

Conejo Valley Unified School District Personnel Services / CLASSIFIED PERSONNEL

1400 E. Janss Road, Thousand Oaks, California 91362-2198 Telephone (805) 497-9511 • FAX (805) 494-3741

Request #	

CLASSIFIED SALARY REALLOCATION REQUEST

DIRECTIONS: Complete this request form and submit to the Director, Classified Personnel for review. If the basis for the request is a change in assigned job duties, complete the Reclassification Questionnaire instead. After review and evaluation of this request, the Director, Classified Personnel will route it for further administrative review. The requestor will be notified in writing by the Director, Classified Personnel, as to the disposition of their request. Requestor may file an appeal with the Personnel Commission for its review and salary recommendation to the Board of Education in accord with Education Code 45268. All request for appeal need to be submitted in writing to the Director, Classified Personnel for placement on the Personnel Commission agenda at its upcoming regular meeting, so long as the appeal is received at least 10 business days prior to the scheduled meeting.

1. REQUESTOR NAME:	☐ CLASSIFIED MANAGEMENT ☐ CLASSIFIED SUPERVISORY ☐ CERTIFICATED MANAGEMENT
2. REQUESTOR JOB CLASS / POSITION TITLE:	CLASSIFIED STAFF
3. JOB CLASS TO BE REVIEWED FOR SALARY REALLOCATION:	
CURRENT JOB CLASS SALARY RANGE: : \$	-
PROPOSED JOB CLASS SALARY RANGE: : \$	
4. REQUEST MADE BY EMPLOYEE OCCUPYING A POSITION IN JOB CLASS: ☐ YE	
5. DOES REQUESTOR SUPERVISE POSITIONS IN JOB CLASS: ☐ YES ☐ NO	· · · ·
6. LIST JOB CLASSES/POSITIONS THAT REPORT TO POSITIONS IN SPECIFIED JOI	B CLASS:
1 5.	
2 6.	
3. 7.	
4 8.	
SALARY REALLOCATION FACTORS - CHECK ALL THAT APPLY:	
A. RECRUITMENT DIFFICULTY / SCARCITY OF QUALIFIED APPLICANTS	
B. RETENTION / TURNOVER	
C. COMPRESSED SALARY SCHEDULE (LACK OF SUFFICIENT DIFFERENTIAL BI	ETWEEN JOB CLASSES WITHIN OCCUPATIONAL GROUP)
D. ORGANIZATIONAL NEED FOR PROMOTIONAL PATHWAYS	
E. PAY EQUITY WITH LIKE JOBS – INTERNAL ALIGNMENT	
F. EXTERNAL MARKET ADJUSTMENT/ALIGNMENT	
	CLASSIFIED PERSONNEL DEPARTMENT
REQUESTOR SIGNATURE DATE	Number of current or anticipated vacancies
ADMINISTRATIVE REVIEW	Active Eligibility list: ☐ Yes ☐ No; Exp Date
BUDGET IMPACT / FUNDING REVIEW	Number of ranks on active or prior list:
Recurring cost, if all positions in job class are reallocated: \$	REALLOCATON FACTORS REVIEW: ☐ Recruitment/Scarcity of Qualified Applicants
Cost budgeted in current year's adopted budget; ☐ Yes ☐ No Available budget: ☐ General Fund ☐ Other:	☐ Retention / Turnover
	☐ Salary Schedule Compression
SIGNATURE, DIRECTOR, FISCAL SERVICES DATE	☐ Organizational Need for Promotional
	□ Pay Equity with Like Jobs – Internal Alignment
EXECUTIVE CARINET/ SUPERINTENDENT REVIEW	☐ Pay Equity with Like Jobs – Internal Alignment☐ External Market Adjustment/Alignment
EXECUTIVE CABINET/ SUPERINTENDENT REVIEW	☐ External Market Adjustment/Alignment RECOMMENDED SALARY PLACEMENT:
☐ SUPPORT REQUEST FOR REALLOCATION TO SALARY RANGE	□ External Market Adjustment/Alignment RECOMMENDED SALARY PLACEMENT: Unchanged / Salary Range:
	☐ External Market Adjustment/Alignment RECOMMENDED SALARY PLACEMENT:
☐ SUPPORT REQUEST FOR REALLOCATION TO SALARY RANGE	□ External Market Adjustment/Alignment RECOMMENDED SALARY PLACEMENT: Unchanged / Salary Range: Upward Reallocation/ Salary Range:
☐ SUPPORT REQUEST FOR REALLOCATION TO SALARY RANGE	□ External Market Adjustment/Alignment RECOMMENDED SALARY PLACEMENT: Unchanged / Salary Range: Upward Reallocation/ Salary Range: