

PERSONNEL COMMISSION

CONEJO VALLEY UNIFIED SCHOOL



2007 – 2008 Annual Report

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INTRODUCTION

This 2007-2008 annual report from the Personnel Commission of the Conejo Valley Unified School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities and accomplishments of the Personnel Commission during the 2007-2008 fiscal year.

MERIT SYSTEM

The Conejo Valley Unified School District is one of approximately one-hundred school districts in the state of California that operates under the provisions of the Merit System of the California Education Code, in an effort to provide for the selection, retention and promotion of employees, and other related matters on the basis of merit, fitness, fairness, and equal opportunity.

The Merit System encompasses these basic principles and concepts:

- ◆ Hiring and promoting employees on the basis of ability, with open competition in initial and promotional employment.
- ◆ Providing for equitable compensation.
- ◆ Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose inadequate performance cannot be corrected.
- ◆ Training employees as needed for high quality performance.
- ◆ Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, gender, or religious creed and with proper regard for their privacy and constitutional rights as citizens.
- ◆ Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

THE PERSONNEL COMMISSION

◆ History

The Personnel Commission of the Conejo Valley Unified School District was established in 1974 upon unification of the Timber School District, Valley Oaks School District and Oxnard Union High School District. Prior to unification, the Timber School District and the Valley Oaks School District operated under separate merit systems. Upon unification in 1974, the Personnel Commission was established to operate the Merit System for the Conejo Valley Unified School District.

◆ Function

The Personnel Commission is the mainstay of the Merit System and operates as an independent body. The Commission is composed of three members appointed alternately for three-year terms. One Commissioner is appointed by the Board of Education, another is nominated for appointment by the classified employees of the District and the third commissioner is appointed by the other two commissioners. The CVUSD Personnel Commission fosters the advancement of a career service for classified employees through the authority provided in Sections §45220 through §45320 of the State Education Code. As such, the Commission is charged with the responsibility to:

- ◆ Prescribe rules on a variety of personnel matters to ensure the efficiency of the service and the selection and retention of employees on the basis of merit and fitness.
- ◆ Classify all positions in the classified service by grouping positions in job categories on the basis of assigned duties established by the Board of Education.
- ◆ Recommend to the Board of Education the salary for new positions established by the Board.

THE PERSONNEL COMMISSION CONTINUED

- ◆ Recruit and examine job applicants for classified positions and refer qualified applicants from eligibility lists.
- ◆ Verify classified assignments made by the District.
- ◆ Investigate and conduct hearings on appeals of disciplinary actions and other matters in the Commission's authority.

◆ **Commissioners**

Terms of office are for 3 years. Appointment dates and Commission positions as of December 2007 are:

Commissioner	Title	Current Term Expires	Appointed By
Mrs. Shirley Koeritz	Chairperson	November 30, 2009	CSEA
Nathan Harimoto	Vice-Chairperson	November 30, 2010	Board of Education
Rosemary Jeffery	Member	November 30, 2008	Joint-Appointee

Shirley Koeritz began working for the Conejo Valley Unified School District as Attendance Clerk at Sequoia Middle School. She was promoted to School Office Manager the following year. Several years later she transferred to Los Cerritos Middle School as a School Office Manager. After 25 years of service with the school district, Shirley retired. After retirement, Shirley was asked to fill a vacant position on the Personnel Commission board. Shirley comments, "It was an honor to be asked, and I enjoy my role as a Commissioner."

Nate Harimoto has lived in the Conejo Valley since 1980. His wife Shirley has been an elementary school teacher and both of their children attended University Elementary, Los Cerritos Middle, and Thousand Oaks High Schools. Raised in Hawaii, Nate received his B.S. and M.S. degrees from the University of Illinois majoring in Applied Personnel Psychology. Subsequently, Nate served in the U.S. Navy as an officer in Washington, D.C. and aboard a Destroyer during the Viet Nam conflict. He then worked for Exxon Corporation in the Personnel Departments in New Jersey, New York, Singapore, and California serving in the various human resource functions as an analyst and a manager. Nate takes pride in "giving back" to the community, being active with the Board of the YMCA for over 20 years, as a volunteer with the County of Ventura Health Insurance Counseling and Advocacy Program, and with the Rotary Club of Thousand Oaks. Nate has been a member of the Personnel Commission since 1989.

