

Regular Meeting

Wednesday, April 19, 2017

4:00 p.m. – Closed Session – Conference Room A

5:00 p.m. – Public Session – Conference Room A

**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 April 19, 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 March 8, 2017 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

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

- 3.5 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
12-272-1	Behavior Intervention Specialist	Dual Certification
16-198-2	Child Care Assistant	Dual Certification
16-199-3	Child Care Leader	Dual Certification
16-180-3	Child Nutrition Assistant I	Dual Certification
16-392-2	Early Care Assistant Teacher	Dual Certification
16-393-1	Early Care Teacher	Dual Certification
16-422-1	Printing Services Coordinator	Dual Certification
16-419-1	Project Manager	Dual Certification

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
16-165-1	Child Nutrition Delivery Worker
16-277-2	Health Clerk
16-443-1	Payroll Specialist
16-291-2	Language Assessment Facilitator
16-292-3	Paraprofessional/Bilingual Spanish

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
Secretary	DO/Child Nutrition	Betina San Martin	Virginia Beck	11/04/2016	RC 12/16/16 – affirmed for study Out-of-Class compensation through June 30, 2017.

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2017-2018 (First Reading/Information Only)

5.2 SCHEDULE THE PUBLIC HEARING ON THE ANNUAL 2017-18 FISCAL YEAR BUDGET
 May 17, 2016 at 5pm, at District Office / Location TBD

Discussion/Action: M ___ S ___ Vote ___

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

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

5.4 REORGANIZATION OF THE ADMINISTRATIVE ASSISTANT JOB CLASS SERIES

- A. ESTABLISH a new classification, Senior Administrative Assistant, and APPROVE the job specification as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- B. ALLOCATE the job class of Senior Administrative Assistant to salary range 83 (\$4,159-5,074) on the Classified Employees Salary Schedule, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- C. RECLASSIFY the three (3) Administrative Assistant positions designated as confidential in accord with Government Code §3540 to the newly established job classification, Senior Administrative Assistant, allocated to the salary range encompassing the 6% confidential stipend, and REASSIGN position incumbents effective no later than the date of Board of Education approval on salary allocation placement.

Discussion/Action: M ___ S ___ Vote ___

- D. RETITLE the eligibility list #16-125C-1 from Administrative Assistant-Confidential to Senior Administrative Assistant.

Discussion/Action: M ___ S ___ Vote ___

- E. REVISE the job specification for Executive Administrative Assistant-Confidential – Title Change Only from Executive Administrative Assistant-Confidential to Executive Administrative Assistant.

Discussion/Action: M ___ S ___ Vote ___

- F. RE-ALLOCATE the job class of Executive Administrative Assistant to salary range 96: (\$4,734-\$5,776) on the Classified Employees Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

- G. RETITLE the eligibility lists #15-485C-1 and 15-485C-2 from Executive Administrative Assistant-Confidential to Executive Administrative Assistant.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting: Wednesday, May 17, 2017 - Closed Session: 4:00 p.m. – Location: TBD
Open Session: 5:00p.m. – Location: TBD

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.

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.