

2013-2014 ANNUAL REPORT

# ANNUAL REPORT 2013-2014



**Conejo Valley Unified School District**  
**1400 E. Janss Road**  
**Thousand Oaks, CA**

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### INTRODUCTION TO THE ANNUAL REPORT

The 2013-2014 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 2013-2014 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 positions as of December 2013 are:

Commissioner	Title	Current Term Expires	Appointed By
Rose Jeffery	Chairperson	November 30, 2014	Joint-Appointee
Nina Brandt	Vice-Chairperson	November 30, 2015	CSEA
Nathan Harimoto	Member	November 30, 2016	Board of Education

**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 25 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.

**Nina Brandt** has lived in the Conejo Valley for over 42 years. She and her husband Bill (retired CVUSD teacher) moved to Thousand Oaks when he started teaching at Newbury Park High School. Nina started working for the district in 1984, and spent over 25 years working at various locations, including Conejo Valley High School, Ladera Elementary, the District Office, Westlake High School, and Thousand Oaks High School. Nina has had experience serving on the District Advisory Committee (DAC) as the CSEA representative and on the School Site Council for Thousand Oaks High School. Nina and her husband have two children, Krista and Paul, who are graduates of CVUSD schools and have active teaching careers. Krista, a Kindergarten teacher at CVUSD and Paul, a high school teacher at El Rancho USD.

**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 CVUSD 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 Vietnam 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. He has served as PTA President, on the Board of the YMCA for over 20 years, and as a volunteer for the Ventura County Health Insurance Counseling and Advocacy Program (HICAP), and on the RSVP Senior advisory board. Nate has been a member of the Rotary Club of Thousand Oaks since 1994 and will serve as its President in 2014-2015. Nate has been a member of the Personnel Commission since 1991.



**COMMISSION MEETINGS**

- ◆ Regular monthly meetings of the Personnel Commission are generally held on the 2nd Wednesday of every month at the District Office, located at 1400 East Janss Road, Thousand Oaks, CA.
- ◆ The meetings are open to the public and District employees in adherence to the Ralph M. Brown Act.
- ◆ Meeting agendas are posted at least 72 hours prior to the regularly scheduled meeting on the Classified Personnel Department webpage—  
([www.conejousd.org](http://www.conejousd.org)—Departments—Personnel Services—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 2013-2014 fiscal year, the Personnel Commission held twelve (12) regular and two (2) special meetings.

