

Regular Meeting

Wednesday, August 16, 2017

4:00 p.m. – Closed Session – Building B / Conference Room B1

5:00 p.m. – Public Session – Building B / Conference Room B1

**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 August 16, 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 June 21, 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
17-198-1	Child Care Assistant	Continuous
17-199-1	Child Care Leader	Continuous
17-180-1	Child Nutrition Assistant I	Continuous
17-182-1	Child Nutrition Assistant Satellite	Continuous
17-165-1	Child Nutrition Delivery Worker	Open
17-215-1	Custodian	Open
17-392-1	Early Care Assistant Teacher	Continuous
17-393-1	Early Care Teacher	Continuous
17-291-1	Language Assessment & Development Facilitator/Sp	Continuous
17-284-1	Paraprofessional/Special Ed	Continuous
17-383-1	School Outreach Assistant	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
16-272-2	Behavior Intervention Specialist
16-198-2	Child Care Assistant
16-182-1	Child Nutrition Assistant-Satellite
16-226-1	Director of Technology Services
16-275-1/2	Director Purchasing Services
16-419-1	Director, Planning and Construction
16-392-2	Early Care Assistant Teacher
16-393-1	Early Care Teacher
16-207-1	Human Resources Technician
16-278-1	Licensed Vocational Nurse
16-248-1	Paraprofessional/Special Ed
16-302-2	Risk Manager
16-385-2	School Occupational Therapist
17-215-1	Custodian

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.

4.4 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 PROPOSED MEETING DATES FOR 2017-2018

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

5.2 ADVANCE STEP PLACEMENT REQUEST

A. Request to approve the appointment of Colleen Darrow to the position of School Occupational Therapist at Range 121, step E (\$44.32/hr; \$7,682) on the Classified Unit Salary Schedule, upon initial date of hire.

Discussion/Action: M ___ S ___ Vote ___

B. Request to approve the appointment of Tara Jun to the position of School Occupational Therapist at Range 121, step E (\$44.32/hr; \$7,682) on the Classified Unit Salary Schedule, upon initial date of hire.

Discussion/Action: M ___ S ___ Vote ___

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- 5.3 A. ESTABLISH a new classification, School Audiometrist, and APPROVE the job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- B. ALLOCATE the job class of School Audiometrist to salary range 106 (\$31.37-\$38.25) on the Classified Employees Salary Schedule, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting:

Closed Session: September 20, 2017 4:00 p.m. – Location: TBD

Open Session: September 20, 2017 5:00p.m. – Location: TBD

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – June 21, 2017**

I. CLOSED SESSION: No Closed Session

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on June 21, 2017, in the District Office Board Room. The meeting was called to order at 5:00 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 on June 21, 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 May 17, 2017, as submitted.

3.3 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 May 30, 2017, as submitted.

3.3 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

• Ms. Mihalevsky made several announcements as follows:

- Congratulated Mark McLaughlin on his appointment as the Interim Superintendent.
- Stated that the HR/Fiscal Services Department will be rolling out the Escape Online Self Service portal for employees. This will be rolled out in mid July.
- Shared the increase in vacancies that have been filled in 2016-2017, nearly 15% increase over 2015-2016 school year.

B. Assistant Superintendent, Personnel Services, Mark McLaughlin

Mr. McLaughlin commended the Human Resources department for their diligence in making sure the department functioned properly during the District Office move.

C. CSEA Representative – Debbie Hanna

Debbie Hanna was presented as the new CSEA Representative. Ms. Hanna gave a year update. She shared that CSEA was involved in a community service project this year, collaborating with a pet shelter, as well as conducting a paraprofessional training.

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 Mrs. Brandt, seconded by Mr. Harimoto, 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 Mr. Harimoto, seconded by Mrs. Brandt, 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
Secretary	DO/Child Nutrition	Betina San Martin	Virginia Beck	11/04/2106	RC 12/16/16 – affirmed for study. Out-of-Class compensation through June 30, 2017 PC Business order 6/21/17

V. NEW BUSINESS**5.1 RECLASSIFICATION OF POSITION – Business Services / Child Nutrition Department**

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved to RECLASSIFY the position of Secretary occupied by Betina San Martin to Administrative Assistant, without further competitive examination in accord with Education Codes 45285 and Personnel Commission Rule 6.14, effective immediately as submitted.

