

Regular Meeting

Wednesday, May 15, 2019

4:00 p.m. – Closed Session – DO / Board Room

5:00 p.m. – Public Session – DO / Board Room

**District Office
1402 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; ____ Nathan Harimoto, Vice Chairperson; ____ Nina Brandt 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 May 15, 2019, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on April 24, 2019 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Human Resources
 - C. CSEA Representative
 - D. Commissioners

- 3.4 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
18-425-1	Child Nutrition Production Supervisor	Dual Certification
18-392-2	Early Care Assistant Teacher	Dual Certification
18-281-1	Network Engineer	Dual Certification
18-421-1	Purchasing Specialist	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

18-272-1	Behavior Intervention Specialist (BCBA)
18-180-1	Child Nutrition Assistant I
18-165-1	Child Nutrition Delivery Worker
18-005-S3	Clerical Substitute
18-215-S2	Custodian Substitute
18-391-S	Early Care Aide Substitute
18-291-1	Language Assessment & Development Facilitator/Spanish
18-375-1	Paraeducator I
18-292-1	Paraprofessional/Bilingual Spanish
18-302-1	Risk Manager
18-452-2	Site Computer Technician I
18-470-1	Warehouse Technician

Discussion/Action: M ___ S ___ Vote ___

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Paraprofessional	Century Academy	Lisa Alviani	Martin Manzer, Principal / Yulia Reznikova, Assistant Principal	7/2/2018	Reclassification Committee Review – 10/19/2018 Pending Meet and Confer w/ CSEA Chapter 620 Executive Cabinet Review - 4/22/19-4/29/19 Business Order 5.15.19

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.

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 PUBLIC HEARING ON THE ANNUAL 2019-2020 FISCAL YEAR BUDGET

OPEN the public hearing at: _____

HEAR Public on 2019 - 2020 Personnel Commission budget

**Speaker card required*

CLOSE the public hearing at: _____

5.2 PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2019-2020

Motion to APPROVE and ADOPT the 2019 – 2020 Personnel Commission Budget in the amount of \$454,110 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

5.3 REVISION TO JOB SPECIFICATIONS

A. Request to APPROVE changes to the job specification of Purchasing Specialist as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

B. Request to APPROVE changes to the job specification of Mechanic as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

5.3 ESTABLISHMENT OF NEW JOB CLASS

A. ESTABLISH a new classification, Computer Lab Assistant, and APPROVE the job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

B. ALLOCATE the job class of Computer Lab Assistant to salary range 31 (\$14.90-\$18.15) on the Classified Employees Salary Schedule, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

5.4 RECLASSIFICATION OF POSITION(S)

Request for motion to RECLASSIFY the position of Paraprofessional occupied by Lisa Alviani to proposed new job classification, Computer Lab Assistant, without further competitive examination in accord with Education Codes 45285 and Personnel Commission Rule 6.14, effective immediately as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

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VI. NEXT MEETING

Regular meeting: June 19, 2019

Closed Session 4:00 p.m.

Location: DO – 1402 E. Janss Road / Board Room

Open Session: 5:00p.m

Location: DO - 1402 E. Janss Road / Board Room

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 – 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 – April 24, 2019**

I. CLOSED SESSION

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on April 24, 2019, in the District Office Board Room. The meeting was called to order at 4:15 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 5:10 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on April 24, 2019 in the District Office Board Room. The meeting was called to order at 5:15 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, Mr. Nathan Harimoto, Vice Chairperson and Mrs. Nina Brandt, Member. Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

2.4 Actions Taken in Closed Session

No closed session.

III. GENERAL INFORMATION:

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 regular meeting April 24, 2019, as amended.

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 February 13, 2019, as submitted.

3.3 Approval of Minutes

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting April 5, 2019, as submitted.

3.4 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 April 12, 2019, as submitted.