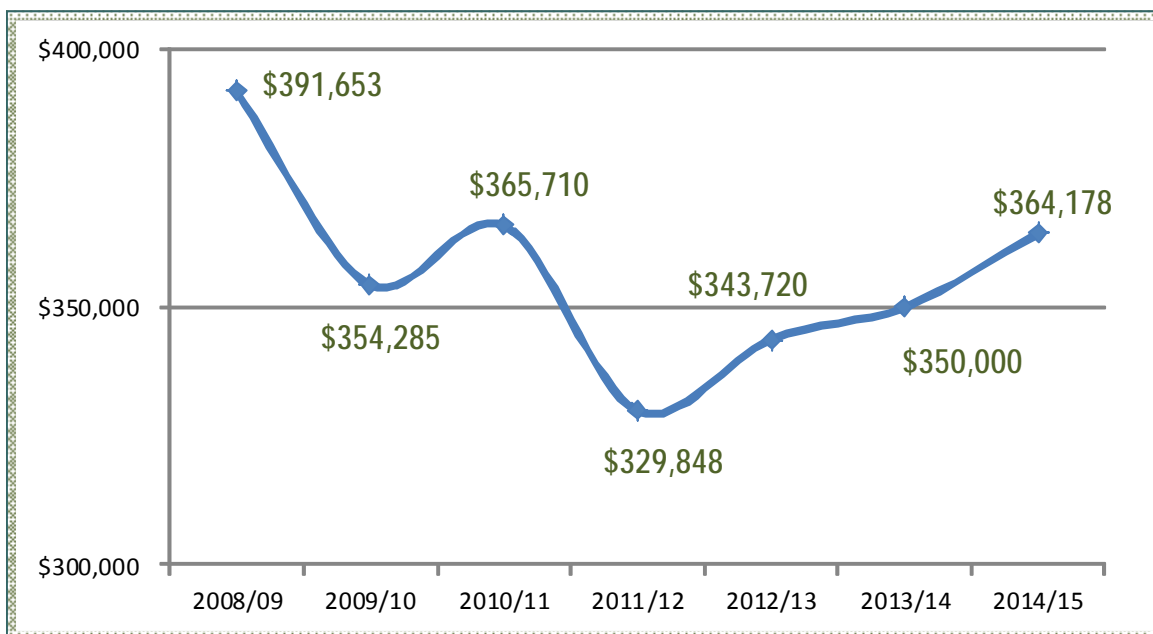


<b>MEETING DATE</b>	<b>TYPE</b>
July 10, 2013	Regular
August 14, 2013	Regular
September 11, 2013	Regular
September 20, 2013	Special
October 09, 2013	Regular
November 13, 2013	Regular
December 18, 2013	Special
January 15, 2014	Regular
February 11, 2014	Special
February 27, 2014	Regular
March 19, 2014	Regular
April 23, 2014	Regular
May 21, 2014	Regular
June 11, 2014	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 for the following fiscal year, the Personnel Commission must announce and hold a public hearing on the budget no later than May 30th of each year.
- ◆ In 2013-2014, the Personnel Commission held the public hearing on May 21, 2014.
- ◆ The Personnel Commission adopted the budget following the public hearing in the amount of \$364,178.
- ◆ The County Superintendent of Schools approved the 2014-2015 annual budget in June, 2014.





## PERSONNEL STAFF FUNCTIONS

Classified Personnel Department staff are charged with the administration of all classified employment related transactions, including functions that fall under the purview of the Personnel Commission and of the Board of Education, and ensure that the District administers employment transactions in adherence to the principals of merit and in accord with state and federal employment laws and regulations. The following functions fall under the purview of the Classified Department (asterisk designates a function under the purview of the Personnel Commission):

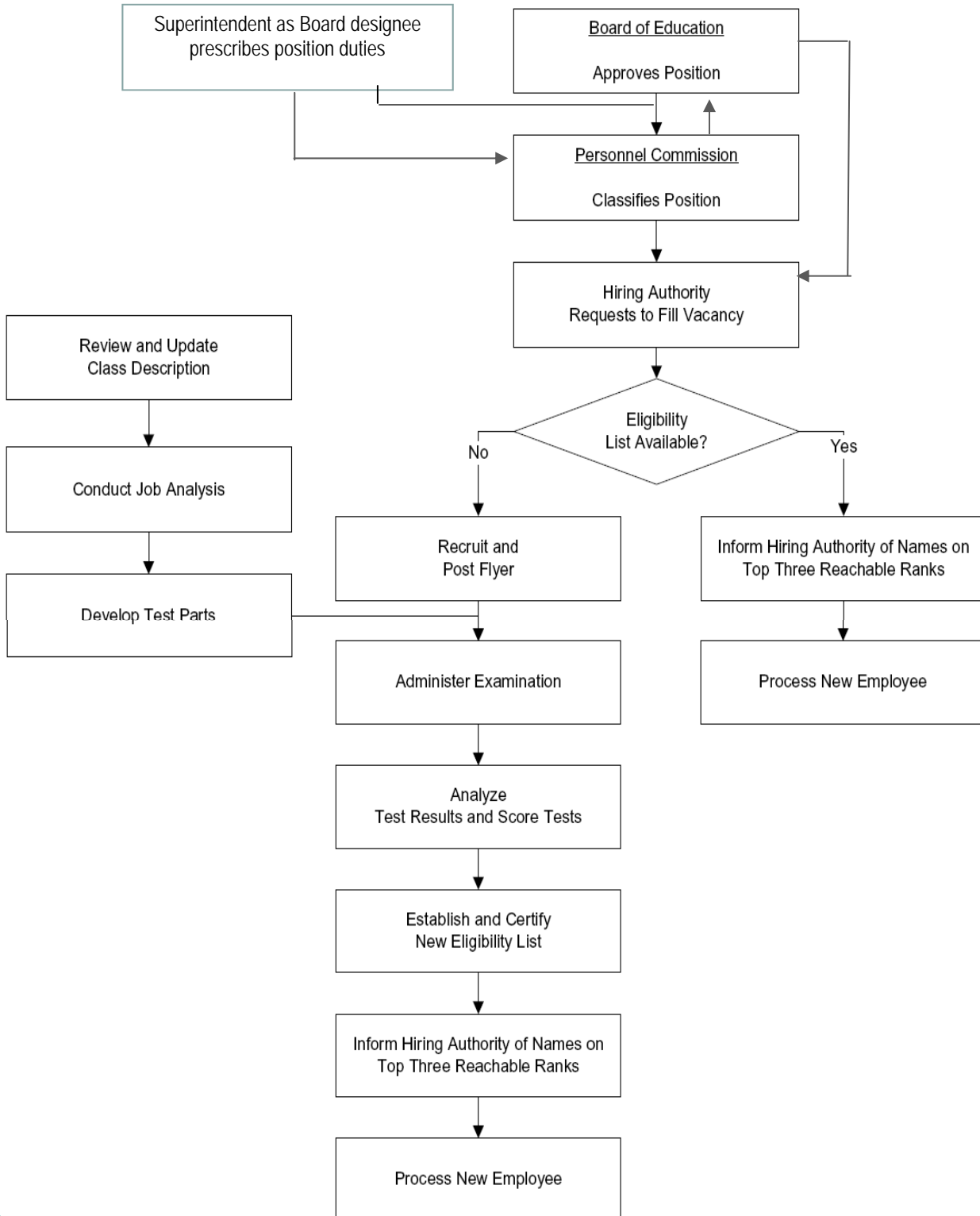
- ◆ RECRUITMENT ADMINISTRATION\*
- ◆ EXAMINATION/SELECTION PROCESS ADMINISTRATION\*
- ◆ CERTIFICATION OF ELIGIBILITY LISTS\*
- ◆ CLASSIFICATION OF NEW AND RECLASSIFICATION OF EXISTING CLASSIFIED SERVICE POSITIONS\*
- ◆ PROFESSIONAL DEVELOPMENT PLANNING AND ADMINISTRATION
- ◆ PERFORMANCE MANAGEMENT AND EVALUATION ADMINISTRATION
- ◆ LAYOFF ADMINISTRATION\*
- ◆ EXAMINATION AND DISCIPLINARY HEARING APPEALS\*
- ◆ EMPLOYMENT TRANSACTION PROCESSING
- ◆ ADMINISTRATION OF PERSONNEL COMMISSION RULES\*
- ◆ ADMINISTRATION OF THE CSEA CONTRACT OF AGREEMENT