5.2 Proposed Meeting Dates for 2017-2018

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the proposed meeting dates for the 2017-2018 school year.

VI. NEXT MEETING

The regular meeting was announced as follows:

Wednesday July 18, 2017, 4:00 pm (Closed session) - Location: TBD

Wednesday July 18, 2017, 5:00 pm (Open session) – Location: TBD

VII. ADJOURNMENT

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

**Personnel Commission Examination Statistics
2017-2018**

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written/performance exam	Did not appear for written exam	Did not pass written exam	Did not appear for performance exam	Did not pass performance exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	Disqualified Material Fact	# placed on eligibility list	# on merged eligibility list
16-272-2	Behavior Intervention Specialist	5/22/2017	85	75						10	7			3	
16-198-2	Child Care Assistant	9/2/2017	161	77	84	50	2							32	
16-182-1	Child Nutrition Assistant-Satellite	9/12/2017	56	44	12	6				6	1			5	
16-226-1	Director of Technology Services	8/1/2018	37	26	11	1	6			4	0	0	0	4	
16-275-1/2	Director Purchasing Services	6/14/2018	33	18			0			15	4	4	0	7	
16-419-1	Director, Planning and Construction	6/26/2018	60	49	11	0	3			8	0	0	0	8	
16-392-2	Early Care Assistant Teacher	10/25/2017	51	39			0			12	4	0	0	8	
16-393-1	Early Care Teacher	9/20/2017	50	34			0			16	9	1	0	6	
16-207-1	Human Resources Technician	7/26/2018	101	38	63			29	17	17	0	6	0	11	
16-278-1	Licensed Vocational Nurse	8/1/2018	13	4			0			9	3	1	0	5	
16-248-1	Paraprofessional/Special Ed	6/7/2018	254	24	230	103	22			0	0	0	0	105	
16-302-2	Risk Manager	8/4/2018	45	31			0			14	6	4	0	4	
16-385-2	School Occupational Therapist	7/27/2018	6	2			0			4	0	2	0	2	
17-215-1	Custodian		93	29	64	27	0	5	8	n/a				24	33

Personnel Commission 8/16/17

Job Classification	Number of Positions		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	Un-Filled					
Account Clerk	1		10 mo / 3.75 hr	TOHS	8/14/2017	Pending recruitment/eligibility list	
Behavior Intervention Specialist	1		10.5 mo / 8 hr	District Office	8/9/2017	Pending hiring decision	
Child Care Assistant	1		209 days/ 3.5hrs	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Care Leader	1		210 days/ 5 - 6.5hr	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Nutrition Assistant I	3	1	ST/3.75 hrs	Various Sites	present	Pending hiring decision	
Child Nutrition Assistant Satellite	1		ST/3.75 hrs	Lang Ranch	8/22/2017	Pending recruitment/eligibility list	
Child Nutrition Assistant II		1	ST/3.5 hours	DO	4/3/2017		
Child Nutrition Delivery Worker	1		ST/6	DO	8/22/2017	Pending recruitment/eligibility list	
Clerk		1	ST / 1.6 hr	Banyan	8/22/2017		
Custodian	1		12 mo / 2.75	Acacia (2hr) / Park Oaks	present	Pending hiring decision	
	1		12 mo / 3.75 hr	CVAE	7/3/2017	Pending hiring decision	
	1		12 mo / 4 hr	Sequoia	6/2/2017	Pending hiring decision	
	1		12 mo / 8 hr	NPHS	6/8/2017	Pending hiring decision	
	1		12 Mo / 5.5 Hr	Walnut	present	Pending hiring decision	
Director of Purchasing Services	1		12 mo 8 hr	DO	present	Pending hiring decision	
Early Care Assistant Teacher	1		10 mo / 3.75	Early Care / NfL	present	Pending recruitment/eligibility list	Grant
Early Care Teacher	1		10 mo / 3.75	Early Care / NfL	present	Pending recruitment/eligibility list	Grant
Early Care Aide	2	1	10 mo / 3.5 hr	NfL	Present	Pending recruitment/eligibility list	
Health Clerk		1	ST / 7hr	WHS	Present	pending staffing study	
Instructional Media Technician	1		11 mo / 4.5 hr	Maple	8/14/2017	Pending hiring decision	
Language Assessment/Dev Facilitator	2	1	ST / 3.5 Hr	Curr/Assessment -EL services	present	Pending recruitment/eligibility list	
Lead Groundskeeper	1		12 mo / 8 hr	M&O	7/1/2017	Pending hiring decision	
Licensed Vocational Nurse	1		ST/7	Sycamore Canyon	8/22/2017	Pending hiring decision	
Paraprofessional/Bilingual		1	ST / 3.0 Hr.	Curr/Assessment -EL services			
Paraprofessional/ Special Ed	10		ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
	2		ST / 3.75 Hr				
	4		ST / 3.5 Hr				
	1		ST / 5.5 hr				
	1		ST / 6 HR				
Printing Services Coordinator		1	12 Mo / 8 Hr	Bus Srvces / Print shop	12/31/2016	Pending recruitment/eligibility list	
Purchasing Services Specialist		1	12 mo / 8 hr	DO/Purchasing	7/3/2017		
Risk Manager	1		12 Mo / 8 Hr	District Office	12/8/2016	Pending recruitment/eligibility list	
School Outreach Assistant	1		ST/3	DO	6/1/2017	Pending recruitment/eligibility list	
	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
Clerk Typist	8		ST/3	Varies		
Paraprofessional	2		ST/6	Varies		
Licensed Vocational Nurse	1		ST/7	Sycamore Canyon		

