

Regular Meeting
Wednesday, October 18, 2017
4:00 p.m. – Closed Session – Conference Room B2
5:00 p.m. – Public Session – Conference Room 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:
____ 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 October 18, 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 September 20, 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 II	Open
17-200-1	Clerk/Clerk Typist	Open
17-391-1	Early Care Aide	Open
17-407-1	Senior Administrative Assistant	Open
17-292-1	Language Assessment and Development Facilitator/Chinese	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
17-291-1	Language Assessment and Development Facilitator/ Spanish
17-292-1	Paraprofessional/Bilingual Spanish
17-383-1	School Outreach Assistant

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 PUBLIC ANNOUNCEMENT OF JOINT-APPOINTEE FOR NEW TERM OF OFFICE: December 1, 2017 – November 30, 2020.

Board Appointee Announcement: _____

CSEA Appointee Announcement: _____

5.2 BILINGUAL JOB CLASSIFICATIONS – CLERICAL SERIES RESTRUCTURING

Discussion only

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.

VI. NEXT MEETING

Regular meeting:

Closed Session November 15, 2017 4:00 p.m. – Location: Building B – Conference Room B2

Open Session: November 15, 2017 5:00p.m. – Location: Building B – Conference Room B2

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – September 20, 2017**

I. CLOSED SESSION: No Closed Session

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on September 20, 2017, in the District Office Conference Room C. The meeting was called to order at 4:00 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 5:10 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on September 20, 2017, in the District Office Board Room. The meeting was called to order at 5:10 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 September 20, 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 August 16, 2017, as submitted.

3.3 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky made several announcements as follows:

- The multiple classified management vacancies have been filled as of date;
- Staff annually have to participate in Child Abuse Mandated Reporter training;
- The District has purchased a software for virtual personnel files. The HR and Fiscal Services departments will begin the transition shortly.

B. Assistant Superintendent, Human Resources – Not Present

C. CSEA Representative – Debbie Hanna

- Ms. Hanna announced that CVUSD CSEA will be hosting a training for Union stewards on September 30th.

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 ADVANCE STEP PLACEMENT REQUEST**

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved 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).

5.2 NEW CLASSIFICATION

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the revisions to the job specification of Special Education Data Technician as submitted.

5.3 JOB SPECIFICATION REVISION REPORT

Ms. Mihalevsky reviewed the job specification revision report. Ms. Mihalevsky will work with CSEA to get input on the prioritization of job specification revisions.

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 5:46 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
17-292-1	Paraprofessional/Bilingual-Spanish	9/27/2018	16	0	16	8	1	0	0	7	1	0	0	6	0
17-291-1	Language Assessment & Development Facilitator/Sp	8/18/2018	37	11	26	9	2	0	0	15	2	0	0	13	0
17-383-1	School Outreach Assistant	8/18/2018	26	7	19	12	0	0	0	7	0	0	0	7	0

Personnel Commission 10/18/17

Job Classification	Number of Positions		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	ON-HOLD					
Behavior Intervention Specialist	1		10.5 mo / 8 hr	District Office	8/9/2017	Pending hiring decision	
Child Care Assistant	4		209 days/ 3.5hrs	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Nutrition Assistant I	2		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	4		ST/3	Various Sites	8/28/2017	Pending hiring decision	
Clerk	1		ST/3.5	Westlake Hills	9/13/2017	Pending recruitment/eligibility list	
		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		12/8 hr	TOHS	present	Pending hiring decision	
	1		12/8 hr	Lang Ranch	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	1		ST / 3.5 Hr	Curr/Assessment -EL services	present	Pending recruitment/eligibility list	
Paraprofessional/Bilingual	3		ST / 3.0 Hr.	Curr/Assessment -EL services			
Paraprofessional/ Special Ed	16	8	ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
	2		ST / 3.75 Hr				
	2		ST / 3.5 Hr				
		2	ST/5.5 HR				
Printing Services Coordinator		1	12 Mo / 8 Hr	Bus Srvces / Print shop	12/31/2016	Pending recruitment/eligibility list	
Senior Administrative Assistant	1		12 mo / 8 hr	Bus Srvces	10/2/2017	Pending recruitment/eligibility list	
Site Computer Technician I			11 mo / 8 hr	Technology Svcs	present		
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		
Systems Analyst							N/A
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