data security standards and practices, including copyright laws, privacy laws, and District policies related to student information privacy.
- Local, state, and federal data reporting requirements.
- Data security principles and practices.
- Data import/export, synchronization, and migration.
- Intermediate/advanced features in spreadsheet software.
- Word processing software to create professional documentation.
- Relational database concepts, query and database scripting skills.
- Fundamentals in qualitative research methods, techniques and procedures
- Fundamentals in public agency office practices and procedures, including proper office etiquette, correspondence, records management, and customer service delivery.

Ability to:

- Learn and apply rules and regulations in executing assigned work functions;
- Maintain the integrity of student data and 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; exercise sound independent judgment within general policy guidelines.
- Deliver presentations and training to small and large groups of staff;
- Prepare clear, concise and accurate proposals, reports, documentation and other written materials.
- Keep technical skills current to meet continuing systems administration responsibilities.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- Establish and maintain highly effective, customer-focused working relationships with all end users, other CVUSD staff, representatives of other agencies and others encountered in the course of work.
- Maintain an appropriate work pace to accomplish an acceptable volume of work

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 personal computers and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

ENTRANCE QUALIFICATIONS

OPTION I:

Education: An Associate's Degree or higher (48 semester units or equivalent) from an accredited college/technical or trade school in computer science or a closely related field.

Experience: Three (3) years' experience working with computer hardware/software, network servers, database management, and computer operational systems.

OPTION II:

Education: Graduation from high school or evidence of equivalent educational proficiency, supplemented by on-the-job training, professional development, vocational training in relational databases; fundamental knowledge in utilizing Structured Query Language (SQL) desirable.

Experience: Two (2) years of experience implementing and maintaining complex relational databases and data systems, AND at least (2) years of experience working with student information systems resulting in developing subject matter expertise in student education data collection, student data integrity, and reporting requirements.

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License

WORKING CONDITIONS

Physical Demands

Level – Moderate / Performance of position duties/responsibilities is subject to occasional standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and/or stooping, while performing duties requiring *lifting, pushing, pulling, carrying, moving, and/or positioning objects* weighting up to 25 lbs. frequently and up to 50 lbs. occasionally; 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 computer equipment and peripherals.

Environment/Hazards

- ✓ Indoor office and/or classroom setting
- ✓ Minimal temperature variations; generally hazard free environment
- ✓ Occasional exposure to nuisance dusts
- ✓ Driving a personal or district vehicle to District sites to conduct work

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice fingerprint check
- ✓ Tuberculosis screening
- ✓ Job knowledge/experience based selection tests to assess minimum job competency and placement on the eligibility list established for filling job vacancies in the job class.

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TO: Personnel Commission
 FROM: Director, Classified Personnel
 DATE: August 16, 2018

SUBJECT: ESTABLISHMENT OF JOB CLASSIFICATION / SALARY ALLOCATION

ISSUE:

Child Nutrition Department staffing plan and related job classification needs.

BACKGROUND:

During the 2017-2018 school year, the Child Nutrition Department has significantly expanded its catering services, and anticipates a greater expansion throughout the 2018-19 year. Based on the growing catering service area, additional staffing is necessary in order to continue to develop and support the service, without incurring a detriment in student lunch production and delivery.

The Director, Child Nutrition has evaluated central kitchen staffing, and proposes to utilize the Child Nutrition Production Supervisor to allocate time in support of the catering business, thus, needing to staff the central kitchen with additional support to oversee, lead and assist in supervising personnel engaged in daily meal production.

Staff recommend establishing a new job classification Child Nutrition Production Assistant Supervisor (attachment 1). The Child Nutrition Production Assistant Supervisor will work with the Child Nutrition Production Supervisor in overseeing the daily operations of the District's central kitchen, involving high volume food production, meal packaging, quality assurance and coordinating of pre-packaged meal deliveries to satellite kitchens and other locations as needed. The CNP Assistant Supervisor may independently resolve routine issues, but defers to the Production Supervisor for resolution of high impact production planning and problem resolution. The CNP Assistant Supervisor will have functional authority relative to operations and logistics of the central kitchen, thereby being tasked with coordinating a myriad of daily logistics and directing the work of assigned child nutrition personnel to meet food production requirements and adhere to set timelines and schedules.

Basis for Salary Allocation:

It is recommended to place the Child Nutrition Production Assistant Supervisor job class on a new range on the Classified Supervisory Schedule, in order to provide for equitable compensation and foster appropriate relational hierarchies between related job classes in the Child Nutrition Family. Such proposed salary allocation will provide for 20% differential at top step between related job classes.

Job Class	Unit	Range	Step A	Step B	Step C	Step D	Step E
Child Nutrition Manager	CSEA	44	2,935.51	3,085.01	3,237.38	3,280.56	3,579.54
Child Nutrition Production Assistant Supervisor	Supervisory	56 New Range	3,616.53	3784.70	3952.88	4121.05	4,289.22
Child Nutrition Production Supervisor	Supervisory	70	3,564.29	3,934.96	4,305.63	4,795.48	5,288.36

RECOMMENDATION:

The following recommendations are placed on the agenda, item # 5.3:

- A. ESTABLISH a new classification, Child Nutrition Production Assistant Supervisor, and APPROVE the job specification as submitted or amended.

