

PERSONNEL COMMISSION

**ANNUAL REPORT
2010-2011
&
2011-2012**

**Conejo Valley Unified School District
1400 E. Janss Road**

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INTRODUCTION TO THE ANNUAL REPORT



This 2010-2012 two year 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 2009-2010 fiscal year.

WHAT IS A 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.

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
- ◆ 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



Commissioner	Title	Current Term Expires	Appointed By
Rosemary Jeffery	Chairperson	November 30, 2014	Joint-Appointee
Nathan Harimoto	Vice-Chairperson	November 30, 2013	Board of Education
Shirley Koeritz	Member	November 30, 2012	CSEA

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 positions in management, employee relations, employment, employee benefits, compensation, compliance, and employee services. Rose graduated from University of Redlands with a BS in Business and Management. She and her husband Alan have lived in Westlake Village since 1991 where they volunteer at various local organizations.

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 1991.

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."

COMMISSION MEETINGS



- ◆ Regular monthly meetings of the Personnel Commission are generally held on the 2nd Wednesday of every month. at the District Office, 1400 East Janss Road, Thousand Oaks, CA, at the District Office Board

- ◆ Meeting agendas are posted at least 72 hours prior to the regularly scheduled meeting on the Classified Personnel Department webpage.
www.conejousd.org—Departments—Classified Personnel
- ◆ All documents and reports related to the agenda items as provided to the Commissioners can be obtained on request from the Director, Classified Personnel prior to or following the meeting.
- ◆ Meeting minutes are archived on the Classified Personnel Department webpage.
- ◆ During the 2010/2011 fiscal year, the Personnel Commission held twelve (12) regular meetings and two (2) special meetings.

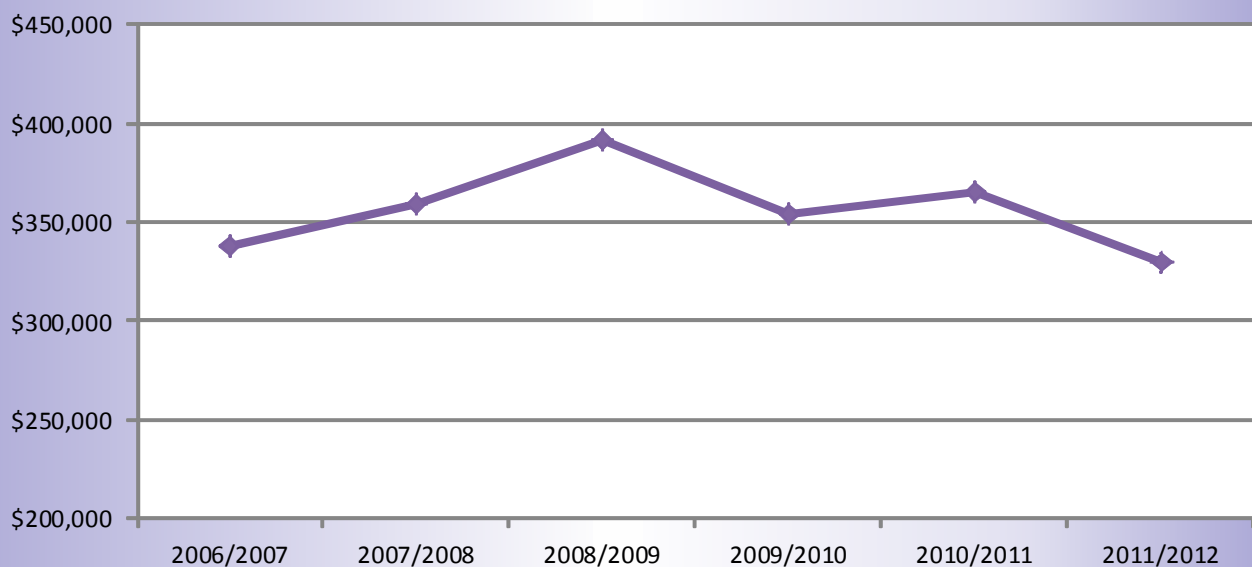
MEETING DATE	TYPE	MEETING DATE	TYPE
July 13, 2010	Regular	July 6, 2011	Regular
August 13, 2010	Regular	September 21, 2011	Regular
September 14, 2010	Regular	October 19, 2011	Regular
October 12, 2010	Special	November 29, 2011	Regular
October 22, 2010	Regular	December 6, 2011	Regular
October 29, 2010	Regular	January 18, 2012	Regular
November 9, 2010	Special	February 15, 2012	Regular
December 14, 2010	Regular	March 30, 2012	Regular
January 11, 2011	Regular	April 27, 2012	Regular
February 16, 2011	Regular	May 23, 2012	Regular
March 13, 2011	Regular	June 20, 2012	Regular
April 12, 2011	Regular		
May 20, 2011	Regular		
June 15, 2011	Regular		



