

PLEASE POST

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CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA

Special Meeting
September 25, 2015
5:00pm – Open Session

District Office
North Facility, Conference Room A
1400 E. Janss Road
Thousand Oaks, CA 91362

I. OPENING PROVISIONS

1.1 Call to Order: Meeting Called to Order by _____ at _____ am

1.2 Pledge of Allegiance

1.3 Roll Call of Members:

___ Nina Brandt, Chairperson; ___ Nathan Harimoto, Vice-Chairperson; ___, Rose Jeffery, Member

Discussion/Action: M ___ S ___ Vote ___

II. GENERAL INFORMATION

2.1 Request for APPROVAL of the agenda for the Special Personnel Commission meeting on September 25, 2015, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

2.2 HEAR Reports / Announcements

- A. Director, Classified Personnel
- B. Assistant Superintendent, Personnel Services
- C. CSEA Representative
- D. Commissioners

2.3 HEAR Public on items not appearing on the Agenda **Speaker card required*

III. NEW BUSINESS – ACTION ITEMS

3.1 ADVANCE STEP PLACEMENT REQUESTS – TECHNOLOGY SERVICES

A. Request to approve advance step placement for Rovy Collado, Systems Technician, at Range 86 (\$4121.67 - \$5,034), Step D, on the Classified Unit Salary Schedule, upon completion of probationary period in position.

Discussion/Action: M ___ S ___ Vote ___

B. Request to approve advance step placement for Hani Kilada, Site Computer Technician II, at Range 78 (\$3,807 – 4,648), Step E, on the Classified Unit Salary Schedule, upon completion of probationary period in position.

Discussion/Action: M ___ S ___ Vote ___

C. Request to approve the appointment of James Curry to the position of Technology Services Field Supervisor, at Range 75 (\$3,681 – \$5,420), at Step D, on the Classified Supervisory Salary Schedule, upon initial date of hire.

Discussion/Action: M ___ S ___ Vote ___

V. NEXT MEETING

Wednesday, October 14, 2015, 5:00 PM – Board Room

VI. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission, and that are public record not otherwise exempt from disclosure, will be available at the Classified Personnel Office – 1400 E. Janss Road, Thousand Oaks, CA 91362. Agenda may also be available on the CVUSD website: www.conejousd.org – Departments/Personnel Services/Classified Personnel/Agenda Minutes Reports.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible to the attention of the Director, Classified Personnel.

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: September 25, 2015 (Action)

SUBJECT: APPROVAL OF ADVANCED STEP PLACEMENT REQUESTS – TECHNOLOGY SERVICES

ISSUE:

Should the Personnel Commission approve the advance step placement requests as recommended by appointing authority?

BACKGROUND:

In accord with the Personnel Commission Rule 18.4, the appointing authority, with the approval of the Personnel Commission, may make new hire appointments at any step within the range of the job class for which the vacancy is to be filled. In evaluating the appointing authority's request for advance step placement beyond step C, for any hire, the Commission it is prudent to consider the following factors: (a) additional qualifying experience beyond that required for entry into the class, (b) additional education at the college level when related to the position beyond the educational requirements established for entry into the class, (c) difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class, (d) the additional skills or qualifications of the candidate that make him/her especially qualified for the position.

The Director, Technology Services, requests the Commission's approval for advance step placements as follows:

- A. Rovy Collado, Systems Technician, at Range 86 (\$4121.67 - \$5,034), Step D, on the Classified Unit Salary Schedule, upon completion of probationary period in position.
- B. Hani Kilada, Site Computer Technician II, at Range 78 (\$3,807 – 4,648), Step E, on the Classified Unit Salary Schedule, upon completion of probationary period in position.
- C. James Curry to the position of Technology Services Field Supervisor, at Range 75 (\$3,681 – \$5,420), at Step D, on the Classified Supervisory Salary Schedule, upon initial date of hire.

Staff recommends approval of the proposed requests for the purpose of attracting and retaining highly qualified staff to fill the newly established technology positions. At the present time, CVUSD faces substantial competition for skilled technology staff both from the private and public market. In order to attract and retain staff who are skilled at job entry, staff must offer competitive wages, such that, the incoming candidates will be earning a rate of pay at least comparable to their immediately preceding employment.

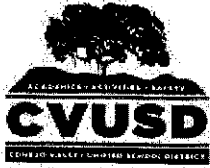
ALTERNATIVES:

1. Approve agenda item 3.1 A, as submitted.
2. Approve agenda item 3.1 B, as submitted.
3. Approve agenda item 3.1 C, as submitted.
2. Do not approve the advanced step placement requests.