Rose Jeffery has been a CVUSD Personnel Commissioner since 1996. Rose applied for the Personnel Commissioner position in order to give back to her community. She has enjoyed her position working with the school district staff and fellow commissioners. Rose has over twenty-five years of various Human Resource experience in the financial services and insurance industry including management, employee relations, employment, employee benefits, compensation, compliance, and employee services. Rose is married to her husband Alan and they have two adult daughters. They have lived in Westlake Village for the past seventeen years and volunteer in various local organizations.

THE PERSONNEL COMMISSION CONTINUED

◆ **Meetings**

Monthly meetings of the Personnel Commission are held at the District Office, 1400 East Janss Road, Thousand Oaks, CA. The meetings are open to the public and employees. During the 2007/2008 fiscal year, the Personnel Commission held eleven (11) regular meetings.

◆ **Budget**

The budget for the Personnel Commission is submitted each year for approval at a public hearing. For the 2007-2008 budget, the public hearing was held May 16, 2007, and the Personnel Commission adopted the budget following the hearing. The County Superintendent of Schools approved it on June 26, 2007. The Personnel Commission budget for 2007-2008 was approved in the amount of \$391,082.00.

PERSONNEL COMMISSION STAFF FUNCTIONS

Staff are charged with planning, developing, implementing, and administering recruitment, selection, and professional development programs to retain the most qualified employees for classified service with the Conejo Valley Unified School District and ensure that such programs are in compliance with state and federal employment laws and regulations.

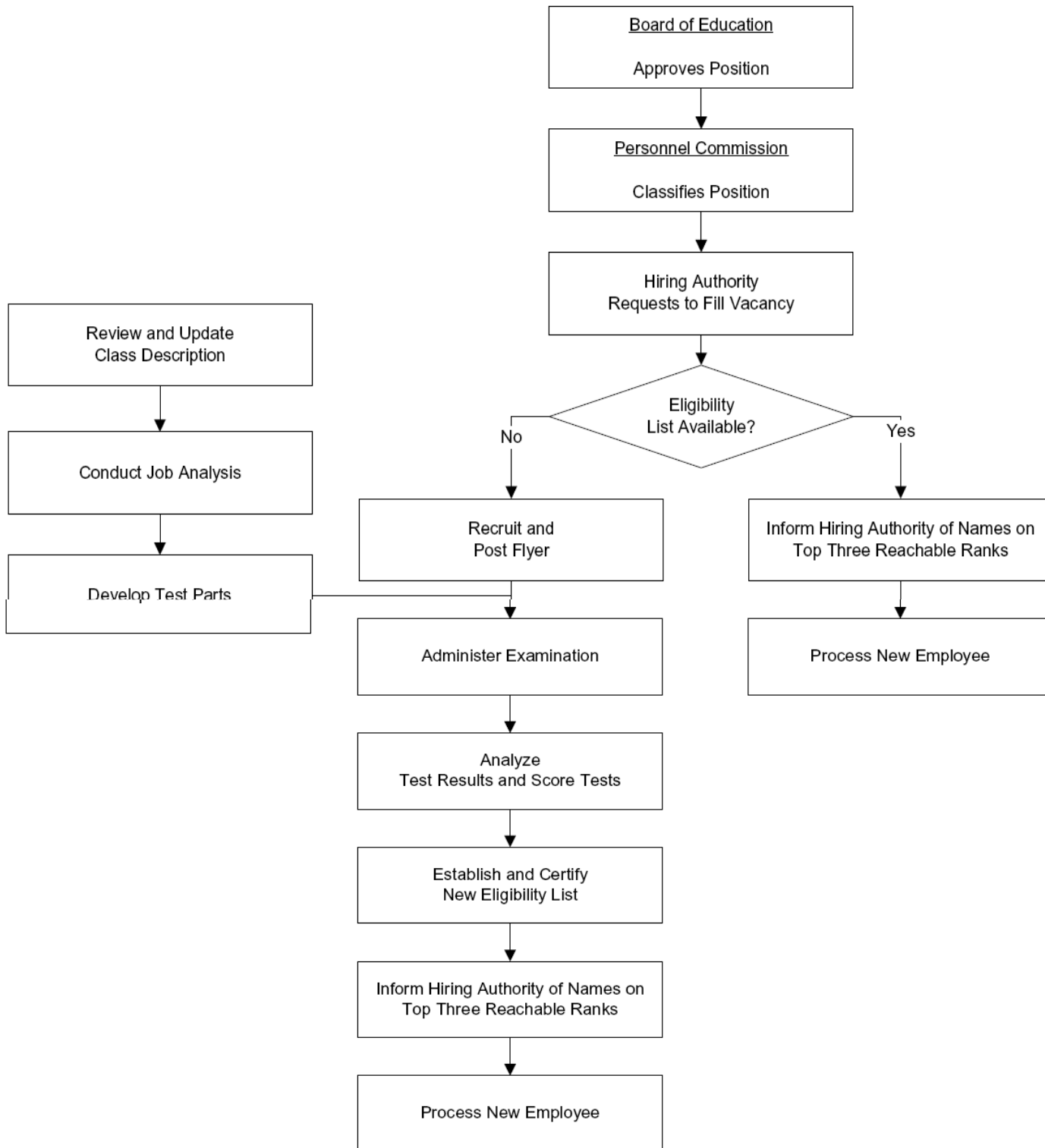
The services that the staff of the Classified Personnel Department/Personnel Commission provide to the District consist of, but are not limited to:

- ◆ Recruitment - posting of vacant positions in accordance with Education Code requirements utilizing effective job advertising medium to attract viable pools of qualified candidates at minimum cost per recruit.
- ◆ Examination - development and administration of assessments measuring job competency in accordance with minimum qualifications for respective job classifications.
- ◆ Eligibility List Certification - establish and manage eligibility lists, and refer applicants to the hiring authority in accordance with Merit System provisions and Personnel Commission Rules and Regulations.
- ◆ Classification/Reclassification - establish new classification that properly encompass the duties/responsibilities as a new service need arises; and perform job audits to determine that employees are working within the scope of respective class concept and taking appropriate action based on study outcome.
- ◆ Employment processing of new employees (classified and exempt)
 - Schedule pre-placement physical examinations and tuberculosis tests
 - Background investigations on new hires
- ◆ Provide classified substitutes for absent employees
- ◆ Maintenance of official classified personnel files and administer the district's classified employee performance appraisal program
- ◆ Maintain and update employee seniority lists
- ◆ Process employee and job applicant examination and disciplinary appeals
- ◆ Develop and coordinate training programs for classified employees
- ◆ Administer the rules of the personnel commission and assist in the administration of the California School Employees Association (CSEA) contract of agreement.

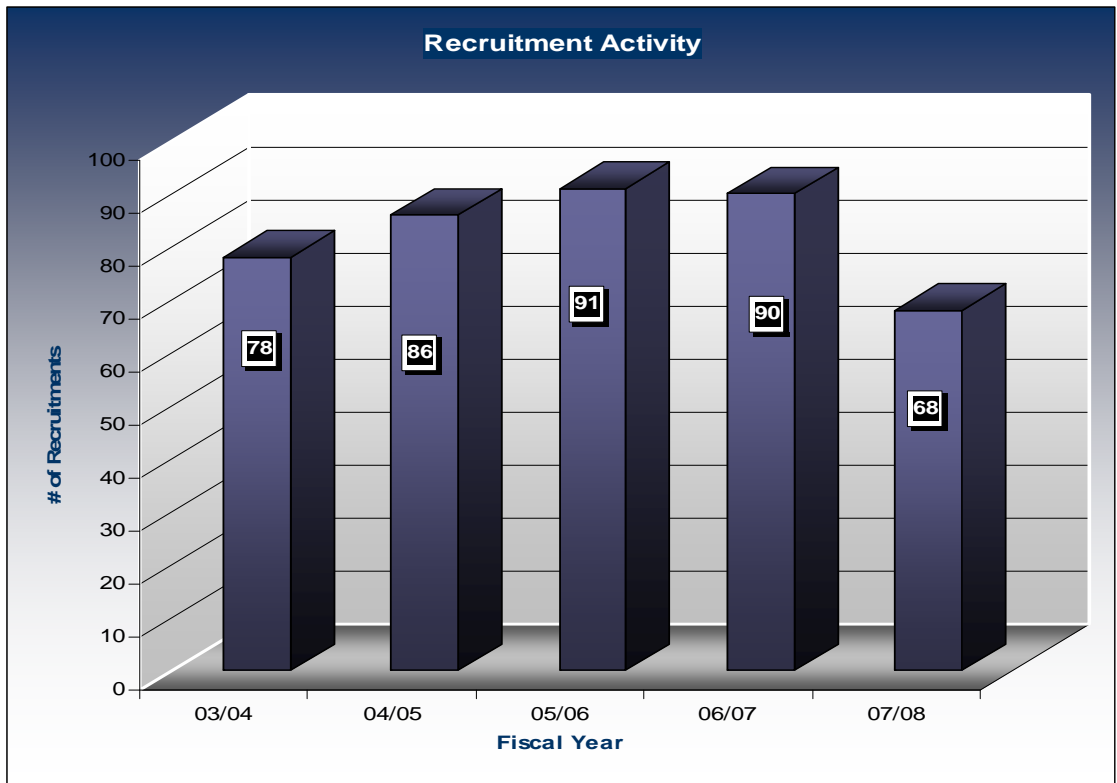
RECRUITMENT & SELECTION WORK FLOW PROCESS