COMMISSION BUDGET

- ◆ The Personnel Commission in accord with the Education Code §45253 establishes an annual budget for the execution of personnel functions that fall within its authority.
- ◆ In preparing the budget on behalf of the Commission, the Director, Classified Personnel works collaboratively with District management and consults with the Superintendent to develop a budget that is fiscally responsible.
- ◆ Prior to taking action to approve an annual budget, the Personnel Commission must announce and hold a public hearing on the budget no later than May 30 of each year.

Personnel Commission Annual Budget Trend



PERSONNEL STAFF FUNCTIONS



Personnel Commission/Classified Personnel 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.

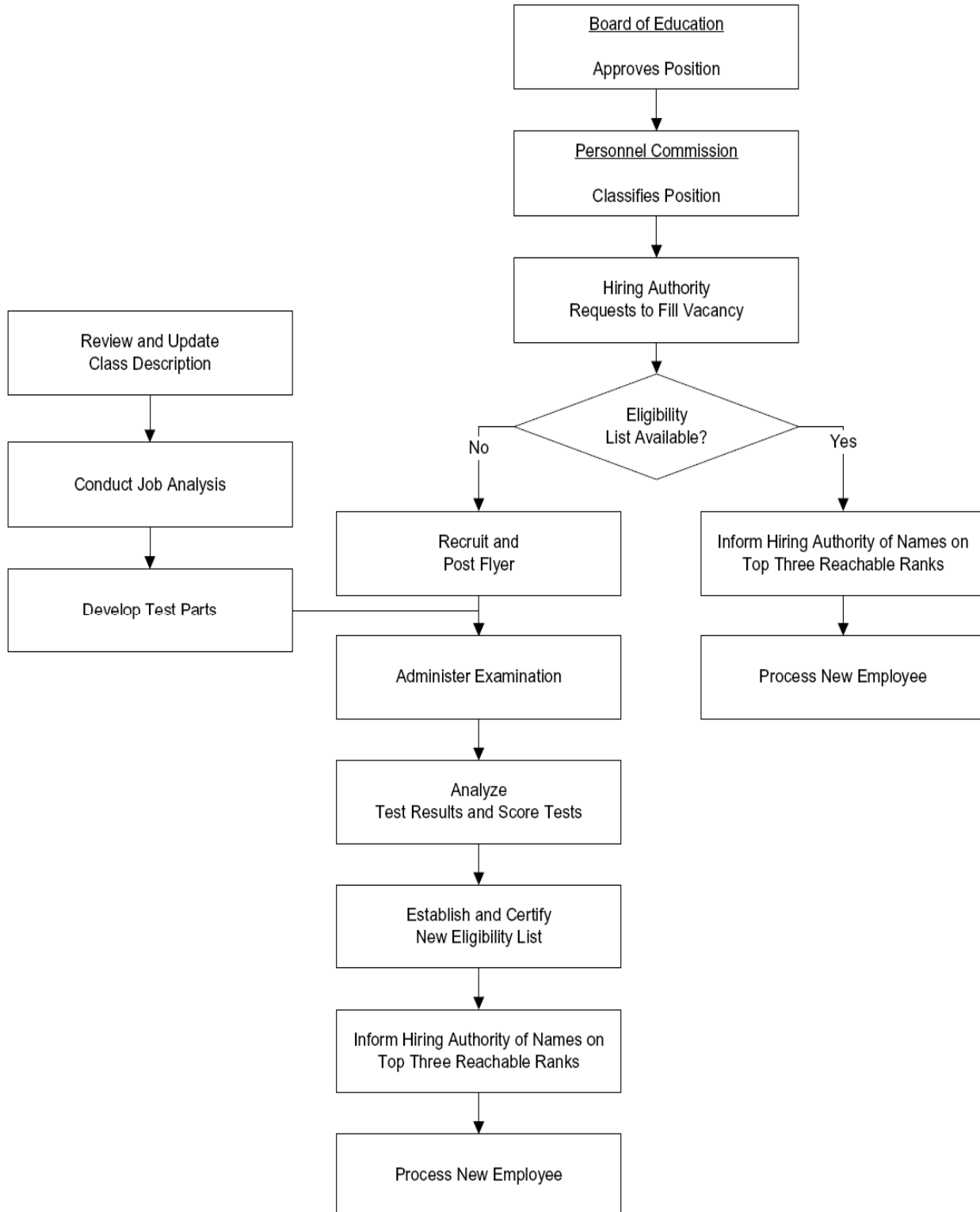
The services that the staff of the Classified Personnel Department/Personnel Commission provide to the District consist of, but are not limited to:

- ◆ RECRUITMENT
- ◆ EXAMINATION/SELECTION
- ◆ CERTIFICATION OF ELIGIBLY LISTS
- ◆ CLASSIFICATION OF NEW AND RECLASSIFICATION OF EXISTING CLASSIFIED SERVICE POSITIONS
- ◆ LAYOFF ADMINISTRATION
- ◆ EXAMINATION & DISCIPLINARY HEARING APPEALS
- ◆ EMPLOYMENT TRANSACTION PROCESSING
- ◆ ADMINISTRATION OF PERSONNEL COMMISSION RULES AND CSEA CONTRACT OF AGREEMENT

RECRUITMENT & SELECTION WORKFLOW



The flow chart is a representation of the typical steps taken to fill a regular permanent classified position.





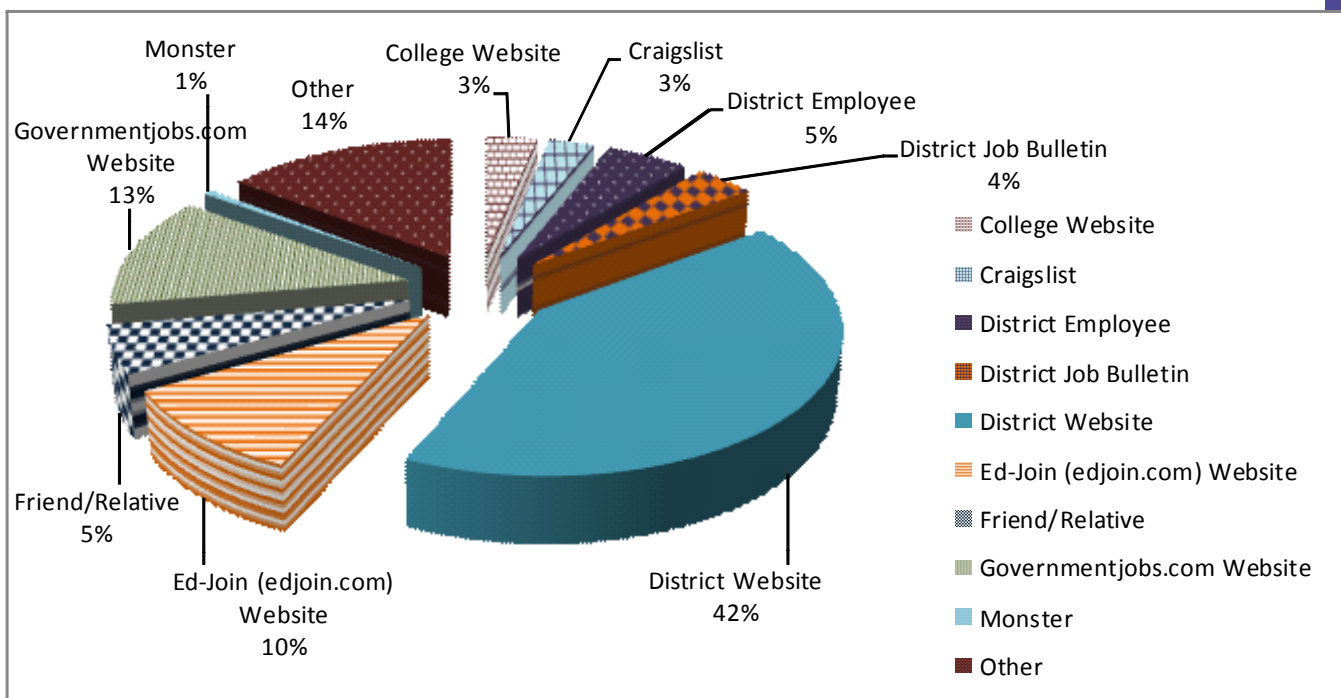
RECRUITMENT- WORKFLOW STATISTICS

Between July 1, 2010 and June 30, 2012, **89 job postings** were created, attracting over 41,000 views “hits” online.

A total of **1,217 job interest cards** were submitted, with the top 10 sought after jobs being:

1. Clerk
2. Child Nutrition Assistant I
3. Custodian
4. Paraprofessional
5. Paraprofessional/Special Education
6. Administrative Assistant
7. Clerk Typist
8. Account Clerk
9. School Office Manager
10. Adult School Classroom Aide

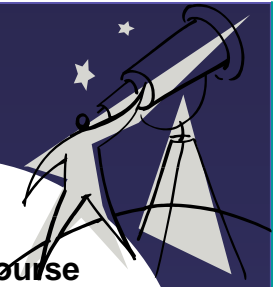
APPLICATION SOURCE



TEST ADMINISTRATION



STATISTICS SUMMARY	FISCAL YEAR			
	08/09	09/10	10/11	11/12
◆ Total Examinations Administered	69	72	73	75
Written/Computer-based General Fitness Tests	33	29	31	28
Structured Oral Interviews	36	43	42	47
◆ Total Applications Evaluated for Minimum Entrance Qualifications	1,193	1,370	1,309	1,273
Change over previous year	9.8%	14.8%	-1.05%	-1.03%
◆ Applicants requesting paper notification	159	143	60	58