RECOMMENDATION:

Approve alternative #1, 2 and 3.

Respectfully submitted,
Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District

PERSONNEL SERVICES DIVISION CLASSIFIED PERSONNEL

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

REQUEST FOR ADVANCED STEP PLACEMENT

GUIDELINES: An advanced step placement on the salary range at the time of a new employee hire must be based upon a candidate's current salary being higher than the first step, a concurrent competitive offer that is higher than the first step, or a relatively uncompetitive starting salary in the respective labor market for the job in question. Supporting documentation is required in the form of a copy of a recent pay stub or competitive offer letter.

Be sure to detail the basis for request and route for signature accordingly. Recommendation for Step D and E require approval of the Personnel Commission.

PROSPECTIVE EMPLOYEE NAME:	LAST, FIRST Collado, Rovy
JOB CLASSIFICATION TITLE:	Systems Technician
DEPARTMENT/SCHOOL:	Technology Services/DO
DEPARTMENT ADMINISTRATOR / SITE PRINCIPAL:	Jerome Staszewski
PROPOSED START DATE	8/17/2015

SALARY RANGE /STEPS FOR THE JOB CLASSIFICATION TITLE

SALARY RANGE// SALARY SCHEDULE		STEP A	STEP B	STEP C	STEP D	STEP E
86		4121.67	4339.97	4560.98	4792.62	5034.90

RECOMMENDED STEP PLACEMENT: RANGE 86 STEP D

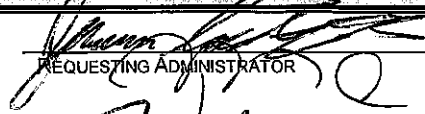
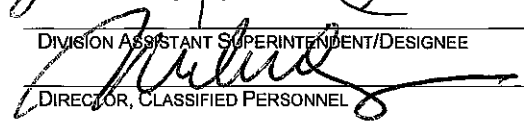
BASIS FOR ADVANCED STEP PLACEMENT

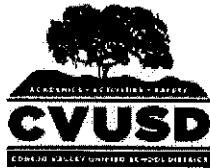
CURRENT OR PRIOR EMPLOYER(S) - LIST AT LEAST MOST RECENT	FROM DATE	TO DATE	MONTHLY RATE	RATE VERIFICATION
WASH Multifamily Laundry Systems	10/2013	Present		<input checked="" type="checkbox"/> <i>W</i>
UC Irvine School of Law	04/2012	10/2013		<input type="checkbox"/>
Yoje Inc.	04/2011	04/2012		<input type="checkbox"/>

ADDITIONAL COMMENTS:

Employee's education and experience warrant Step D salary range within the targeted labor market. Step increase to be in effect at completion of employee's probationary period.

REVIEW / APPROVAL

 REQUESTING ADMINISTRATOR	August 17, 2015 DATE 8/20/15
 DIVISION ASSISTANT SUPERINTENDENT/DESIGNEE	DATE 8/22/15
DIRECTOR, CLASSIFIED PERSONNEL	DATE
PERSONNEL COMMISSION CHAIR (If Applicable)	DATE



Conejo Valley Unified School District

PERSONNEL SERVICES DIVISION CLASSIFIED PERSONNEL

1400 E. Janss Road, Thousand Oaks, California 91362-2198
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REQUEST FOR ADVANCED STEP PLACEMENT

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Be sure to detail the basis for request and route for signature accordingly. Recommendation for Step D and E require approval of the Personnel Commission.

PROSPECTIVE EMPLOYEE NAME:	LAST, FIRST Kilada, Hani
JOB CLASSIFICATION TITLE:	Site Computer Technician II
DEPARTMENT/SCHOOL:	Technology Services/DO
DEPARTMENT ADMINISTRATOR / SITE PRINCIPAL:	Jerome Staszewski
PROPOSED START DATE	August 31, 2015

SALARY RANGE /STEPS FOR THE JOB CLASSIFICATION TITLE

SALARY RANGE / SALARY SCHEDULE		STEP A	STEP B	STEP C	STEP D	STEP E
	78	3807.47	4007.14	4209.52	4425.19	4648.83

RECOMMENDED STEP PLACEMENT: RANGE 78 STEP E


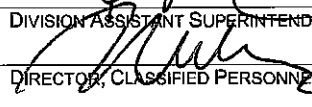

BASIS FOR ADVANCED STEP PLACEMENT

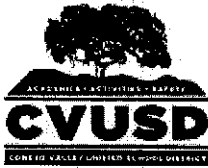
CURRENT OR PRIOR EMPLOYER(S) - LIST AT LEAST MOST RECENT	FROM DATE	TO DATE	MONTHLY RATE	RATE VERIFICATION
La Canada Unified School District	06/20013	06/2015	4769.36	<input checked="" type="checkbox"/>
Palomar Community College	10/2009	05/2013	2262.00	<input type="checkbox"/>
				<input type="checkbox"/>

ADDITIONAL COMMENTS:

Employee's education and experience warrant Step E salary range. Also to be competitive within the targeted labor market to achieve business success. Advance step placement requested upon successful completion of probationary period.

REVIEW / APPROVAL

 REQUESTING ADMINISTRATOR	September 22, 2015 DATE
 DIVISION ASSISTANT SUPERINTENDENT/DESIGNEE	September 22, 2015 DATE
 DIRECTOR, CLASSIFIED PERSONNEL	Sep 22 / 15 DATE
PERSONNEL COMMISSION CHAIR (If Applicable)	DATE



Conejo Valley Unified School District

PERSONNEL SERVICES DIVISION CLASSIFIED PERSONNEL

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REQUEST FOR ADVANCED STEP PLACEMENT

GUIDELINES: An advanced step placement on the salary range at the time of a new employee hire must be based upon a candidate's current salary being higher than the first step, a concurrent competitive offer that is higher than the first step, or a relatively uncompetitive starting salary in the respective labor market for the job in question. Supporting documentation is required in the form of a copy of a recent pay stub or competitive offer letter.

Be sure to detail the basis for request and route for signature accordingly. Recommendation for Step D and E require approval of the Personnel Commission.

PROSPECTIVE EMPLOYEE NAME:	LAST, FIRST Curry, James D.
JOB CLASSIFICATION TITLE:	Technology Services Field Supervisor
DEPARTMENT/SCHOOL:	Technology Services/ DO
DEPARTMENT ADMINISTRATOR / SITE PRINCIPAL:	Jerome Staszewski
PROPOSED START DATE	October 9, 2015

SALARY RANGE /STEPS FOR THE JOB CLASSIFICATION TITLE

SALARY RANGE / SALARY SCHEDULE		STEP A	STEP B	STEP C	STEP D	STEP E
	75	\$3681.00	\$4035.00	\$4479.00	\$4949.00	\$5420.00

RECOMMENDED STEP PLACEMENT: RANGE 75 STEP D

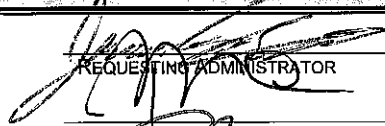
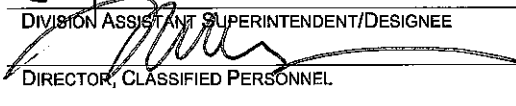
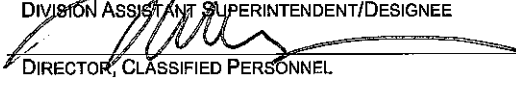
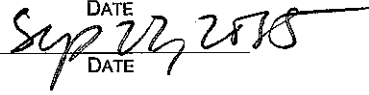
BASIS FOR ADVANCED STEP PLACEMENT

CURRENT OR PRIOR EMPLOYER(S) - LIST AT LEAST MOST RECENT	FROM DATE	TO DATE	MONTHLY RATE	RATE VERIFICATION
Livingston Memorial Visiting Nurse	04/2014	Present	\$4500.00	<input checked="" type="checkbox"/>
Morton Capital Management	04/2008	11/2013	\$7000.00	<input type="checkbox"/>
Jafra Cosmetics International	08/2007	04/2008	6000.00	<input type="checkbox"/>

ADDITIONAL COMMENTS:

Step D salary range needed to compete within the targeted labor market to recruit the employee to achieve business success.

REVIEW / APPROVAL

 _____ REQUESTING ADMINISTRATOR	September 22, 2015 _____ DATE
 _____ DIVISION ASSISTANT SUPERINTENDENT/DESIGNEE	September 22, 2015 _____ DATE
 _____ DIRECTOR, CLASSIFIED PERSONNEL	 _____ DATE
_____ PERSONNEL COMMISSION CHAIR (If Applicable)	_____ DATE