

**Regular Meeting**

**Wednesday, June 21, 2017**

**4:00 p.m. – Closed Session – HR Conference Room**

**5:00 p.m. – Public Session – HR Conference Room**

**District Office  
North Facility  
1400 E. Janss Road  
Thousand Oaks, CA 91362**

**I. CLOSED SESSION**

- 1.1 Call to Order: Closed session called to order by \_\_\_\_\_ at \_\_\_\_\_ pm
- 1.2 Public Employee Performance Evaluation, pursuant to Government Code Section 54957  
Title: Director, Classified Personnel
- 1.3 ADJOURN: Closed session at \_\_\_\_ p.m.

**II. OPENING PROVISIONS**

- 2.1 Call to Order: Open session called to order by \_\_\_\_\_ at \_\_\_\_\_ pm
- 2.2 Pledge of Allegiance
- 2.3 Roll Call of Members:  
\_\_\_\_ Rose Jeffery, Chairperson; \_\_\_\_ Nina Brandt, Vice- Chairperson; \_\_\_\_ Nathan Harimoto, Member
- 2.4 REPORT on actions taken in closed session: \_\_\_\_\_

**III. GENERAL INFORMATION**

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on June 21, 2017, as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on May 17, 2017 as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.3 Request for APPROVAL of the minutes for the special Personnel Commission meeting on May 30, 2017 as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.4 HEAR Reports / Announcements
  - A. Director, Classified Personnel
  - B. Assistant Superintendent, Personnel Services
  - C. CSEA Representative
  - D. Commissioners
- 3.5 HEAR Public on items not appearing on the Agenda *\*Speaker card required*

**IV. CONTINUOUS BUSINESS**

- 4.1 VACANCY REPORT

4.2 ESTABLISHING FIELD OF COMPETITION FOR CURRENT/UPCOMING RECRUITMENTS

Request for APPROVAL of the field of competition for active/future recruitments as *submitted or amended*.

Exam #	Recruitment / Examination Title	Field of Competition
	Language Assessment and Development	Open
16-291-2	Facilitator/Spanish	
16-325-1	Lead Groundskeeper	Open
16-110-1	Account Clerk	Open
16-207-1	Human Resources Technician	Open
16-430-2	Secretary	Open
16-391-2	Early Care Aide	Open
16-212-1	Credential Technician	Open

Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

Request for RATIFICATION of the employment eligibility lists as *submitted or amended*.

Exam #	Recruitment / Examination Title
16-275-1	Director, Purchasing Services
16-370-1	Maintenance Worker II
16-422-1	Printing Services Coordinator
16-419-1	Project Manager

Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Mark McLaughlin	09/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement
Secretary	DO/Child Nutrition	Betina San Martin	Virginia Beck	11/04/2016	RC 12/16/16 – affirmed for study Out-of-Class compensation through June 30, 2017. PC Business Order 6/21/2017

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 RECLASSIFICATION OF POSITION – Business Services / Child Nutrition Department

Request for motion to RECLASSIFY the position of Secretary occupied by Betina San Martin to Administrative Assistant, without further competitive examination in accord with Education Codes 45285 and Personnel Commission Rule 6.14, effective immediately as *submitted or amended*.

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](http://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.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

5.2 PROPOSED MEETING DATES FOR 2017-2018

Date/Times		Locations	Confirmed Date/Times
July 19, 2017	5:00 pm Open Session	Conference Room B	
August 16, 2017	5:00 pm Open Session	Conference Room B	
September 20, 2017	5:00 pm Open Session	Conference Room B	
October 18, 2017	5:00 pm Open Session	Conference Room B	
November 15, 2017	5:00 pm Open Session	Conference Room B	
December 20, 2017	5:00 pm Open Session	Conference Room B	
January 17, 2018	5:00 pm Open Session	Conference Room B	
February 21, 2018	5:00 pm Open Session	Conference Room B	
March 21, 2018	5:00 pm Open Session	Conference Room B	
April 18, 2018	5:00 pm Open Session	Conference Room B	
May 16, 2018	5:00 pm Open Session	Conference Room B	
June 20, 2018	5:00 pm Open Session	Conference Room B	

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

**VI. NEXT MEETING**

Regular meeting: Closed Session: 4:00 p.m. – Location: TBD  
Open Session: 5:00p.m. – Location: TBD

**VII. 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](http://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.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MINUTES – May 17, 2017**

**I. CLOSED SESSION:**

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**1.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Closed Session on May 17, 2017, in the District Office Conference Room A. The meeting was called to order at 4:00 pm by Chairperson, Mrs. Rose Jeffery.

**1.2 Public Employee Performance Evaluation**

Pursuant to Government Codes Section 54957 – Director, Classified Personnel

**1.3 Adjourn**

Mrs. Jeffery adjourned Closed Session at 4:57 pm

**II. OPENING PROVISIONS – OPEN SESSION:**

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**2.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Open Session on May 17, 2017, in the District Office Board Room. The meeting was called to order at 5:00 pm by Chairperson, Rose Jeffery.

**2.2 Pledge of Allegiance**

Mrs. Jeffery led the Pledge of Allegiance.

**2.3 Roll Call of Members**

Present were Personnel Commissioners: Mrs. Rose Jeffery, Chairperson, Mrs. Nina Brandt, Vice-Chairperson, and Mr. Nathan Harimoto, Member. Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

**2.4 Actions Taken in Closed Session**

None.

**III. GENERAL INFORMATION:**

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**3.1 Agenda Approval**

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the agenda for the meeting on May 17, 2017, as submitted.

**3.2 Approval of Minutes**

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting on April 19, 2017, as submitted.

**3.3 Reports/Announcements**

A. Director, Classified Personnel, Marina Mihalevsky

- Ms. Mihalevsky announced that the Classified Employee Outstanding Achievement Award awards were presented to four classified employees. This award was in conjunction with the VCOE Employee Awards which resulted in the VCOE selecting two Classified employees from the four that received the District award.

B. Assistant Superintendent, Personnel Services, Mark McLaughlin

Mr. McLaughlin made several announcements as follows:

- Mr. McLaughlin congratulated Ms. Mihalevsky on her Classified Employee Award presentation.
- The District and CSEA have settled on an agreement for salary and benefits. Due to the parity clause, changes were made to the previous agreement. The District settled at 1% on salary schedule retroactive to July 1 for employees paid status as of February, with the proposed 3% increase beginning July 1. In terms of benefits there will not be an increase until the 2018-2019 school year unless there is a substantial increase in renewal rates.

C. CSEA Representative – Kathy Swindle

No Announcements

D. Commissioners

No Announcements

**3.4 Public Comments**

No Comments

**IV. CONTINUING BUSINESS:****4.1 Vacancy Report**

Ms. Mihalevsky reviewed the vacancy report.

**4.2 Establishing Field of Competition for Current/Upcoming Recruitments**

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments submitted on the meeting agenda.

**4.3 Ratification of Employment Eligibility Lists**

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists as submitted.

**4.3 Reclassification Request Report**

The Commissioners discussed the status of the specified reclassification requests in que.

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Mark McLaughlin	9/29/16	RC 12/16/16 – not affirmed Appeal request submitted 2/10/17 PC Business Order 2/15/17 Postponement
Secretary	DO/Child Nutrition	Betina San Martin	Virginia Beck	11/04/2106	RC 12/16/16 – affirmed for study. Out-of-Class compensation through June 30, 2017

**V. NEW BUSINESS****5.1 Revision To Job Specification / Job Class Title Change**

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved revisions to the job specification of Director, Purchasing (Services), including CHANGE IN TITLE to Director, Purchasing Services as submitted.

**5.2 Public Hearing On The Annual 2017-2018 Fiscal Year Budget**

The Conejo Valley Unified School District Personnel opened the public hearing for the Personal Commission Budget at 5:46pm and closed the public hearing at 5:47pm.

**5.3 Personnel Commission Budget For Fiscal Year 2016 – 2017**

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved and adopted the 2017 – 2018 Personnel Commission Budget in the amount of \$413,391 as submitted.

**VI. NEXT MEETING**

The regular meeting was announced as follows:

Wednesday, June 21, 2017, 4:00 pm (Closed session) - Location: TBD

Wednesday, June 21, 2017, 5:00 pm (Open session) – Location: TBD

**VII. ADJOURNMENT**

Mrs. Jeffery adjourned the Personnel Commission meeting at 5:49 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MINUTES – May 30, 2017**

**I. OPENING PROVISIONS – OPEN SESSION:**

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**1.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Open Session on May 30, 2017, in the District Office HR Conference Room. The meeting was called to order at 4:02 pm by Chairperson, Rose Jeffery.

**1.2 Pledge of Allegiance**

Mrs. Jeffery led the Pledge of Allegiance.

**1.3 Roll Call of Members**

Present were Personnel Commissioners: Mrs. Rose Jeffery, Chairperson, and Mr. Nathan Harimoto, Member. Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

**II. GENERAL INFORMATION:**

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**2.1 Agenda Approval**

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 2-0, the Commission approved the agenda for the special meeting on May 30, 2017, as submitted.

**2.3 Reports/Announcements**

- A. Director, Classified Personnel, Marina Mihalevsky
  - Mrs. Mihalevsky shared that the health clerk positions will be eliminated through attrition and Licensed Vocational nurses will hired where needed.
- B. Assistant Superintendent, Human Resources, Mark McLaughlin – Not Present
- C. CSEA Representative – Kathy Swindle - None
- D. Commissioners
  - Mrs. Jeffery asked that all minutes be moved to the historical files on the District website.

**2.4 Public Comments**

No Comments

**III. NEW BUSINESS**

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**3.1 Classification Salary Reallocation**

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 2-0, the Commission approved the proposed salary re-allocation for the job class of Director, Planning and Construction from salary range 122 (\$7,355- \$9,553) to 130 (\$7,908-\$10,098).

**IV. NEXT MEETING**

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The regular meeting was announced as follows:

Wednesday, June 21, 2017, 4:00 pm (Closed session) - Location: TBD

Wednesday, June 21, 2017, 5:00 pm (Open session) – Location: TBD

**V. ADJOURNMENT**

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Mrs. Jeffery adjourned the Personnel Commission meeting at 4:40 pm.

Job Classification	Number of Positions (Pos)		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	UN-FILLED					
Account Clerk	1		10 mo / 3.75 hr	TOHS	8/14/2017	Pending recruitment/eligibility list	
Behavior Intervention Specialist	1		10.5 mo / 8 hr	District Office	8/9/2017	Pending recruitment/eligibility list	
Child Care Assistant	4		209 days/ 3.5hrs	University/various sites	present	Continuous recruitment/training	Child Care
Child Care Leader	1		210 days/ 5 - 6.5hr	University/various sites	present	Continuous Recruitment/training	Child Care
Child Nutrition Assistant I	5	1	ST/3.75 hrs	Various Sites	present	Interviews/Processing	
Child Nutrition Assistant II		1	ST/3.5 hours	DO	4/3/2017		
Curriculum & Assessment Technician	1		11 mo / 3.75	District Office	8/1/2017	Pending recruitment/eligibility list	
Clerk		1	ST / 1.6 hr	Banyan	8/22/2017		
Custodian	1		12 mo / 8 hr	District Office	present	Pending hiring decision	
		1	12 mo / 2.75	Acacia (2hr) / Park Oaks	present	pending staffing study	
	1		12 Mo / 5.5 Hr	Cypress	present	pending transfer/hiring decision	
	1		12 mo / 3.75 hr	CVAE	7/3/2017	pending transfer/hiring decision	
	1		12 MO / 8 HR	WHS	9/5/2017	pending transfer/hiring decision	
	1		12 mo / 4 hr	Sequoia	6/2/2017	pending transfer/hiring decision	
	1		12 Mo / 5.5 Hr	Walnut	present	pending transfer/hiring decision	
Director of Puchasing Services	1		12 mo 8 hr	DO	present	Pending hiring decision	
Director of Planning and Construction	1	1	12 mo / 8 hr	District/Planning	10/24/2016	Pending recruitment/eligibility list	
Early Care Assistant Teacher	2		10 mo / 3.75	Early Care / Nfl	present	Pending recruitment/eligibility list	Grant
Early Care Teacher	1		10 mo / 3.75 12mo	Early Care / Nfl	present	Pending recruitment/eligibility list	Grant
Early Care Aide	1	2	10 mo / 3.5 hr	Nfl	Present	Pending recruitment/eligibility list	
Health Clerk		1	ST / 7hr	WHS	Present	pending staffing study	
Instructional Media Technician	1		11 mo / 4.5 hr	Maple	8/14/2017	Pending hiring decision	
Intermediate Clerk Typist	1		10 mo / 6.5 hr	Lang Ranch	8/14/2017	pending transfer/hiring decision	
Language Assessment/Dev Facilitator	2	1	ST / 3.5 Hr	Curr/Assessment -EL services	present	Pending recruitment/eligibility list	
Lead Groundskeeper	1		12 mo / 8 hr	M&O	7/1/2017	Pending recruitment/eligibility list	
Paraprofessional/Bilingual		1	ST / 3.0 Hr.	Curr/Assessment -EL services			
Paraprofessional/ Special Ed	10		ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
	2		ST / 3.75 Hr				
	4		ST / 3.5 Hr				
	1		ST / 5.5 hr				
	1		ST / 6 HR				
Printing Services Coordinator	1		12 Mo / 8 Hr	Bus Srvces / Print shop	12/31/2016	Pending recruitment/eligibility list	
Project Manager	2		12 mo 8 hr	DO	present	Pending hiring decision	
Purchasing Services Specialist		1	12 mo / 8 hr	DO/Purchasing	7/3/2017		
Risk Manager	1		12 Mo / 8 Hr	District Office	12/8/2016	Pending recruitment/eligibility list	
Secretary	1		12 Mo / 8 Hr	DO	8/14/2017	Pending recruitment/eligibility list	
	1		12 Mo / 8 Hr	TOHS	8/1/2017	Pending recruitment/eligibility list	
	1		12 Mo / 8 Hr	WHS	8/1/2017	Pending recruitment/eligibility list	
Site Computer Technician I	1	1	11 Mo / 8.0 Hr 11mo /	Tech Services	present	TBD	Measure I/Gen

**Personnel Commission Examination Statistics  
2016-2017**

<b>Exam #</b>	<b>Recruitment</b>	<b>Eligibility List Expiration Date</b>	<b>Applications Received</b>	<b>Did not qualify</b>	<b>Invited to written/performance exam</b>	<b>Did not appear for written exam</b>	<b>Did not pass written exam</b>	<b>Did not appear for performance exam</b>	<b>Did not pass performance exam</b>	<b># recommended for oral exam</b>	<b>Did not appear for oral exam</b>	<b>Did not pass oral exam</b>	<b>Disqualified Material Fact</b>	<b># placed on eligibility list</b>	<b># on merged eligibility list</b>
16-370-1	Maintenance Worker II	6/6/2018	64	16	48	18	16			14	0	0	0	14	
16-422-1	Printing Services Coordinator	6/15/2018	40	17	23	9	4			10	0	2	0	8	
16-419-1	Project Manager	6/5/2018	25	15	0		0			10	1	1	0	8	

Personnel Commission 6/21/17

TO: Personnel Commission  
FROM: Director, Classified Personnel  
DATE: June 21, 2017

SUBJECT: Reclassification of Position – Secretary (Child Nutrition Department)

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ISSUE:

Reclassification of position occupied by Betina San Martin, Secretary, assigned to the Child Nutrition Department.

BACKGROUND:

The Director, Classified Personnel received the request for reclassification submitted by the employee, Betina San Martin, Secretary, Child Nutrition Department on November 4, 2016. Ms. San Martin presented the basis for the request before the Reclassification Committee on December 15, 2016. Members of the committee voted affirmatively to recommend the position for formal study, believing substantive basis exists for the employees' request.

In conducting the position evaluation, the Director reviewed the information provided on the reclassification questionnaire, the job specifications of positions assigned to the Secretary and higher level secretarial/administrative support job classification across classified service, as well as met with Ms. San Martin in an interview setting to review the position assigned duties/responsibilities.

In the matter of this request, it is important to review the historical staffing relative to secretarial operational support in the Child Nutrition Department. That is, at the time that Ms. San Martin was selected to fill the Secretary position, she was the very first incumbent in the position, as the Board of Education had just taken action on the recommendation of the former Director, Child Nutrition to eliminate the services of an Administrative Assistant to be replaced by a lower, less costly position allocated to the Secretary job class. The department had functioned with the support of an Administrative Assistant in excess of a decade, providing former department heads great flexibility relative to the scope of work that could be directed towards the bargaining unit support position. However, in proposing the elimination of the higher clerical support position, the former director of the department, Sandra Curwood, reasoned that in addition to budgetary savings to be gotten from a support position in a lower job classification, the department could operate within the scope of clerical support that can be reasonably assigned to an incumbent who holds a Secretary position. Yet, as Ms. Martin transitioned into the department, and learned the pertinent systems, federal and State rules and regulations, she quickly began accruing more responsible duties and responsibilities.

In her position, Ms. Martin engages in communication with parents, County and State agencies, site and district office administrative staff. The scope of communication requires extensive breadth of technical regulatory and procedural knowledge, and likewise the savvy to effectively articulate the technical subject matter to all constituents. The position as it has functioned over the last at least three (3) years has been prescribed latitude to self-direct and problem solve relative to a myriad of department operation related nuances. Such problem resolution provides significant reprieve to the Director, Child Nutrition, which is one of the most pivotal distinguishing characteristics between a Secretary and the Administrative Assistant job classes – the capacity to function in a matter that alleviates the department head from a number of administrative details.

Ms. San Martin engages in collaborating with the department head and department supervisors in program planning, anticipating challenges in implementation and required training. Ms. San Martin functions as a trainer to child nutrition staff across all district child nutrition sites relative to student account management in Q student information system, student account reconciliation between Q and PayPal for financial transactions. Ms. San Martin self-directs in conducting research relative to implementation of various regulatory requirements relative to free-reduced meal applications. The degree and scope of autonomous self-directed work and impact to the department is thus above and beyond that of a secretary job class when compared to other secretary positions at the District office as well as school sites.

**RECOMMENDATION:**

The Reclassification Committee members unanimously supported the request for upward reclassification and allocation of funds towards implementation.

Based on the daily scope of work and the breadth of required knowledge to execute the essential job functions that have been prescribed to the position, staff recommend that the position of Secretary assigned to the Child Nutrition Department be reclassified to the job class of Administrative Assistant.

Ms. San Martin, as the position incumbent, has been employed in the position since June 24, 2014, and has gradually accrued higher level responsibilities over the course of at least two years. Additionally, the incumbent has placed on the Administrative Assistant eligibility list 16-125-1, as well as the Senior Administrative Assistant 16-125C-1. Based on the foregoing, it is recommended that the Commission approve the reclassification of Ms. San Martin with the position, without further competitive examination process on the basis of gradual accretion of duties, in accord with Education Code 45285 and Personnel Commission Rule 6.14.

**ALTERNATIVES:**

1. Reclassify the position allocated to the job class of Secretary occupied by Betina San Martin to a job class of Administrative Assistant, effective July 1, 2017.
2. Approve reassignment of Betina San Martin to the position of Administrative Assistant based on position reclassification and without any further qualifying examination in accord with Personnel Commission Rule 6.14.

**RECOMMENDATION**

Adopt alternatives #1 and #2.

Respectfully submitted,

Marina Mihalevsky  
Director, Classified Personnel