



Human Resources Department

PRESENTED BY:

JEANNE VALENTINE, ASSISTANT SUPERINTENDENT, HR

MARINA MIHALEVSKY, DIRECTOR, CLASSIFIED HR

ABOUT US

- Recruitment and Staffing
- Selection / Examination
- Classification / Compensation
- Employee Benefits Administration
- Performance Management / Evaluation / Coaching
- Leave Administration
- Employee and Labor Relations
- Employee Discipline
- HR Compliance - Develop policies, procedures and tools to support staff
- Diversity, inclusivity and wellbeing
- Training and Development
- Organizational Design – HR metrics
- HR Information Systems

HR Governance in K-12 School District

- California Education Code
- Government Code
 - Educational Employment Relations Act (EERA)
 - Fair Employment and Housing Act (FEHA)
- Fair Labor Standards Act (FLSA)
- Board of Education Policies and Regulations
- Personnel Commission Policies and Regulations

VACANCIES IN CERTIFICATED SERVICE - PROCESS

Position Review

- Department/Site Administrator declares a vacancy. Department/Site Leadership submits requisitions for new job posting in Frontline. The job description is reviewed and updated.

Posting

- Human Resources updates job description, creates job bulletin for posting on various platforms. HR staff monitors application filing.

Applicants

- Applications are evaluated for appropriate credentials. Eligible candidates are referred to Department/Site Administrator for review and selection process.

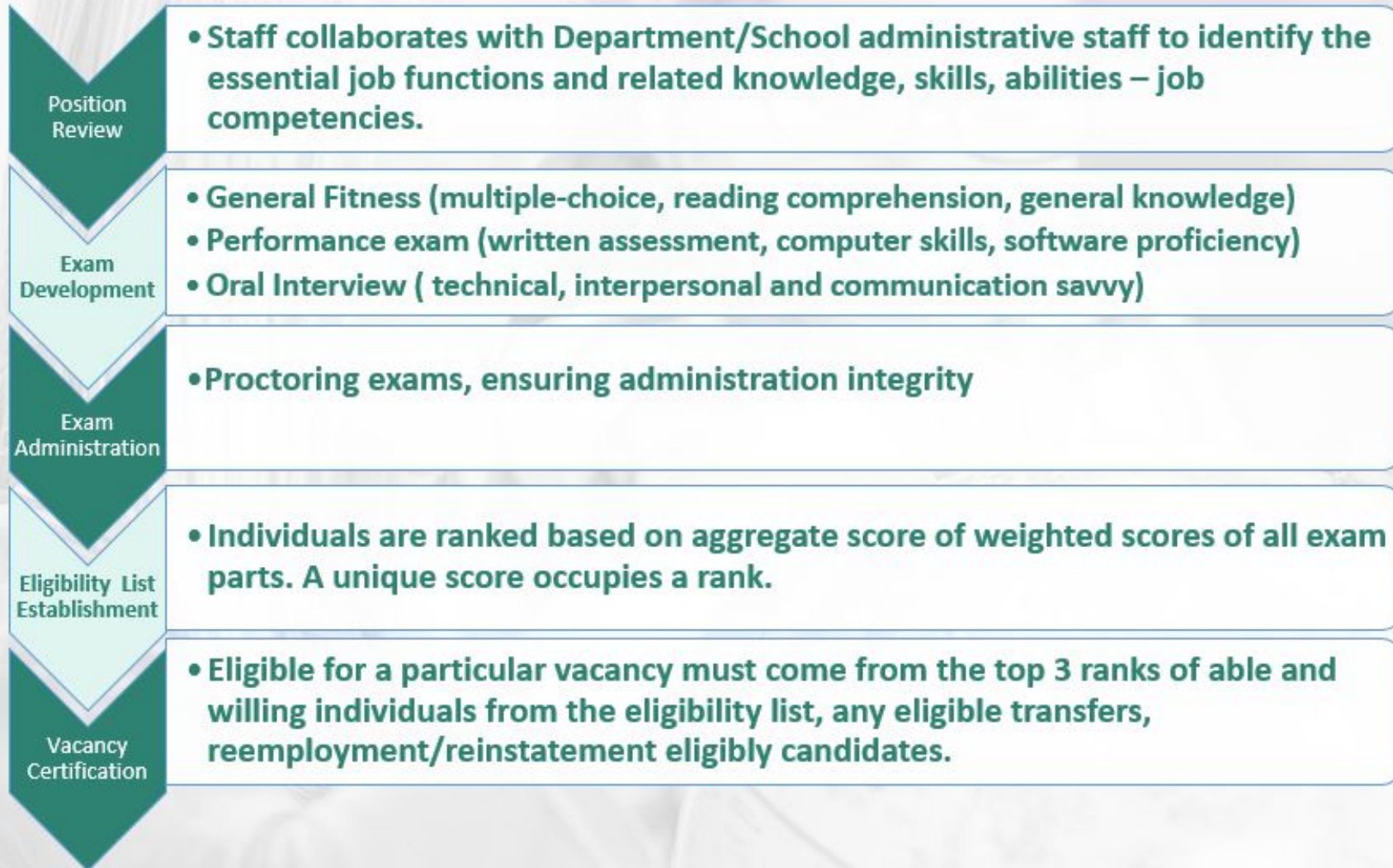
Hiring

- Department/Site Administrator collaborates with Human Resources on developing interview questions, confidentiality requirements and hiring interview process. Department/Site Administrator selects interview panel, and recommends candidate for hire following interview process.

On - Boarding

- Department/Site Administrator completes hiring form for final approval; HR staff on-boards job candidate.

VACANCIES IN CLASSIFIED SERVICE - PROCESS



CVUSD administers the Merit System (Civil Service) under Article 6 of the Education Code in governing classified employment.

The basic tenant of the merit system requires that **individuals hired into and promoted within the civil service** be selected on the basis of their job-related qualifications and that such selection decisions be free of illegal discrimination and political patronage

CURRENT VACANCIES

CERTIFICATED (TEACHERS/SLP/ADMIN)

- Teacher, Madrona Elementary School
- Teacher, Early Childhood Special Education, BeMe
- Teacher Special Education, Westlake Elementary
- Speech and Language Pathologists
- Substitutes
 - Teacher
 - Counselor
 - Psychologist

<https://www.conejousd.org/Departments/Human-Resources/Employment-Opportunities/Certificated-Employment-Opportunities>

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CLASSIFIED (NON-CREDENTIALLED)

<https://www.governmentjobs.com/careers/conejousd>

[https://go.boarddocs.com/ca/conejo/Board.nsf/files/CAMTP77481FE/\\$file/Vacancy%20Report%202021-22.pdf](https://go.boarddocs.com/ca/conejo/Board.nsf/files/CAMTP77481FE/$file/Vacancy%20Report%202021-22.pdf)

BOARD RESOLUTION

Resolution #20/21-08: Commitment to Racial Equity in the Conejo Valley Unified School District - Community Member Request

[https://go.boarddocs.com/ca/conejo/Board.nsf/files/BSTN5M5E463B/\\$file/Resolution%2020.21.08%20Commitment%20to%20Racial%20Equity.pdf](https://go.boarddocs.com/ca/conejo/Board.nsf/files/BSTN5M5E463B/$file/Resolution%2020.21.08%20Commitment%20to%20Racial%20Equity.pdf)

RESOLUTION #20/21-08: COMMITMENT TO RACIAL EQUITY IN CONEJO VALLEY UNIFIED SCHOOL DISTRICT

WHEREAS, the Conejo Valley Unified School District Board of Trustees (Board) believes in the “Conejo Way,” which includes the belief that “ALL students deserve an exceptional educational experience filled with opportunity and choices,” that “[o]ur schools are positive, safe and inviting learning environments,” and the belief “in a partnership between the community, parents, students and faculty”;

WHEREAS, the Board acknowledges past and present racial injustices experienced by CVUSD students, families and staff, and stands firmly against all acts of individual and systemic racism and bias;

WHEREAS, according to California Education Code 201, California schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and have a responsibility to provide equal educational opportunity to all students;

WHEREAS, an equitable education must provide an understanding of the socio-cultural challenges and barriers faced by Black, Indigenous, People of Color (BIPOC) students;

WHEREAS, California Education Code 220 prohibits discrimination on the basis of disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sexual orientation, or any other characteristic that are contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, in any program or activity conducted by the district;

WHEREAS, according to the California School Boards Association’s Equity Statement, “Effective school boards are equity-driven, making intentional governance decisions that combat institutional discrimination and bias (both explicit and implicit) and eliminate disparities in educational outcomes based on socioeconomic status, gender, gender identity, gender expression, race, religion, national origin, ethnicity, sexual orientation, disability or family background”;

WHEREAS, recent events of police brutality against Black Americans have brought increased scrutiny to systemic and institutionalized racism, and students in the Conejo Valley have requested specific actions to combat all forms of racism throughout our district; and

WHEREAS, the Board recognizes the importance of students at all levels being able to talk about, recognize and address racism and bias, including how to be anti-racist in their own lives;

THEREFORE, LET IT BE RESOLVED that the Conejo Valley Unified School District Board of Education commits to promoting racial equity in our district. In recognition of the need for both a long-term commitment and timely changes, the Board directs District leadership, administrators and faculty to begin by working together and focusing on the following improvements:

JOB BULLETINS / APPLICATION

The CVUSD Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (BP 0410). Any applicant who attempts to directly contact individual Board Members with the intent of influencing the decision of the Board will be considered disqualified from candidacy for this position.

HR PROCESSES AND INITIATIVES

CERTIFICATED (TEACHERS/SLP/ADMIN)

- Review all job descriptions - added diversity, equity, inclusion statement
- Post positions to a variety of websites (added statement of DEI)
- Begin hiring early in the recruitment window
- Site administrator training in diversity, equity and inclusion (provided by Dr. Lisa Miller)
- Teacher Residency Program
 - ◆ Joint effort with CLU - Bilingual Educator Residency
- Job Fairs
 - ◆ City of Thousand Oaks, California Statewide, CLU, CSUCI, school sites

CLASSIFIED (NON-CREDENTIALLED)

- Interview Panel Composition
- Committee compositions
- Review of minimum entrance qualifications across classified service through job specification updates
- Blind application screening, if input is sought from department
- Immediate supervisors are not permitted to serve on oral panels to establish eligibility list
- Supervisory/Management selection process inclusive of questions to assess openness to diversity/inclusion

RECRUITMENT APPROACH

CERTIFICATED (TEACHERS/SLP/ADMIN)

District Website

Edjoin.org - CA

College Job Boards

Facebook District

Indeed.com

Association of California School Administrators
(ACSA)

Diversity Recruitment Partners

Hispanic/Latino Professional Association (HLPA)

Speech-Language-Hearing Association (CSHA)

CLASSIFIED (NON-CREDENTIALLED)

Governmentjobs.com - National

Schooljobs.com - National

District Website

Edjoin.org - CA

Indeed.com

College Job Boards - Local

Facebook District

Student Enrollment by Ethnicity

<https://dq.cde.ca.gov/dataquest/dqcensus/EnrEthGrd.aspx?cds=5673759&agglevel=district&year=2020-21>

CVUSD EMPLOYEE GROUPS

EMPLOYEE GROUP	# OF EE
UACT - Teachers/Speech Language Pathologists	905
CVPPA - Counselors/Psychologists	63
Classified Employees (Non-Credentialed Support)	961
Supervisory/Management - Cert/Class	102
At Will - Walk-On Coach, Teacher Substitutes, Academic Specialists, Classified Substitute	1104
TOTAL ACTIVE EMPLOYEES	3135

Source: CVUSD Escape HR/Fiscal Information System

LOCAL POPULATION DEMOGRAPHICS

CITY OF THOUSAND OAKS

Race	Population	Percentage	HISPANIC		NON -HISPANIC	
			Count	Percentage	Count	Percentage
White	104900	82.03%	19524	15.27%	85376	66.77%
Asian	12611	9.86%	2571	2.01%	12310	9.63%
Two or More Races	5215	4.08%	1894	1.48%	3321	2.60%
Some Other Race	2707	2.12%	314	0.25%	1615	1.26%
Black or African American	1773	1.39%	301	0.24%	226	0.18%
American Indian and Alaska Native	540	0.42%	158	0.12%	136	0.11%
Native Hawaiian and Other Pacific Islander	127	0.10%	28	0.02%	99	0.08%
TOTAL POPULATION		127,873				

[U.S. Census Bureau QuickFacts: Thousand Oaks city, California](#)

VENTURA COUNTY

Race	Population	Percentage	HISPANIC		NON -HISPANIC	
			Count	Percentage	Count	Percentage
White	678658	80.10%	293840	34.68%	384818	45.42%
Asian	62190	7.34%	43089	5.09%	60710	7.17%
Some Other Race	44227	5.22%	16875	1.99%	21261	2.51%
Two or More Races	38136	4.50%	4743	0.56%	14297	1.69%
Black or African American	15594	1.84%	1480	0.17%	2017	0.24%
American Indian and Alaska Native	6760	0.80%	1297	0.15%	1421	0.17%
Native Hawaiian and Other Pacific Islander	1698	0.20%	277	0.03%	1138	0.13%
TOTAL POPULATION			847,263			

[Ventura, California Population 2021 \(Demographics, Maps, Graphs\) \(worldpopulationreview.com\)](#)

EMPLOYEES' HOME LOCATIONS

City	# of EE	% of Ee
Thousand Oaks	1092	34.97%
Newbury Park	670	21.45%
Simi Valley	281	9.00%
Camarillo	236	7.56%
Moorpark	181	5.80%
Westlake Village	159	5.09%
Oxanrd	86	2.75%
Ventura	62	1.99%
Agoura Hills	52	1.67%
Oak Park	35	1.12%
Woodland Hills	35	1.12%

Source: CVUSD Escape HR/Fiscal Information System

92.51%

Ventura County Ethnic distribution of public school teachers: 2018–19

Ethnicity	Total	Percentage
American Indian or Alaska Native	33	0.50%
Asian	134	2.05%
Black or African American	68	1.04%
Filipino	53	0.81%
Hispanic or Latino	1,451	22.19%
Native Hawaiian or Pacific Islander	9	0.14%
None Reported	146	2.23%
Two or More Races	92	1.41%
White	4,554	69.63%
Total	6,540	

Ethnic distribution of public school teachers: 2018–19

Ethnicity	Number of Male Teachers	Number of Female Teachers	Total	Percentage
American Indian or Alaska Native	476	1,103	1,579	0.51%
Asian Pacific Islander	4,203	13,664	17,867	5.81%
Filipino	270	655	925	0.30%
Hispanic or Latino	1,250	3,458	4,708	1.53%
African American	17,756	47,148	64,904	21.11%
White (not Hispanic)	3,705	8,293	11,998	3.90%
Two or More Races Not Hispanic	49,590	138,639	188,229	61.22%
No Response	825	2,160	2,985	0.97%
Total*	82,040	225,430	307,470	

*Some totals in the Public School Teachers table may not match due to difference in reporting strategy.

EMPLOYEE DEMOGRAPHICS

Source: CVUSD Escape HR/Fiscal Information System

CERTIFICATED NON-MANAGEMENT		968		9%
RACE	# OF EE	% OF Ees	HISPANIC	% OF Race
100 {American Indian or Alaska	14	1.45%	9	64.29%
200 {Asian}	1	0.10%		
201 {Chinese}	6	0.62%		
202 {Japanese}	5	0.52%		
203 {Korean}	5	0.52%		
204 {Vietnamese}	1	0.10%		
205 {Asian Indian}	3	0.31%		
206 {Laotian}	0	0.00%		
207 {Cambodian}	1	0.10%		
299 {Other Asian}	7	0.72%		
300 {Pacific Islander}	1	0.10%	1	100.00%
301 {Hawaiian}	1	0.10%		
303 {Samoan}	0	0.00%		
399 {Other Pacific Islander}	2	0.21%		
400 {Filipino}	4	0.41%		
600 {African American}	8	0.83%	2	25.00%
700 {White}	867	89.57%	62	7.15%
899 {Multiple or No Response}	6	0.62%	3	50.00%
ZZZ {Declined to State Race}	36	3.72%	13	36.11%

TEACHERS HIRES FROM 7/1/2020 - PRESENT		94		13%
RACE	# OF EE	% OF Ees	HISPANIC	% OF Race
100 {American Indian or Alaska	2	2.13%	1	50.00%
200 {Asian}		0.00%		
201 {Chinese}	2	2.13%		
202 {Japanese}		0.00%		
203 {Korean}	1	1.06%		
204 {Vietnamese}		0.00%		
205 {Asian Indian}	1	1.06%		
206 {Laotian}		0.00%		
207 {Cambodian}		0.00%		
299 {Other Asian}		0.00%		
300 {Pacific Islander}		0.00%		
301 {Hawaiian}		0.00%		
303 {Samoan}		0.00%		
399 {Other Pacific Islander}		0.00%		
400 {Filipino}		0.00%		
600 {African American}	3	3.19%		
700 {White}	57	60.64%	11	19.30%
899 {Multiple or No Response}		0.00%		
ZZZ {Declined to State Race}	27	28.72%		

EMPLOYEE DEMOGRAPHICS

CLASSIFIED NON-MANAGEMENT		960		29.2%
RACE	# OF EE	% OF Ees	HISPANIC	% OF Race
100 {American Indian or Alaskan}	98	10.76%	90	92%
200 {Asian}	0	0.00%		
201 {Chinese}	14	1.54%		0%
202 {Japanese}	14	1.54%	2	14%
203 {Korean}	6	0.66%		0%
204 {Vietnamese}	2	0.22%		0%
205 {Asian Indian}	15	1.65%		0%
206 {Laotian}	3	0.33%	3	100%
207 {Cambodian}	0	0.00%		
299 {Other Asian}	2	0.22%		0%
300 {Pacific Islander}	0	0.00%		
301 {Hawaiian}	1	0.11%		0%
303 {Samoan}	0	0.00%		
399 {Other Pacific Islander}	1	0.11%	1	100%
400 {Filipino}	22	2.41%	2	9%
600 {African American}	12	1.32%	3	25%
700 {White}	701	76.95%	125	18%
899 {Multiple or No Response}	26	2.85%	15	58%
ZZZ {Declined to State Race}	42	4.61%	39	93%

Source: CVUSD Escape HR/Fiscal Information System

EMPLOYEE DEMOGRAPHICS

SUPERVISORY/ MANAGEMENT	102		15%	
RACE	# OF EE	% OF Ees	HISPANIC	% OF Race
100 {American Indian or Alaskan}	4	3.92%	3	75%
200 {Asian}		0.00%		
201 {Chinese}	1	0.98%		
202 {Japanese}		0.00%		
203 {Korean}		0.00%		
204 {Vietnamese}		0.00%		
205 {Asian Indian}		0.00%		
206 {Laotian}		0.00%		
207 {Cambodian}		0.00%		
299 {Other Asian}		0.00%		
300 {Pacific Islander}		0.00%		
301 {Hawaiian}	1	0.98%		
303 {Samoan}		0.00%		
399 {Other Pacific Islander}	1	0.98%		
400 {Filipino}	1	0.98%		
600 {African American}	2	1.96%	1	50%
700 {White}	89	87.25%	8	9%
899 {Multiple or No Response}		0.00%		
ZZZ {Declined to State Race}	3	2.94%	3	100%