3.5 Reports/Announcements**A. Director, Classified Personnel, Marina Mihalevsky**

Ms. Mihalevsky made several announcements as follows:

- Classified Personnel is currently recruiting for a Risk Manager, as Armond Sarkis has left the District for a new opportunity.
- The District Office is transitioning from York to a smaller workers compensation company.
- Ms. Mihalevsky and Mrs. Valentine will be attending the Tri County Symposium tomorrow.
- The Board of Education approved the layoff resolution for the First 5 funding.

B. Assistant Superintendent, Human Resources, Jeanne Valentine

Mrs. Valentine made several announcements as follows:

- The Human Resources Department is now fully staffed.

- The new online system for substitutes will be implemented soon.
- C. CSEA Representative
- The CSEA Representative made several announcements as follows:
- The new contract has been posted. Voting is scheduled for May 1.
 - Classified calendars for the 2019-2020 school year are in the approval process.
 - CSEA will send out a newsletter the first week of May.
 - The Classified Appreciation dinner is scheduled for May 16 from 5-7:30pm at the Alamo.
- D. Commissioners
- Mrs. Brandt asked for clarification on the workers compensation process for employees to return to work. Ms. Mihalevsky responded with the steps that included: seeing a doctor, having the doctor send a note to be released to work that includes accommodations (if needed). Upon receiving the note, a modification of duties meeting will be held if the employee needs accommodations.

3.6 Public Comments

No Public Comments

IV. CONTINUOUS 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 as 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 approved the ratification of employment eligibility lists as submitted on the meeting agenda.

4.4 Reclassification Request Report

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

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2019-2020

(First Reading/Information Only)

5.2 SCHEDULE THE PUBLIC HEARING ON THE ANNUAL 2019-20 FISCAL YEAR BUDGET

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission scheduled the Public Hearing on the Annual 2019-20 Fiscal Year Budget for May 15, 2019 at District Office / 1402 E. Janss Road / Board Room.

5.3 REVISION TO JOB SPECIFICATIONS

Items were tabled for next meeting.

VI. NEXT MEETING

Meeting was announced as follows:

Closed Session March 20, 2019, 4:00 p.m. Location: DO – 1402 E. Janss Road / Board Conference Room

Open Session: March, 2019 5:00p.m Location: DO - 1402 E. Janss Road / Board Conference Room

VII. ADJOURNMENT

Mrs. Brandt adjourned the Personnel Commission meeting at 5:50 pm.