- B. RECOMMEND ESTABLISHMENT of a new range on the Classified Supervisory Salary Schedule – 56 (\$3,616.53 - \$4289.22) and ALLOCATE the job class of Information Child Nutrition Production Assistant Supervisor, and APPROVE ALLOCATING the new job class to salary range 56 (\$3,616.53 - \$4289.22) on the Classified Supervisory Employees Salary Schedule, as submitted or amended.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

Conejo Valley Unified School District Personnel Commission	JOB DESCRIPTION	
	Job Family: Child Nutrition	
	Salary Range:	Schedule: Supervisory
	FLSA Status: Non-Exempt	Work Year: 10mo – 12mo

CHILD NUTRITION PRODUCTION ASSISTANT SUPERVISOR

BASIC FUNCTION

Under the supervision of the Director, Child Nutrition or designee, plan, coordinate, lead and assist in supervising the operations and activities at the central kitchen, including directing the work of assigned staff involved in preparing and assembling large volume pre-plated meals and individual food items; perform quality assurance and ensuring operations and food production are in compliance with pertinent health and safety codes and standards.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

The Child Nutrition Production Assistant Supervisor works with the Child Nutrition Production Supervisor in overseeing the daily operations of the District’s central kitchen, involving high volume food production, meal packaging, quality assurance and coordinating of pre-packaged meal deliveries to satellite kitchens and other locations as needed. The CNP Assistant Supervisor may independently resolve routine issues, but defers to the Production Supervisor for resolution of high impact production planning and problem resolution. The CNP Assistant Supervisor will have functional authority relative to operations and logistics of the central kitchen, thereby being tasked with coordinating a myriad of daily logistics and directing the work of assigned child nutrition personnel to meet food production requirements and adhere to set timelines and schedules.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Works collaboratively with department administrative staff to assist in the development and set menus and production schedules for high volume food processing and delivery to satellite and cooking cafeterias; provides input regarding food processing needs and operational logistics at the central kitchen.
- Leads and participates in the preparation and cooking of foods for inclusion in pre-plated meals; assures food quality and that recipes and menus are followed in accordance with federal and State rules and regulations and Child Nutrition department standards.
- Assists in performing quality control relative to food production processing to ensure compliance with pertinent health and safety codes and standards, including proper storage of raw produce and cooked foods; proper food handling practices and work space sanitation.
- Assists in planning and coordinating activities related to the purchase and inventory of food and nonfood items; inspects food items upon delivery in terms of quality assurance and reconciliation with purchase requisitions; participates in and directs the unloading and stocking of food items in proper locations; conducts inventories of food and materials, to ensure proper quantities of foods and packaging materials are available to meet scheduled production needs.
- Resolves minor automated production assembly difficulties, such as equipment malfunction, improper packaging, or assembly line sanitation matters.
- Directs and assists in loading of meals on trucks, assists in developing and modifying delivery routes for efficient and timely meal deliveries, and coordinates meal counts with the needs of receiving schools.
- Directs staff in maintaining work areas in clean and safe condition and in compliance with pertinent sanitary standards and codes.
- Confers with child nutrition staff, school administrators, and other District employees regarding matters such as food processing needs, food quality controls, menu acceptability, ordering of supplies, and delivery of meals.
- Provides training to on-site child nutrition staff in account management using District adopted database systems, school site processes related to child nutrition programs, proper food handling practices and procedures, meal program policies and overall scope of position assigned job duties.
- Maintains production records and prepares related reports as assigned.
- Reviews work methods and procedures of on-site personnel and recommends steps for improvement as needed.

Keeps attendance records for child nutrition assistants assigned to the central kitchen and reconciles against employee timesheets and reports discrepancies to designated administrative personnel.

May visit satellite kitchen sites to observe work methods, procedures and practices and assess the impact on service delivery and make recommendations to site staff and child nutrition administrative staff.

Performs other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Working knowledge of principles, methods, and practices involved in organization and management of a large food processing program and serving facilities, including not limited to the following:
 - Large volume food preparation, packaging, storage and delivery and related quality assurance methods;
 - Menu selection and presentation in relationship to processing equipment capabilities and limitations
- Applicable sections of California State Education Code, and State and Federal laws, rules and regulations as they pertain to school meals and nutritional requirements, such as the National School Lunch Program.
- Applicable health, sanitation, and safety regulations pertaining to the handling and storage of foods and the operation of food processing facilities and equipment;
- Use and care of equipment used in large-scale food processing and packaging
- General methods of inventory and property control.
- Correct English usage, grammar, spelling, punctuation and vocabulary,
- Mathematical computations needed to compute and analyze food production costs, determine portioning ratios, and estimating future production needs;
- Basic record-keeping techniques,
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Learn and apply rules and regulations in executing assigned child nutrition functions;
- Follow and modify established methods for ordering, receiving, inspecting, and storing a large volume of food products and kitchen supplies
- 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 using appropriate database information systems report queries and related software applications;
- 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 nutrition service equipment including but not limited to: large and small lidding machine, floor mixer, tilt skillet, steam kettle, bread slicer, meat slicers, boiler and compressor, and electric pallet jack.
- Operate a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

MINIMUM ENTRANCE QUALIFICATIONS

Education/Experience

OPTION I: Graduation from a high school or an equivalent; college level coursework in food services management, food science, food technology, or a related field is highly desirable; AND two (2) years of experience in leading or supervising the operation of a large commercial or institutional food processing plant or a major section of a food processing plant, including experience in supervising the operation and maintenance of production-type food equipment.

OPTION II: Three (3) years of progressively responsible experience at a level of Child Nutrition Manager or higher with CVUSD and the most recent performance evaluation on record of “meets standards” or above.

**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 Food Protection Manager Certification from an accredited vendor.
- Valid California Driver's License and availability of a private vehicle.

WORKING CONDITIONS

Physical Demands

Level - Moderate / Performance of position duties/responsibilities is subject to frequent standing, walking, kneeling 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 50 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 industrial kitchen equipment and related food preparation tools; the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- ✓ Indoor industrial kitchen setting
- ✓ May drive to various district satellite kitchen sites to review operations

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