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: August 16, 2017 (Action)

SUBJECT: APPROVAL OF ADVANCED STEP PLACEMENT REQUEST

ISSUE:

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

BACKGROUND:

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

The Director, Special Education, Lisa Miller, requests the Commission's approval for advance step placements as follows:

- A. Colleen Darrow, School Occupational Therapist, at Range 121 Step E, on the Classified Employees Salary Schedule, effective the date of hire.
- B. Tara Kim, School Occupational Therapist, at Range 121 Step E, on the Classified Employees Salary Schedule, effective the date of hire.

A two month long recruitment yielded a total of four (4) applicants, only two (2) of which had the required certification. Both qualified applicants were evaluated via a structured oral panel and placed on the eligibility list. The District currently has two (2) vacancies, and filling the positions with well experienced personnel is of critical importance. The request meets consideration factors a, b, c and d, and will allow the District to attract and retain the services of the applicants noted above.

ALTERNATIVES:

1. Approve agenda item 5.2, as submitted.
2. Do not approve the advanced step placement requests.

Respectfully submitted,
Marina Mihalevsky
Director, Classified Personnel

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: August 16, 2017

SUBJECT: ESTABLISHMENT OF JOB CLASSIFICATION / SALARY ALLOCATION

ISSUE:

Technology Services Department staffing reconfiguration and related job classification needs.

BACKGROUND:

The district is seeking to establish a position within regular classified service to provide for services requiring the certification as School Audiometrist by the California State Department of Health Care Services. The position will serve to provide student hearing screening and related services in accordance with the California Education Code (Section 49452) and California Code of Regulations (Title 17, Section 2951). The position will be prescribed functions including, but not limited to:

- Utilizing appropriate hearing instruments to measure hearing levels
- Identifying and monitoring students with possible hearing loss
- Alerting families to the need for complete hearing assessment and medical evaluation
- Informing school teachers of hearing concerns for given students, and classroom supports that can be readily implemented to minimize the impact of hearing loss on academic learning
- Maintaining a centralized electronic records system with screening results and follow up assessments

Staff propose the establishment of a new job class, School Audiometrist (attachment 1) to appropriately encompass and classify the duties and responsibilities to be prescribed to the new position. In the event, the Board of Education does not take action to authorize the establishment and funding of such a position within the next two years, the job class will be a part of the classified service until such time as it may be prudent to abolish it.

Basis for Salary Allocation:

It is recommended to place the School Audiometrist 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
106	5,436.84 /31.37	5,709.98/ 32.94	6,009.02/ 34.67	6,071.96/ 36.44	6,630.05/ 38.25

Such placement is based on the evaluation of compensation at LAUSD, a district with a large district-administered audiology program. The LAUSD has two job classes, School Audiometrist (\$44,354-\$54,987), and Coordinating School Audiometrist (\$68,350/ \$32.86-\$85,204/\$40.96). The scope of work to be assigned to the position at CVUSD lends somewhere in between of these two job classes from LAUSD, informing the salary placement recommendation.