Job Classification	Number of Positions (Pos Control)		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	ON-HOLD					
BUSINESS SERVICES DIVISION							
CHILD NUTRITION DEPARTMENT							
Child Nutrition Assistant Satellite	1		ST/3.75	Park Oaks	present	Continuous recruitment/Hiring Interviews/Processing	
Child Nutrition Assistant I	4		ST/3.5 hours	Sequoia	present	Continuous recruitment/Hiring Interviews/Processing	
Child Nutrition Production Supervisor	1		11 mo / 8 hr	DO/CN	present	pending recruitment/eligibility list	
Child Nutrition Manager	1		ST/6	Redwood	8/17/19	future recruitment	
MAINTENANCE AND OPERATIONS							
Custodian	4		12 mo / 4 hr & 8 hr	LCMS, NPHS	Present	pending transfer post/hiring decision	
Grounds Supervisor	1		12 mo / 8 hr	M&O	Present	pending exam review/eligibility list	
HVAC Mechanic		1	12 mo / 8 hr	M&O	present	TBD	
Maintenance Worker II		2	12 mo / 8 hr	M&O	Jan-19	TBD	
Maintenance Painter		1	12 mo / 8 hr	M&O	Jan-19	TBD	
Mechanic		1	12 mo / 8 hr	M&O	Jun-19	TBD	
Sr Grounds Equipment Operator	1		12 mo / 8 hr	M&O	Jun-19		
Warehouse Technician	1		12 mo / 8 hr	M&O	May-19	Pending Examination/eligibility list	
PURCHASING DEPARTMENT							
Purchasing Specialist	1		12 mo / 8 hr	Purchasing		revision to job spec / new recruitment	
Purchasing Expediter		1	12 mo / 8 hr	Purchasing		Certification issued	
TECHNOLOGY SERVICES							
Network Engineer	1		12 mo / 8 hr	Technology Svcs		pending review	
Site Computer Technician I	1		11 mo / 8 hr	Technology Svcs		pending hiring decision	Gen Fund/MI
INSTRUCTIONAL SERVICES DIVISION							
CHILD DEVELOPMENT DEPARTMENT							
Child Care Leader	3	2	ST/5	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing, 2 future post	
Child Care Assistant	2		ST/3	University/various sites	present	pending transfer post/hiring decision	
Early Care Aide		1	10 mo / 3.5	Early Care / NFL	present	RIF	
Early Care Assistant Teacher		2	10 mo / 3.75	Early Care / NFL	present	RIF	ChildDev
Early Care Teacher		2	10/3.75	NFL	present	RIF	
Family Services Coordinator		1				RIF	
SPECIAL EDUCATION DEPARTMENT							
Paraeducator I	6		ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
	0		ST/5.5				
	1		ST/6				
Paraeducator II	1		ST/3				
Paraeducator III	3		ST/3				
	4		ST/6				
CAMPUS SAFETY DEPARTMENT							
Campus Safety Assistant - Elementary	7		Varies	Varies	Present	Not filling, site reevaling need for next school year, hiring subs only	
Campus Safety Assistant - Secondary	2		Varies	NPHS, Sequoia	Present	Not filling, site reevaling need for next school year, hiring subs only	
SCHOOL SITES / OTHER							
Intermediate Clerk Typist	1	1	10 mo / 6.5 hr	Weathersfield, Cypress	August	future posting; 1 hold for NFL layoffs	
	1		10 mo / 8 hr	TOHS	September	future posting	
Account Clerk		1	10 mo / 3.75 hr	TOHS	present	hold, layoffs	
Licensed Nurse	4		209/ 3.5 & 5.5 hr	Various Sites	present	Pending oral panel / est elig list	Gen Fund
Curriculum and Assessment Tech	1		12 mo / 8 hr	DO/Instructional Svcs	present	pending title change	
Accounting Technician I	1		12 mo / 5 hr	DO/Fiscal	present	pending interviews/hiring decision	
Language Assessment Facilitator/SP		1	ST/3.5	DO/EL svcs	8/22/19	future post	
Paraprofessional/Bilingual SP	3	3	ST/3	DO/Conejo	3/25/19	pending recruitment/eligibility list	
Secretary	1		10.5/8	DO/EL svcs	5/9/19	pending transfer post/hiring decision	
Senior Clerk Typist	1		10.5/8	Redwood	6/2/19	pending transfer post/hiring decision	
Instructional Media Technician	1		10/4.5 hour	Ladera	8/14/19	future post	
Behavior Intervention Specialist	1		10.5/8	Special Ed	8/8/19	pending recruitment/eligibility list	

Upcoming Board Meetings - Positions to be Established						
Job Classification			Positions/Type	Location	Funding Source	Recruitment Type

**Personnel Commission Examination Statistics
2018-2019**

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written/performance exam	Did not appear for written exam	Did not pass written exam	Did not appear for performance exam	Did not pass performance exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	Disqualified Material Fact	# placed on eligibility list	# on merged eligibility list
18-272-1	Behavior Intervention Specialist (BCBA)	5/3/2020	7	5	0	0	0	0	0	5	0	0		5	8
18-180-1	Child Nutrition Assistant I	continuous	102	52	50	20	3	0	0	27	6	4		17	
18-165-1	Child Nutrition Delivery Worker	4/30//2020	26	18	0	0	0	0	0	8	3	1		4	
18-291-1	Language Assessment & Development Facilitator	continuous	49	12	37	20	3	0	0	14	2	0		12	
18-375-1	Paraeducator I	continuous	177	0	177	0	0	0	0	177	99	2		76	
18-292-1	Paraprofessional/Bilingual Spanish	continuous	43	23	20	13	2	0	0	5	2	0		3	
18-302-1	Risk Manager	4/23/2020	24	16	0	0	0	0	0	8	3	3		2	
18-470-1	Warehouse Technician	5/6/2020	44	16	28	11	3	0	0	14	2	2		10	

To: Personnel Commission
From: Marina Mihalevsky, Director, Classified Personnel
Date: April 24, 2019 (First Reading/Information)
May 15, 2019 (Adoption)

SUBJECT: PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2019-2020

Issue:

The Personnel Commission must adopt a budget for its operation for the 2019-2020 fiscal year.