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on the merit system provisions of the Education Code and other relevant Federal and State laws and regulations.

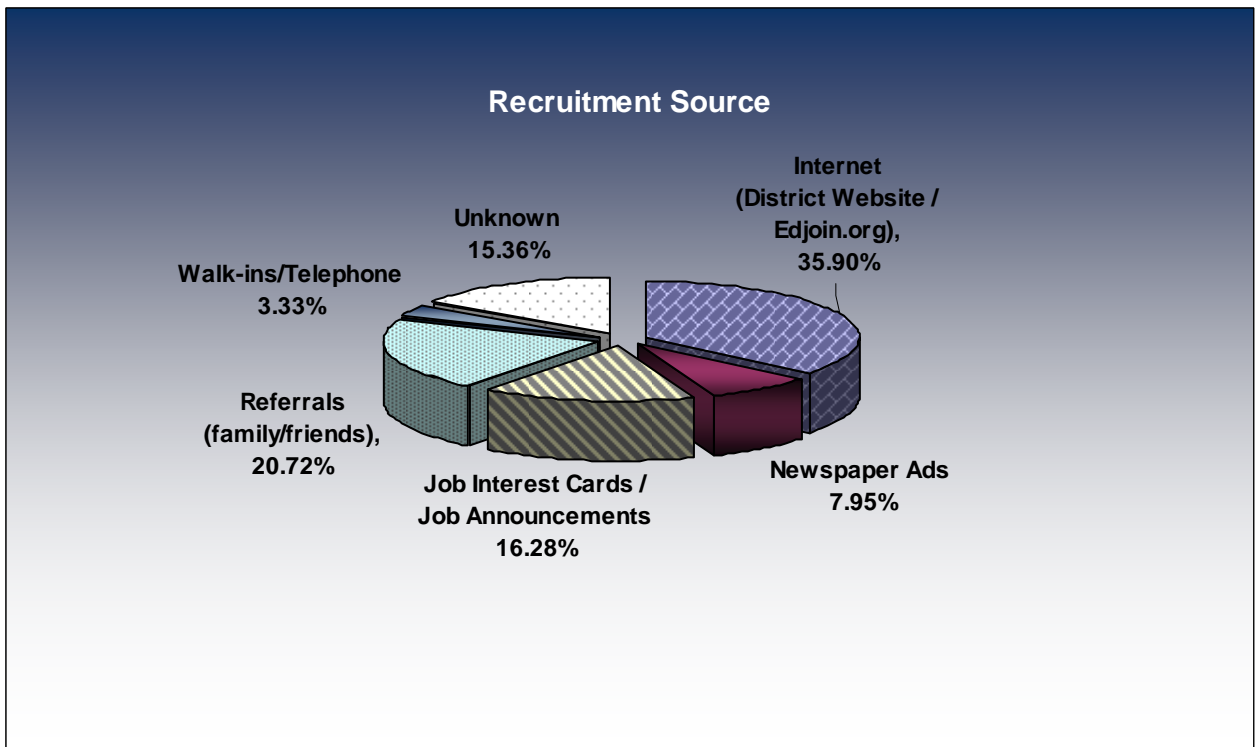
The flow chart shown below describes the typical steps taken to fill a regular permanent