RECOMMENDATION:

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

- A. ESTABLISH the new job class, School Audiometrist, and ADOPT the job specification as submitted or amended.
- B. ALLOCATE the job class of School Audiometrist to salary range 106 (\$31.37-38.25)

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Student Support Services

Salary Range: TBD

Schedule: Classified

FLSA Status: Non-Exempt

Work Year: School Term

SCHOOL AUDIOMETRIST

BASIC FUNCTION

Under the direction of an assigned District administrator, administer audiometric and tympanometric screening tests designed to identify students with a possible hearing defect or middle ear pathology; notify families and school personnel of hearing results as appropriate, and maintain related records.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Works cooperatively with school-site and district administrators and staff in planning and implementing the hearing screening program in the schools.

Maintains a behavioral climate in the testing area on school premises that is conducive to adequate hearing testing; explains and demonstrates the test appropriately to students at all grade levels.

Conducts hearing tests to evaluate students' hearing ensuring the audiometer and other equipment necessary for testing is functioning properly, including, but not limited to:

- Choosing appropriate test techniques suitable for the individual and recognizes and notes factors that may interfere in securing a valid test. Note any evidence of pathology, e.g. and infection of the outer ear, chronic drainage, chronic earaches, atresia, or tinnitus.

- Administering an individual threshold test immediately following the screening test to those students who fail the screening test.

- Performing a tympanogram on those students who have failed the pure tone air conduction threshold test and note any abnormalities.

Documents results and maintains records and summaries of all hearing tests conducted; prepares special reports as needed.

Record results of screening tests on student's health records.

Serves as a technical resource and assists school administrators, other school personnel and parents/guardians with the interpretation of student hearing test results.

Notifies parents of hearing test results when medical treatment is necessary; refers students who need further assessment by an audiologist; maintains follow-up with families.

Communicates with and serves as an advisor to teachers, and other school staff regarding hearing related problems which might require special consideration or arrangements for the student while in class.

Keeps accurate records and makes available information appropriate for inclusion in the cumulative records of the pupils.

Executes and prepares such forms, records and reports as may be called for in the management of the hearing screening program at the school plant and district level.

Exercises supervision and care over furniture, books, supplies and equipment entrusted to her care relating to the hearing screening program and instructs pupils in the proper use and preservation of school properties.

Attends and participates in required in-service training activities and works with the program director in planning her/his own in-service program.

May fit earphones and impedance meter equipment to students.

Performs other job-related functions as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS**Knowledge of:**

- Fundamental principles and accepted trends in the field of school audiometry.
- Physical, intellectual, social and emotional growth patterns of students.
- Correct English usage, grammar, spelling, punctuation and vocabulary,
- Record keeping systems, paper and digital;
- Proper interpersonal skills using tact, patience and courtesy.

Ability to:

- Learn and apply rules and regulations in executing assigned job functions;
- Maintain the security of confidential materials;
- Analyze situations accurately and adopt an effective course of action;
- Comprehend and follow directions given verbally and in writing;
- Demonstrate mental acuity sufficient to perform the essential functions of the position;
- Communicate effectively both orally and in writing;
- 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 an audiometer and tympanometer and to conduct accurate hearing tests and tympanograms.
- 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:**

An Associate's Degree from an accredited college or university, including courses in audiometry as required by the State of California to obtain School Audiometrist certification.

Experience:

A minimum of two years of experience performing hearing tests and related training in some formal organizational setting.

**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

- (1) School Audiometrist Certificate issued by the California State Department of Public Health
- (2) Valid California Class C Driver's License
- (3) Persons assigned to the class of School Audiometrist may be required to travel to schools within other school districts within the Ventura County as assigned by the Director, Student Support Services. CVUSD may enter into contract with other school districts on a year-to-year basis and shall notify position incumbents of any change in contractual agreements.

WORKING CONDITIONS

Physical Demands

Level - Moderate / Performance of position duties/responsibilities is subject to sitting in a comfortable position with frequent opportunity to move about freely; on an occasional basis the incumbent may have to *lift, push, pull, carry, move, and/or position objects* weighting up to *15-35 lbs*; the position is subject to exercising continuous *manual dexterity* (i.e., coordinated and/or precise movement of hands, arms and fingers) throughout a work shift to operate office equipment (ie. computer and peripherals).

Environment/Hazards

- ✓ Indoor office setting
- ✓ Drives to various schools to provide direct services to students.

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.