Background:

Education Code §45253 provides that the Personnel Commission shall prepare an annual budget and hold a public hearing on its adoption, no later than May 30th of each year. As required, the Commission staff will forward a copy of the proposed budget to the governing board indicating the time, date, and place of the public hearing as a means of providing the Board and the District staff an opportunity to voice their views. Following the public hearing, the adopted budget is submitted to the County Superintendent of Schools for approval. Following approval by the County Superintendent of Schools, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the District, and shall be included by the Governing Board in the regular budget of the District.

The proposed budget in the amount of \$454,110 reflects a change over the 2018-2019 adopted figures based on the following key changes:

- Board approved 2% salary increase to Management, and Supervisory salary schedules; CSEA salary schedule increase is subject to continuing contract negotiations.
- Step advancement on Supervisory Salary Schedule for HR Analyst in accord with Personnel Commission
- HR Technician position change in incumbent with a lower starting step on the Classified Employees Salary Schedule
- An increase in the CalPERS employer contribution rate from 18.062% to 20.700%;
- An decrease from \$16,641 to \$15,519 for Commission funded positions, including Commissioner health insurance benefits;
- An increase in the Neogov Applicant Tracking Software annual license fee beginning April 2017; increases to license fee will occur annually for the next 2 years.

Alternatives:

1. Approve the 2019-2020 Personnel Commission budget for \$454,110 as submitted.
2. Approve the 2019-2020 Personnel Commission budget for an amended amount.

Recommendation:

Approve alternative #1

Rationale:

The Personnel Commission is required to hold a public hearing on the budget adoption no later than May 30, 2019. Notice of the public hearing will be forwarded to the Board of Education.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

MM
Attachments

Agenda Report 5.1/5.2

PLEASE POST

PLEASE POST

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

NOTICE OF PUBLIC HEARING

**Proposed Budget Fiscal Year 2019-2020
May 16, 2019, 5:00 p.m.
Public Hearing**

**Conejo Valley Unified School District
1402 East Janss Road
Thousand Oaks, CA 91362
District Office Board Room**

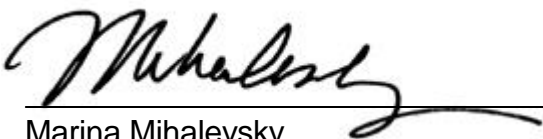
ISSUE:

The adoption of the Personnel Commission budget for the 2019 - 2020 fiscal year.

BACKGROUND:

Education Code section 45253 requires the Personnel Commission to prepare an annual budget for its own office and hold a public hearing. The public hearing shall be held not later than the 30th of May of each year. After the public hearing in May, the adopted budget is submitted to the County Superintendent of Schools for approval.

The Governing Board, District Administration, and the public are invited to attend.



Marina Mihalevsky
Director, Classified Personnel and
Secretary to the Personnel Commission