PERSONNEL COMMISSION FUNCTIONS – WORKFLOW STATISTICS: RECRUITMENT ACTIVITY



In 2007-2008, 68 recruitments were conducted that encompass 35 different job classifications, with seven (7) classifications placed on “continuous recruitment”: Child Care Assistant, Paraprofessional/Bilingual-Spanish, Paraprofessional/Special Education, Preschool Assistant Teacher, Preschool Assistant Teacher/Bilingual-Spanish, Preschool Teacher, and Preschool Teacher/Bilingual-Spanish.



PERSONNEL COMMISSION FUNCTIONS – WORKFLOW STATISTICS: TESTING & EXAMINATION ACTIVITY

The following tasks are encompassed within testing and examination:

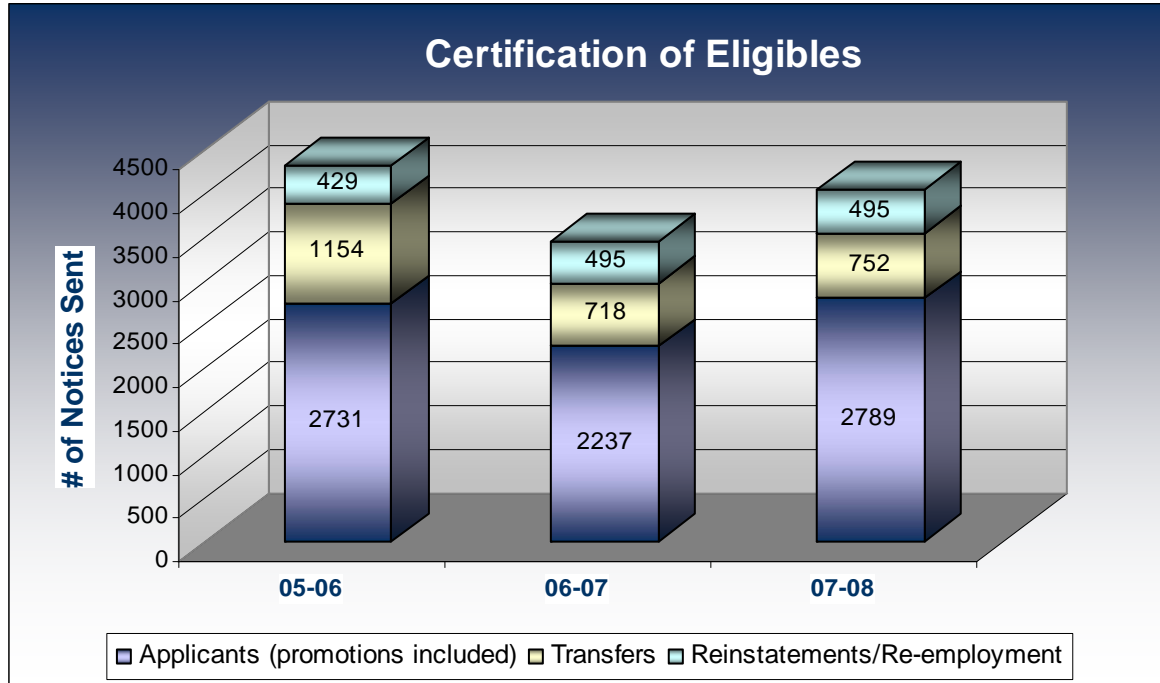
- ◆ *Establishment of field of competition*
- ◆ *Receipt & review of applications for minimum qualifications*
- ◆ *Development and printing of examinations*
- ◆ *Administration of written examinations*
- ◆ *Administration of oral examinations*
- ◆ *Administration of keyboarding examinations*
- ◆ *Scoring of examinations*
- ◆ *Analysis and research of examinations*
- ◆ *Maintenance and security of examination files*

2007-2008 Examination Development/Revision		
Written Examinations	Oral Examinations	Supplemental Questionnaires
Child Nutrition Assistant II	Bilingual Cross-Cultural ELD Paraprofessional Facilitator/Chinese	Bilingual Cross-Cultural ELD Paraprofessional Facilitator/Chinese
Senior Accountant	Director-Classified Personnel	Bilingual Cross-Cultural ELD Paraprofessional Facilitator/Spanish
Telephone Operator/ Receptionist	Director-Maintenance & Operations	Director-Classified Personnel
	Hardware Analyst	Director-Maintenance & Operations
	Software Analyst	Hardware Analyst
	Telephone Operator/Receptionist	Medical Program Recruiter
		Senior Accountant
		Software Analyst
		Speech-Language Pathology Assistant

Testing & Examination Activity	Fiscal Year	
	06/07	07/08
Applications Received and Screened For Minimum Qualifications	1145	1076
Total Tests Administered	143	91
Written	-	48
Oral	-	43
Total Applicants Tested	1011	973
Applicants Placed On Eligibility Lists	502	532



WORKFLOW STATISTICS CONTINUED....



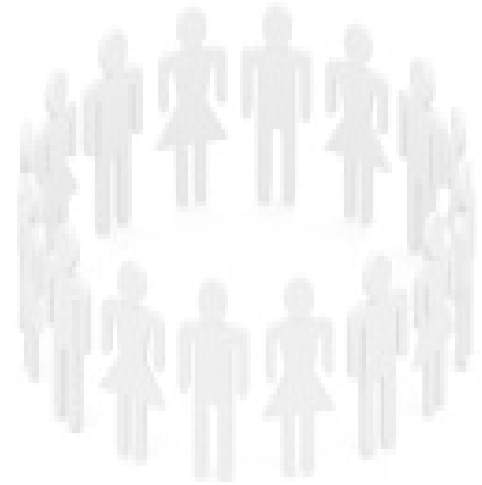
Certification is the referral of the top three ranks of job applicants from eligibility lists and eligible employees who wish to transfer or former employees eligible for reinstatement. The graph represents total number of job applicants (new employees to the district, current employees electing transfer or promotion, and/or reinstatement of former employees returning to the district

OTHER PERSONNEL COMMISSION ACTIVITY

Classification Specifications Approved/Revised/Deleted	4/4/2
Speech-Language Pathology Assistant - <i>Established</i>	
Medical Program Recruiter - <i>Established</i>	
Graphics Technician I - <i>Established</i>	
Graphics Technician II/Warehouse Assistant - <i>Established</i>	
Bilingual Cross-cultural ESL Instructional Facilitator-Chinese - <i>Revised</i>	
Speech-Language Pathology Assistant/Bilingual-Spanish - <i>Revised</i>	
Director, Maintenance & Operations - <i>Revised</i>	
Facility Supervisor-Buildings - <i>Revised</i>	
Copy Center/Warehouse Assistant - <i>Abolished</i>	
Offset Duplicating Operator - <i>Abolished</i>	
Reclassification Requests Conducted/Approved	4/3
Examination Appeals Heard by the Commission	0
Examination Appeals Granted by the Commission	0
Administrative (Disciplinary Appeals) Hearings Requested	1
Administrative Hearings Sustaining District	1
Administrative Hearings Sustaining Appellant	0
Layoff, Displacement, and/or Rehire Letters Sent	11

OTHER PERSONNEL COMMISSION/CLASSIFIED PERSONNEL STAFF ACTIVITIES

TYPE OF PERSONNEL ACTION	FISCAL YEAR		
	05-06	06-07	07-08
New Employment	163	140	130
Promotion	26	23	23
Transfer	81	74	55
Leave of Absence	3	6	8
Reinstatement	14	14	10
Reemployment	n/a	n/a	1
Resignation	162	125	109
Termination	2	4	5
Retirement	29	24	15



EXEMPT EMPLOYMENT

Exempt employees are those who are exempt from the classified service per Education Code §45256 and in adherence with Personnel Commission Rules and Regulations.