Source: CVUSD Escape HR/Fiscal Information System

CERTIFICATED - APPLICANT DEMOGRAPHICS

CERTIFICATED APPLICANT DEMOGRAPHICS		# Applied	% of Apps
100	American Indian or Alaska Native, S/N/C America	353	24.29%
200	Asian	76	5.23%
300	Pacific Islander	12	0.82%
600	Black or African American	42	2.89%
700	White	970	66.75%
Total Applications		1453	

Source: CVUSD TalentEd Applicant Tracking

CLASSIFIED - APPLICANT DEMOGRAPHICS

APPLICANT DEMOGRAPHICS JAN '21-JAN'22	
RACE	% of Apps
100 {American Indian or Alaska}	17.24%
200 {Asian}	1.26%
201 {Chinese}	0.98%
202 {Japanese}	0.53%
203 {Korean}	2.71%
204 {Vietnamese}	0.94%
205 {Asian Indian}	0.06%
206 {Laotian}	0.06%
207 {Cambodian}	1.86%
299 {Other Asian}	0.19%
300 {Pacific Islander}	0.16%
301 {Hawaiian}	0.13%
303 {Samoan}	0.06%
399 {Other Pacific Islander}	0.88%
400 {Filipino}	3.37%
600 {African American}	5.03%
700 {White}	63.40%

Source: Neogov Applicant Tracking

APPLICATION SOURCE BY ETHNICITY (CLASSIFIED)

SOURCE	100	201	202	203	204	205	206	299	207	208	301	302	303	304	399	400	600	700	Unkn own	total	total %
College Website	10	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	9	0	22	0.39
Craigslist	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	0	20	0.36
District Employee	30	5	13	0	1	0	0	7	0	0	0	0	0	0	6	20	9	244	0	335	6.01
District Job Bulletin	12	2	0	1	0	1	0	1	0	0	0	0	0	0	4	4	4	89	0	118	2.12
District Website	193	4	8	18	6	42	11	11	0	0	1	0	1	0	7	34	43	937	0	1316	23.63
Ed-Join (edjoin.com) W	58	1	0	0	3	9	3	12	0	0	0	0	2	0	5	3	9	335	0	440	7.9
Friend/Relative	41	2	0	3	0	9	0	0	0	0	0	0	0	0	2	2	12	246	0	317	5.69
Governmentjobs.com	286	15	2	11	5	38	11	42	0	0	2	0	0	0	6	55	98	893	0	1464	26.28
Job Interest Card	13	1	0	0	0	0	1	0	0	0	0	0	0	0	2	4	5	54	0	80	1.44
Indeed.com	109	11	6	6	3	18	2	9	1	1	2	0	0	0	4	28	34	684	0	918	16.48
Linked In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0.02
Monster	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	9	0	13	0.23
Newspaper Ad - Other	10	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	11	0	24	0.43
Newspaper Ad - TO Ac	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0.02
Other	38	1	6	4	1	3	7	8	0	0	0	0	0	0	5	6	15	184	0	278	4.99
PARMA website	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	0.05
Unknown	42	3	6	0	2	5	2	1	0	0	0	0	1	0	5	5	13	135	0	220	3.95
Totals	851	45	41	43	22	125	39	92	1	1	5	0	4	0	46	162	248	3845	0	5570	100
	15.28	0.81	0.74	0.77	0.39	2.24	0.7	1.65	0.02	0.02	0.09	0	0.07	0	0.83	2.91	4.45	69.03	0	100	

Source: CVUSD Escape HR/Fiscal Information System

Questions