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2019-2020**

			2018-2019 Budgeted Amount <i>(dollars only)</i>	2019-2020 Proposed Budget <i>(dollars only)</i>
2000 CLASSIFIED SALARIES¹				
2300	Administrative Personnel		126,067	128,588
	Commission Members ²		2,000	2,000
2400	Clerical & Other Office		125,200	123,186
2900	Other (limited term relief / proctors)		7,750	7,750
<i>Subtotal</i>			261,017	261,524
3000 EMPLOYEE BENEFITS				
3100	Certificated Employees Retirement		0	0
3200	PERS		45,383	52,117
3300	OASDI & Medicare		19,729	19,736
3400	Health & Welfare Benefits ³		99,846	93,114
3500	SUI		128	127
3600	Worker's Compensation		4,412	3,172
3700	Retirement		0	0
3800	PERS Reduction (<i>PERS Reduction is no longer valid in 2014/15</i>)		0	0
3900	Other Benefits		0	0
<i>Subtotal</i>			169,498	168,266
4000 SUPPLIES				
4300	Other Supplies		0	0
	Literature, Periodicals		0	0
	Office Supplies		250	250
	Examination Purchase		0	0
	Printing & Forms		250	250
	Other		0	0
4400	Non-Capitalized Equipment		8,050	0
<i>Subtotal</i>			8,550	500

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

		2018-2019 Budgeted Amount <i>(dollars only)</i>	2019-2020 Proposed Budget <i>(dollars only)</i>
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	4,020	4,020
	Expense Allowance	1,000	1,000
	Conference	1,500	2,000
5300	Dues & Membership	3,100	3,200
5500	Utilities & Housekeeping Services		
	Electricity	0	0
	Heat	0	0
	Water	0	0
	Other	0	0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	0	0
	Equipment Maintenance Contracts	0	0
	Other	0	0
5800	Other Services & Operating Expenses		
	Software License (Applicant Tracking)	0	9,400
	Advertising	0	0
	Salary Classification Surveys	0	0
	Physical Examination	0	0
	Fingerprinting	0	0
	Other Recruitment Expense	0	0
	Legal Expenses	3,000	3,000
	Contracted Testing	0	0
	Contracted Personnel Services	0	0
	Other	0	0
5900	Communications		
	Telephone/Fax	0	0
	Postage	200	200
	Other	0	0
Subtotal		12,920	22,820

		2018-2019 Budgeted Amount <i>(dollars only)</i>	2019-2020 Proposed Budget <i>(dollars only)</i>
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	0	0
	Office Equipment	1,000	1,000
	Other	0	0
6500	Equipment Replacement	0	0
<i>Subtotal</i>		1,000	1,000

FUND BALANCE			
	Designated for Personnel Commission	452,985	454,110

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: May 15, 2019 (Action)

SUBJECT: Agenda Report 5.3(A) – Revision to Job Specification – Purchasing Specialist

ISSUE:

Should the Personnel Commission approve the proposed changes to the class specification?

BACKGROUND:

The Director, Purchasing Services, along with the Deputy Superintendent, Business Services, reviewed the present job specification for the job class of Purchasing Specialist and request the underlined changes and proposed strikeouts as reflected on attachment 1. The changes to the essential duty statements do not change the essence of the job concept, but more holistically capture the duties and responsibilities and provide for greater role clarity and expectations. The proposed minimum qualifications are updated to reflect proposal for a change in educational requirement to possess a degree at the Associates level or above. The scope of work requires higher level analytical and reading comprehension savvy that one would commonly obtain through substantial college and/or university level course work.

RECOMMENDATION:

Approve agenda items 5.3 A

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Purchasing

Salary Range: 24-81

FLSA Status: Non-Exempt

Schedule: GenClssfd

Work Year: 12 Months

PURCHASING SPECIALIST

BASIC FUNCTION

Under the direction of the Director, Purchasing Services, Assistant Superintendent, Business Services or other designee, supervisor, lead, coordinate, oversee and participate in the more complex and highly responsible Purchasing Department operational activities, including purchasing, receipt, and issuance of materials, supplies, and equipment for use by various District departments and school sites; prepare bid specifications, ~~and negotiate~~ Assist with the development, review and tracking of business contracts, and related record management and reporting.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

The Purchasing Specialist is an advanced journey level class responsible for the administration of the purchasing and if assigned, warehouse/copy center functions. Positions at this level are distinguished from other classes in the Purchasing Department by the level of responsibility assumed and the complexity of duties assigned including lead functions over lower level staff, and/or training other departmental staff on purchasing practices. Position incumbent(s) perform the most difficult and responsible types of duties including responsibility for making and approving higher dollar value purchases requiring the use of sound independent judgment as well as being trained in all procedures related to the assigned area of responsibility.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Lead and participate in the purchasing of various materials, supplies, equipment and services for the District in accordance with established standards, guidelines, requirements, laws, codes, regulations, policies and procedures, including, but not limited to:

Review, process and evaluate a variety of requisitions to assure proper approvals, completeness and compliance with established requirements; determine priority and appropriate method of procurement; confer with appropriate personnel concerning purchasing needs, issues and activities.

Input purchase order and a variety of other purchasing information into an assigned computer system including vendor information, prices, quantity and other required data; assure accuracy of input and output data and generate purchase orders; may approve purchase orders within set monetary limits as directed.

Participate in ordering services, supplies and equipment in accordance with established policies and procedures.

Research and evaluate vendors, contractors and other sources of supply; confer and negotiate with vendors and contractors concerning price, specifications, product information, deliveries, services, shipping and other related issues; evaluate and recommend improves and/or less costly services, materials and/or supplies, develop and maintain directory of vendors and serve as a District liaison with the vendors to develop and foster effective working relationship and to resolve problems.

Compile information and prepare and maintain a variety of records, files and reports related to purchase orders, bids, quotes, contracts, requisitions, products, deliveries, vendors, contractors, inventory, and disposal of surplus property; maintain automated records and files, initiate queries and develop spreadsheets for data tracking, reports and other related documents.

Coordinate the maintenance of warehouse inventory with warehouse staff to ensure appropriate inventory levels of regular store stock items for school sites and departments; review inventory records and re-order reports, estimate supply needs and place orders to maintain adequate supply of stock; coordinate and conduct regular and periodic inventories.

Oversee and manage the District Cal-Card and other procurement card programs, including user eligibility and expenditure limits, and individual and district-wide account management.

Oversee and support the District Cal-Travel Store program, assisting site staff with user set up and providing guidance for travel arrangements.

Prepares bid specifications for formal and informal bids for equipment, annual contracts, materials, supplies and services; obtains bid quotations; compares costs and evaluates the quality and suitability of supplies, materials, and equipment; evaluates and summarizes bids; prepares recommendations for bid awards; prepares bid process documentation; selects appropriate vendors and purchases approved supplies, equipment and services used in District departments and school sites; maintains bid files, product files and appropriate records; and, generates reports as necessary.

~~Coordinate local and long distance telecommunications and cellular telephone contracts and services.~~

Assist in the development and/or revision of business contracts that support District programs, operations, partnerships, grants, etc.

Review contracts for content, accuracy, completeness and compliance with applicable rules, regulations, policies and procedures.

Develops and maintains a contract master tracking system. Tracks existing contract expiration or termination dates and provides timely notices to appropriate departments and staff. Assists in the contract renewal process. Maintains discretion and confidentiality in all contracts and agreements.

Coordinates and maintains the physical inventory of District's fixed assets, including valuations and prepares related GASB34 information and reporting.

Maintain or provide direction to staff in maintaining District furniture and equipment inventory; coordinate movement of such inventory within District; insure proper completion of District forms for movement and/or disposal.

Coordinate and implement purchasing systems using available technology to improve efficiency of purchasing operations.

Provide technical information and assistance to personnel, vendors and others concerning purchasing operations and activities; respond to inquiries and provide information and guidance concerning orders, products, services, needs, issues, bids, guidelines, processes, policies and procedures; investigate complaints concerning goods purchased and recommends corrective action and implements as necessary to resolve problem.

Train and provide work direction and guidance to department/unit personnel; review work to assure accuracy, completeness and compliance with established standards, guidelines, time lines, requirements and procedures; may provide input concerning applicant interviews and employee evaluations as requested.

Serve as a liaison between warehouse/copy center and curriculum and assessment departments as it relates to interdependent purchasing and inventory functions.