TYPE OF POSITION	FISCAL YEAR			
	06/07		07/08	
	Hired	Resigned	Hired	Resigned
Campus Supervisors	104	79	131	87
Proctors	19	3	48	8
Student Helpers	66	86	56	129
Specialists	111	64	152	54
Walk-on Athletic Coaches	146	35	143	62

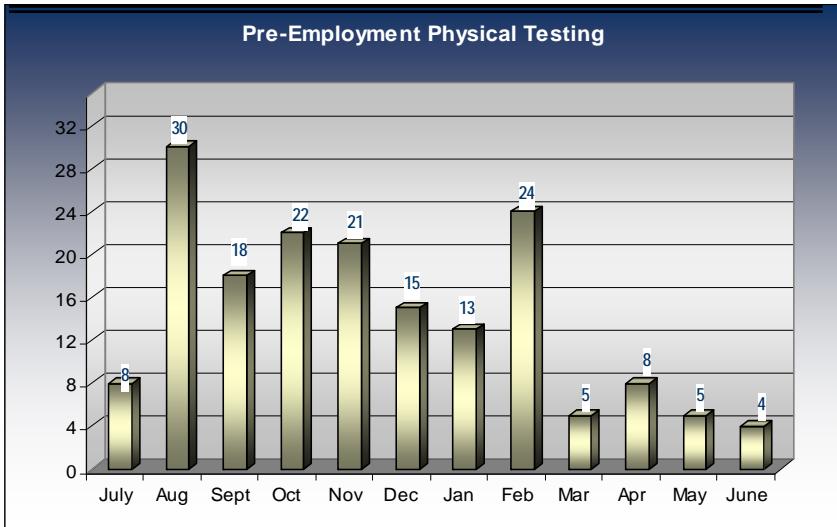
TYPE OF POSITION	FISCAL YEAR
	07/08
Secretary/School Office Manager	20
Other Clerical (including Health Clerk)	176
District Office	12
Telephone Operator	28
Paraprofessional/Special Ed.	1293
Custodian/Groundskeeper/M&O	359

SUBSTITUTE EMPLOYMENT

Substitute employees are hired for the duration of an employee's absence or limited-term relief for performance of temporary duties in accordance with Education Code §45286.

Substitute placement is a centralized classified personnel function, with the exception of staffing for the Child Care Development and Child Nutritional Services Departments. Substitute assignments are filled from active employment eligibility lists, provisional employee placement and/or out-of-classification assignments, which are filled by current District employees in adherence with Personnel Commission Rules and Regulations and the CSEA Contract of Agreement.

OTHER PERSONNEL COMMISSION/CLASSIFIED PERSONNEL STAFF ACTIVITIES CONTINUED

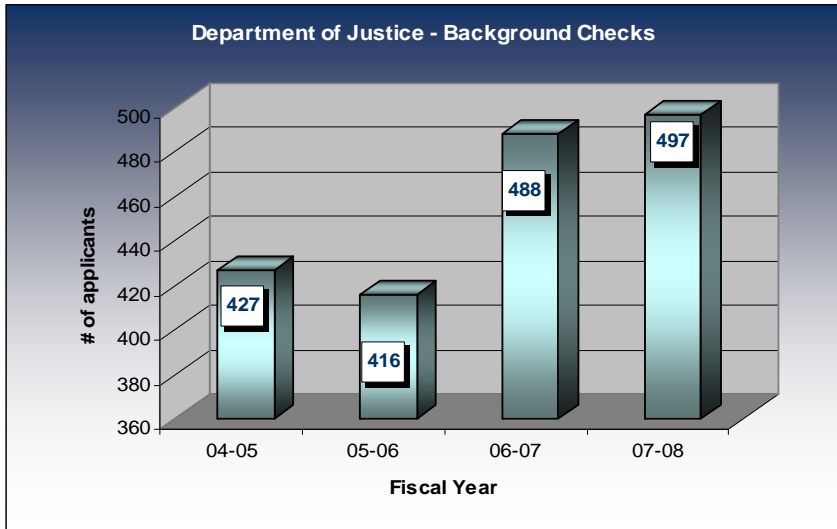
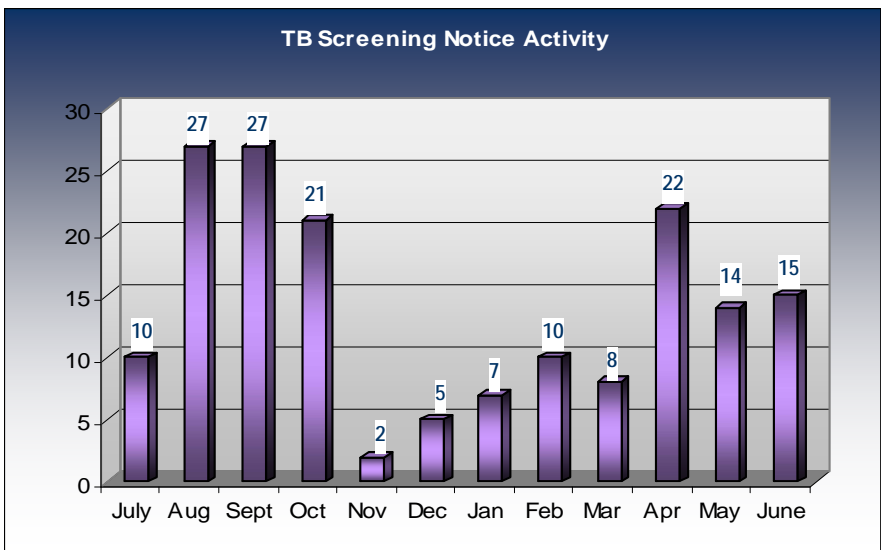


Pre-Placement Physical Examinations

The Classified Personnel Office schedules employees for pre-placement physical examinations. Pre-placement examinations are required for positions in grounds, custodial, child nutrition, special education instructional assistants, certain specified positions in the Maintenance & Operations Division, and for high school walk-on athletic coaches.

Tuberculosis Testing

The Classified Personnel Office is responsible for disseminating information concerning the District's requirements for tuberculosis testing. District employees and volunteers are required to show proof of being free from tuberculosis every four years, except for Child Nutrition employees for whom the required renewal is every two years.



Pre-Employment Background Checks

Effective September 30, 1997, and in accordance with Education Code §45125.1, no new employee shall be hired until the results of his/her criminal record check had been received.

OTHER ACCOMPLISHMENTS

- ◆ **Initiated implementation of an Applicant Tracking/Test Management System (NEOGOV Insight Enterprise)**
- ◆ **Prepared the Personnel Commission Annual Report to the Board of Education for 2006/2007**
- ◆ **Adopted the Personnel Commission budget for 2008/2009**

GOALS & OBJECTIVES

- ◆ **Design, Develop, and Maintain a New Classified Personnel Website**
- ◆ **Implement a Web-based Applicant Tracking and Test Management System**
- ◆ **Enhance Recruitment Strategies**
- ◆ **Standardize Classification and Reclassification Procedures**
- ◆ **Standardize and Innovate Testing Procedures**
- ◆ **Revise and Update Personnel Commission Rules and Procedures**
- ◆ **Identify, Develop, and Implement Training Opportunities for Classified Employees**
- ◆ **Improve Overall Efficiency and Effectiveness of Classified Personnel Operation**



PERSONNEL COMMISSION STAFF

Title	Name
Director, Classified Personnel	Marina Mihalevsky
Associate Personnel Director/ Personnel Analyst	Anne Hetu
Administrative Assistant	Carol Magno
Senior Clerk-Typist (Sub-Desk)	Ally Torres (interim)
Intermediate Clerk-Typist	Ruta Medina

RECOGNITION OF PERSONNEL COMMISSIONERS

The following special citizens of the Conejo Valley have served as members of the Personnel Commission and have contributed to the success of the Merit System:

Personnel Commissioners	Years of Service
James Hartley	1974 - 1975
Donald Dowd	1974 - 1976
Seena Greenspan	1974 - 1977
Lucille Caine	1976 - 1979
William Lawrence	1977 - 1980
William Bennett	1975 - 1981
John Wilmanns	1979 - 1982
James Hostetler	1980 - 1986
Jane Babb	1982 - 1988
Judith Locklair	1988 - 1990
Margaret Cragle	1986 - 1991
Carlo Cudio	1981 - 1993
Nathan Harimoto	1989 - present
Raymond Lidgett	1990 - 1997
Anne Babb	1993 - 1996
Rosemary Jeffery	1996 - present
Shirley Koeritz	1997 - present