Percent of applicants requesting paper notification	13.3%	10.4%	4.6%	4.6%
◆ # of Applicants Disqualified (not eligible to apply or did not meet minimum qualification)	260	302	457	474
WRITTEN/COMPUTER-BASED TESTS DETAIL				
◆ # of Applicants Invited to Written/Computer General Fitness Exam	754	811	817	774
◆ # of Written/Computer-based General Fitness Tests Scored/Evaluated	464	489	532	556
◆ Written/Computer-based Examination Passing Rate	84.5%	76.1%	80.0%	78.6%
STRUCTURED ORAL INTERVIEWS DETAIL				
◆ Number of Applicants Invited to Structured Oral Interview	412	395	410	456
◆ Total Number of Applicants Evaluated by Structured Oral Interview	372	344	367	398
◆ Structured Oral Interview Passing Rate	83.5%	79.7%	94.3%	87.7%
◆ Applicants Placed On Eligibility Lists	514	427	403	355



TEST DEVELOPMENT

The following examination materials were developed and/or revised in the course of July 1, 2010-June 30, 2012:

2010-11		
Exam	General Assessment (paper/online)	Oral
Account Clerk	Y	Y
Accounting Technician I	Y	Y
Bilingual Cross-Cultural ELD Para/Sp		Y
Clerk Typist	Y	Y
Early Care Assistant Teacher		Y
Early Care Teacher		Y
Groundskeeper	Y	Y
High School Office Manager	Y	Y
Human Resources Technician	Y	Y
Instructional Media Technician		Y
Intermediate Clerk Typist	Y	Y
Lead Custodian		Y
NfL Program Specialist		Y
Pest/Rodent Control Leadworker	Y	Y
School Office Manager/Secretary	Y	Y
Senior Accountant	Y	Y
Senior Clerk Typist	Y	Y
Special Education Data Technician	Y	
Telephone Operator/Receptionist	Y	Y

2011-12		
Exam	General Assessment (paper/online)	Oral
Assistant Director, Child Nutrition		Y
Behavioral Health Clinician I		Y
Bilingual Cross-Cultural ELD Para/Sp	Y	
Child Nutrition Assistant-Satellite	Y	Y
Child Nutrition Production Manager		Y
Intermediate Clerk Typist	Y	
Paraprofessional/Special Ed	Y	Y
Purchasing Specialist	Y	Y
School Office Manager/Bilingual	Y	Y
School Outreach Assistant	Y	Y
Site Computer Technician II	Y	Y
Translator-Interpreter	Y	Y

JOB CLASSIFICATION ACTIVITIES



Establishment of New Job Classifications/Salary Allocation	Effective Date
Human Resources Specialist / Human Resources Specialist-Conf	10/12/2010
Human Resources Technician	10/12/2010
Paraprofessional-Severely Disabled	01/01/2011
Director, Planning & Construction	01/01/2011
Site Computer Technician II	07/06/2011
Child Nutrition Assistant—Satellite	07/06/2011
School Outreach Assistant	07/06/2011
Translator-Interpreter	09/21/2011
Behavioral Health Clinician I	12/06/2011
Behavioral Health Clinician II	12/06/2011
Child Nutrition Production Manager	03/30/2012
Food Services Aide	03/30/2012
Assistant Director, Child Nutrition	03/30/2012
Revision of Existing Job Classifications	
NfL Program Specialist	03/22/2011
Accounting Technician	5/20/2011
Purchasing Specialist	10/19/2011

SUMMARY OF COMMISSION ACTIONS

Job Specifications Established / Revised	13
Total Positions Classified/Reclassified	26
Allocation/Reallocation of Salaries for New/Existing Job Classes	10
Reclassification Appeals Heard by the Commission / Granted	0 / 0
Examination Appeals Heard by the Commission / Granted	0 / 0
Administrative Examination Appeals Filed / Granted	1 / 0
Disciplinary Hearings Requested	2
Disciplinary Hearings Sustaining Board Action	1
Disciplinary Hearings Modifying Board Action	1
2011/2012 Personnel Commission Budget	May, 2011
2012/2013 Personnel Commission Budget	May, 2012

CERTIFICATION OF EMPLOYMENT



TYPE OF PERSONNEL ACTION	FISCAL YEAR			
	08/09	09/10	10/11	11/12
New Employment (Permanent)	116	107	85	89
New Employment (Substitute)		143	157	210
Promotion	17	15	29	18
Reinstatement	12	10	4	2
Reemployment	3	17	14	3
Resignation	99	93	76	69
Termination/Resignation in Lieu of	3	15	4	5
Retirement	8	25	20	16
Layoff / Reduction in Work Hours	16	54	88	9

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					
	09/10		10/11		11/12	
	Hired	Resigned	Hired	Resigned	Hired	Resigned
Campus Supervisors	134	104	121	48	112	22
Proctors	33	8	32	12	31	2
Student Helpers	34	7	52	35	56	6
Specialists	157	60	186	132	206	25
Walk-on Athletic Coaches	149	13	192	48	197	3

PERSONNEL COMMISSION GOALS



◆ **Revision of Personnel Commission Rules and Regulations**

◆ **Implementation of a Web-based Applicant Tracking and Test Management System**

Initiate web-based referral of eligibles certified for hire into position vacancies.

◆ **Enhancement of Recruitment Strategies**

Explore opportunities to utilize social network sites to expand the District's reach in attracting highly qualified job applicants.

◆ **Standardization and Innovation of Testing Procedures**

Develop and implement situational-based interviews in assessing suitability for positions within the paraprofessional, child nutrition and custodian job classes.



PERSONNEL STAFF & COMMISSIONERS

CLASSIFIED PERSONNEL/PERSONNEL COMMISSION STAFF

Title	Name
Director, Classified Personnel	Marina Mihalevsky
Human Resources Specialist	Carol Magno
Human Resources Technician	Lee Quiroz
Human Resources Technician	Marilyn Zaslow

RECOGNITION OF CURRENT AND PAST 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	1991- present
Raymond Lidgett	1990 - 1997
Anne Babb	1993 - 1996
Rosemary Jeffery	1996 - present
Shirley Koeritz	1997 - present