Performs other job-related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Working knowledge of principles, methods, and trends in public agency/school district procurement standards, rules and regulations, including competitive bidding procedures, contract preparation, and price negotiation procedures.
- Methods and techniques of specification writing.
- Basic principles, practices and techniques of drafting contracts and agreements and standard contract language. Ability to identify risk management issues and solicit input from the Risk Management Department when appropriate.
- Marketing practices and commodity pricing methods and differentials.
- Applicable sections of California State Education Code, and State and Federal laws, rules and regulations as they pertain to public agency procurement, and surplus disposal methods and practices.
- Types and sources of supplies, materials, services and equipment commonly used in a school district.
- General methods of inventory and property control.
- Correct English usage, grammar, spelling, punctuation and vocabulary,
- Mathematical computations for direct and indirect price comparisons,
- Basic record-keeping techniques,
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Learn, interpret, and apply related laws, rules and regulations, guidelines, policies, and procedures; develop and implement related policies and procedures in executing assigned purchasing and contract functions;
- Maintain the security of confidential materials;
- Analyze situations and interpret data accurately and adopt an effective course of action;
- Develop, create, and provide metrics to improve department operations;
- Comprehend and follow directions given verbally and in writing;
- Demonstrate mental acuity sufficient to perform the essential functions of the position;
- Communicate effectively both orally and in writing; preparing clear, complete and concise documents, forms and reports with a variety of people at all organizational levels in an academic environment;
- Maintain records and prepare reports using appropriate database information systems report queries and related software applications;
- Establish and maintain cooperative and effective working relationships with others demonstrating excellent customer service skills;
- Meet schedules and time lines;
- Adapt to changing procedural requirements;
- Exercise independent judgment and initiative with and without close supervision;
- Be motivated to produce high quality work product and maintain a work pace appropriate to the position.

TOOLS/EQUIPMENT

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

- Operate a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

MINIMUM ENTRANCE QUALIFICATIONS**Education/Experience**

OPTION I: An Associate's Degree or above from an accredited college and/or university, in An equivalent of graduation from high school supplemented by at least 15 college level semester units in business administration, public administration, accounting, or a closely related field; AND three (3) years of progressively responsible experience in purchasing a variety of supplies, materials, parts, services and equipment.

OPTION II: Two years of experience as a Purchasing Expeditor or a comparable job classification within CVUSD, having been assigned progressively responsible duties/responsible and a recent performance evaluation of "meets standards" and above.

**Alternate variations of education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process resulting in an eligibility list. When appropriate additional work experience beyond the minimum requirement may be supplemented for required minimum education requirements.*

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License

WORKING CONDITIONS**Physical Demands**

Level - Minimal / Performance of position duties/responsibilities is subject to sitting in a comfortable position with frequent opportunity to move about freely; on an occasional basis the incumbent may have to *lift, push, pull, carry, move, and/or position objects* weighting up to *15 lbs*; the position is subject to exercising continuous *manual dexterity* (i.e., coordinated and/or precise movement of hands, arms and fingers) throughout a work shift to operate office equipment (ie. computer and peripherals).

Environment/Hazards

- ✓ Indoor office setting
- ✓ May drive to various district sites to conduct personnel related business

DISCLAIMER: This classification description is not a complete statement of essential functions, duties/responsibilities, or requirements. Stated requirements are representative of the minimum technical and behavioral job competency requirements. District Administration reserves the discretion to add or modify typical duties of a position as necessary for effective department/site operation.

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: May 15, 2019 (Action)

SUBJECT: Agenda Report 5.3(B) – Revision to Job Specification – Mechanic

ISSUE:

Should the Personnel Commission approve the proposed changes to the class specification?

BACKGROUND:

The Director, Maintenance and Operations, along with the Deputy Superintendent, Business Services, reviewed the present job specification for the job class of Mechanic, which has not been revised in over a decade. The changes to the essential duty statements do not change the essence of the job concept, but more holistically capture the duties and responsibilities and provide for greater role clarity and expectations. The proposed minimum qualifications are special requirements are updated to reflect the necessary experience and training for successful job entry, as well as the added requirement of possessing personal tools as is common in the industry.