**RECRUITMENT AND SELECTION WORKFLOW**

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





## WEB-BASED RECRUITMENT STATISTICS

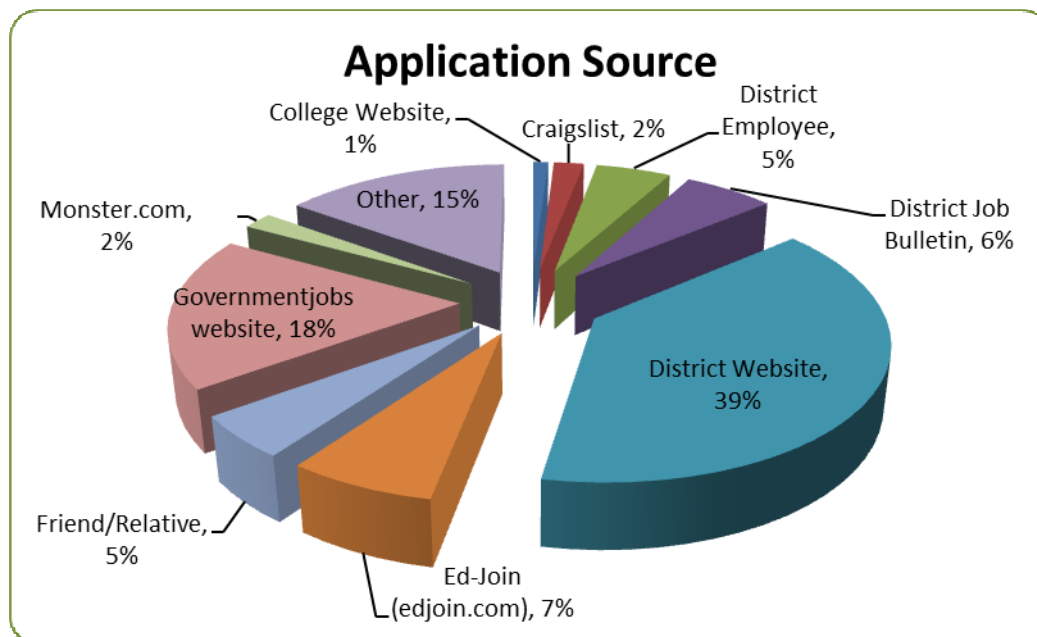
Between July 1, 2013 and June 30, 2014, 2,777 applications were created, attracting over **57,716** views “hits” online.



A total of **2,354 job interest cards** were submitted, with the top 10 sought after job categories being:

1. Clerical & Data Entry
2. Administrative Assistant
3. Administration
4. Human Resources
5. Food Services
6. Library
7. Human Services
8. Education
9. Paraprofessional
10. Records Management

## RECRUITMENT APPLICANT SOURCE





**TESTING ADMINISTRATION**

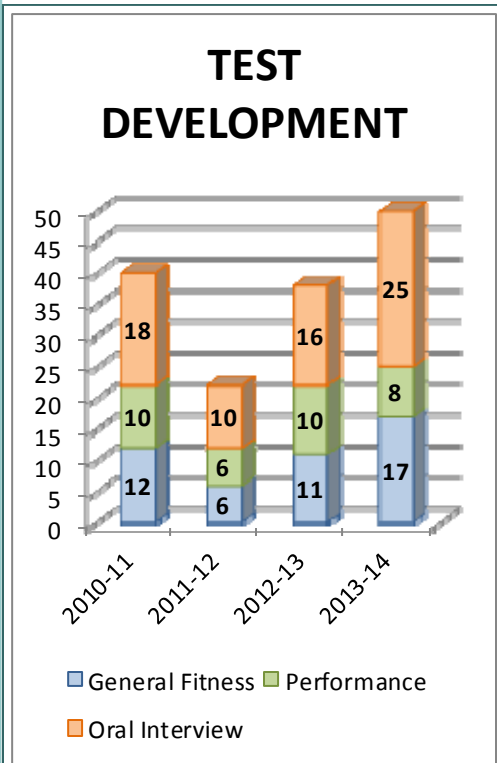
STATISTICS SUMMARY	FISCAL YEAR				
	09/10	10/11	11/12	12/13	13/14
◆ Total Examinations Administered	72	73	75	77	69
General Fitness Assessment	29	31	28	30	55
Performance-based Assessment	No stats	No stats	10	24	27
Structured Oral Interviews	43	42	47	46	60
◆ Total Applications Evaluated for Minimum Entrance Qualifications	1,370	1,309	1,273	2,617	2,777
Applicant increase/decrease over previous year	14.8%	-1.05%	-1.03%	105.5%	1.06%
◆ Applicants requesting paper notification	143	60	58	162	174
Percent of applicants requesting paper notification	10.4%	4.6%	4.6%	6.2%	6.3%
◆ # of Applicants Disqualified (not eligible to apply or did not meet minimum qualification)	302	457	474	985	1,021
<b>GENERAL FITNESS EXAMINATION DETAIL</b>					
◆ # of Applicants Invited to General Fitness Exam	811	817	774	1,522	1,591
◆ # of General Fitness Exams Scored/Evaluated	489	532	556	968	1,010
◆ General Fitness Examination Passing Rate	76.1%	80.0%	78.6%	70.8%	72.6%
<b>STRUCTURED ORAL INTERVIEWS DETAIL</b>					
◆ Number of Applicants Invited to Structured Oral Interview	395	410	456	795	733
◆ Total Number of Applicants Evaluated by Structured Oral Interview	344	367	398	726	759
◆ Structured Oral Interview Passing Rate	79.7%	94.3%	87.7%	93.8%	89.6%
◆ Applicants Placed On Eligibility Lists	274	403	355	681	680

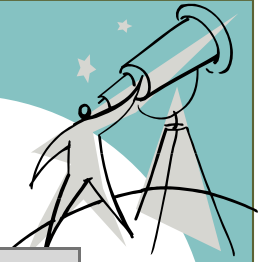


**TEST DEVELOPMENT**

The following examination materials were developed and/or revised in the course of July 1, 2013 - June 30, 2014 for the purpose of improving content validity (job relatedness) and utility of examination materials to be predictive of successful performance on the job:

TYPE OF REVISION	SYMBOL			
Full Development	F			
Partial Revision	P			
EXAMINATION / JOB CLASS TITLE	GENERAL FITNESS	PERFORMANCE ASSESSMENT	STRUCTURED ORAL INTERVIEW	
Behavior Intervention Specialist			F	
Behavioral Health Program Mgr.			F	
Child Nutrition Assistant-Satellite	F		P	
Child Nutrition Manager	F		F	
Clerical Substitute		P		
Custodial Services Supervisor	F	F	F	
Custodian			F	
Director, Child Nutrition			F	
Director, Planning & Construction			F	
Human Resources Assistant	F	F	F	
Language Assessment & Development Facilitator/Spanish	P			
Lead Groundskeeper	F		F	
Maintenance Electrician	F		F	
Maintenance Leadworker	F		F	
Maintenance Worker II	F		F	
Pool Operator	F		F	
Purchasing Expediter	F	F	F	
Purchasing Specialist			P	
Risk Manager			F	
School Office Manager III	P			
Secretary/ School Office Manager I			P	
Shipping & Receiving Clerk	F	F	F	
Site Computer Technician I	P	P	P	
Sprinkler Repair Worker	F		F	
Supervisor, Special Education Paras	F	F	F	
Systems Analyst	F		F	
TUPE Coordinator			F	
Web Content Specialist		F	F	





**CLASSIFICATION-RELATED ACTIVITIES**

<b>Establishment of New Job Classifications/Salary Allocation</b>	<b>Effective Date</b>
Systems Engineer	08/2013
Registrar	08/2013
Human Resources Assistant	08/2013
Web Content Specialist	11/2013
Behavior Intervention Specialist	11/2013
Behavior Health Program Manager	12/2013
School Office Manager II	1/2014
Library Technician	2/2014
<b>Revision of Existing Job Classifications</b>	
Director, Child Nutrition with Salary Reallocation	7/2013
Lead Family Services Coordinator	7/2013
School Office Manager I and III	1/2014
Supervisor, Special Education Paraprofessionals	5/2014

**SUMMARY OF PERSONNEL COMMISSION ACTIVITIES**

Job Specifications Established/Revised	<b>12</b>
Total Positions Classified/Reclassified	<b>37</b>
Allocation/Reallocation of Salaries for New/Existing Job Classes	<b>0/1</b>
Reclassification Appeals Heard by the Commission/Granted	<b>0/0</b>
Examination Appeals Heard by the Commission/Granted	<b>0/0</b>
Administrative Examination Appeals Filed/Granted	<b>0/0</b>
Disciplinary Hearings Requested	<b>0</b>
Disciplinary Hearings Sustaining Board Action	<b>n/a</b>
Disciplinary Hearings Modifying Board Action	<b>n/a</b>
2013/2014 Personnel Commission Budget	<b>5/2014</b>



**EMPLOYMENT TRANSACTIONS**

TYPE OF PERSONNEL ACTION	FISCAL YEAR				
	09/10	10/11	11/12	12/13	13/14
New Employment (Permanent)	107	85	89	120	131
New Employment (Substitute)	143	157	210	157	270
Promotion	15	29	18	29	39
Reinstatement	10	4	2	9	10
Reemployment	17	14	3	5	3
Resignation	93	76	69	93	82
Termination/Resignation in Lieu of	15	4	5	5	9
Retirement	25	20	16	25	26
Layoff/Reduction in Work Hours	54	88	9	14	4

**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							
	10/11		11/12		12/13		13/14	
	Hire	Resign	Hire	Resign	Hire	Resign	Hire	Resign/ Separate
Campus Supervisors	121	48	112	22	118	8	123	11/95
Proctors	32	12	31	2	28	2	25	1/45
Student Helpers	52	35	56	6	40	0	36	0/30
Specialists	186	132	206	25	179	14	208	12/106
Walk-on Athletic Coaches	192	48	197	3	197	5	214	10/87



**GOALS AND OBJECTIVES**

<p>◆</p>	<p><b>Revision of Personnel Commission Rules and Regulations based on CSPCA adopted Model PC Rules.</b></p>
	<ul style="list-style-type: none"> <li>◆ Work collaboratively with CSEA and Superintendent and designees in recommending revisions to the Personnel Commission—ongoing.</li> </ul>
<p>◆</p>	<p><b>Expand the use of the NeoGov web-based applicant tracking and test management system to other areas of personnel administration:</b></p>
	<ul style="list-style-type: none"> <li>◆ Initiate/pilot web-based referral of eligible certified for hire into position vacancies.—New</li> <li>◆ Initiate/pilot online position requisition process—New</li> </ul>
<p>◆</p>	<p><b>Publish a newsletter several times a year to improve communication and availability of information relative to employment laws and regulations and merit system provisions of the Education Code—ongoing.</b></p>
<p>◆</p>	<p><b>Maximize staff resources by establishing time saving protocols.</b></p>
	<ul style="list-style-type: none"> <li>◆ Established new hire packet protocol with online forms for new employee use—completed.</li> <li>◆ Consolidate onboarding orientation—ongoing.</li> </ul>





**CLASSIFIED PERSONNEL/PERSONNEL COMMISSION STAFF**

<b>Title</b>	<b>Name</b>
Director, Classified Personnel	Marina Mihalevsky
Human Resources Specialist	Carol Magño
Human Resources Technician	Lee Quiroz
Human Resources Technician	Marilyn Strange

**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:

<b>Personnel Commissioners</b>	<b>Years of Service</b>
<b>Nathan Harimoto</b>	<b>1991- present</b>
<b>Rose Jeffery</b>	<b>1996 - present</b>
<b>Nina Brandt</b>	<b>2013 - present</b>
Shirley Koeritz	1997 - 2012
Anne Babb	1993 - 1996
Carlo Cudio	1981 - 1993
Margaret Cragle	1986 - 1991
Judith Locklair	1988 - 1990
Jane Babb	1982 - 1988
James Hostetler	1980 - 1986
John Wilmanns	1979 - 1982
William Bennett	1975 - 1981
William Lawrence	1977 - 1980
Lucille Caine	1976 - 1979
Seena Greenspan	1974 - 1977
Donald Dowd	1974 - 1976
James Hartley	1974 - 1975