As the changes to the job specifications are extensive, both the proposed job specification (attachment 1) as well as the former job specification (attachment 2) are enclosed for reference.

RECOMMENDATION:

Approve agenda items 5.3 B

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

MECHANIC

DEFINITION

Under general supervision, to perform skilled mechanical maintenance work in overhauling and repairing gasoline passenger vehicles, light and heavy trucks, and diesel and gasoline grounds equipment; performs related work as required.

EXAMPLES OF DUTIES

Diagnoses and analyzes equipment problems;

Repairs mechanical defects in a variety of makes of vehicles at the garage or in the field;

Rebuilds, replaces or repairs diesel and gasoline engines, standard transmissions, rear-ends, starters, alternators, generators, brakes, clutches, axles, power and manual steering gears, drive shafts, pumps, emission control devices, carburetors, cooling systems, and other mechanical, electrical and electronic assemblies and air-operated systems;

Repairs and replaces and adjusts power, power disc, air hydraulic, hydraulic brakes;

Fabricates special equipment; performs gas and arc welding;

Performs minor body and repair work;

Tunes up engines; weighs, smogs, inspects and registers vehicles;

Keeps time and material records;

Estimates time and materials needed to complete a job;

May perform and schedule preventive maintenance inspection of gasoline and diesel vehicles;

Conducts periodic inventories;

Estimates, orders and picks-up necessary parts and supplies;

Establishes and sets priorities;

May guide other maintenance personnel as assigned.

LICENSE REQUIRED:

Possession of a valid California driver's license.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of internal combustion engines;
- Procedures, tools, diagnostic equipment and materials used in the repair and maintenance of motorized equipment;
- Shop math;
- Appropriate safety precautions and procedures.

Ability to:

- Diagnose, analyze and repair mechanical, electrical and electronic defects;
- Operate equipment used in repairing or servicing vehicles;
- Read and interpret mechanical diagrams and schematics;
- Maintain simple records;
- Understand and carry out oral and written instructions;
- Guide the work of assigned maintenance personnel;
- Work cooperatively with those contacted in the course of work;
- Maintain safe working conditions;

Estimate time and materials needed to complete a job;
Establish and set priorities.

Experience:

Experience at a skilled level performing a full range of fleet mechanic work on gasoline and/or diesel vehicles and equipment.

Education:

Persons with the experience, knowledge and abilities as stated are considered to have the necessary education.

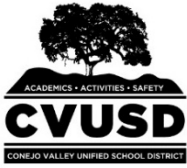
Physical Requirements:

The ability to pass a physical examination deemed appropriate by the District and perform the physical requirements of the position.

PERSONNEL COMMISSION:

Adopted 10/1/75

Revised 7/29/91



**Conejo Valley
Unified School District
Personnel Commission**

JOB DESCRIPTION

Job Family: Maintenance/Operations

Salary Range: 80

Schedule: GenClssfd

FLSA Status: Non-Exempt Work Year: 12 Months

MECHANIC

BASIC FUNCTION

Under direction of the Director, Maintenance and Operations, and/or designee, perform skilled mechanical maintenance work in maintaining, and repairing gasoline or diesel passenger vehicles, light and heavy trucks, diesel and gasoline grounds equipment, and other motorized vehicles and equipment; performs related work as required.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Performs journey-level mechanic duties relative to diagnosis and repair of District owned vehicles.
- Rebuilds, replaces or repairs diesel and gasoline engines, standard transmissions, rear-ends, starters, alternators, generators, brakes, clutches, axles, power and manual steering gears, drive shafts, pumps, emission control devices, carburetors, cooling systems, and other mechanical, electrical and electronic assemblies and air-operated systems;
- Maintains, repairs and replaces and adjusts power, power disc, air hydraulic, hydraulic brakes;
- Adjust, repair and maintain brake systems; adjust and reline brakes; repair and adjust clutches, pumps, carburetors, generators, gears, ignitions and valves; remove and replace components such as batteries, alternators, starters, hoses, belts, bearings, spark plugs and various other parts as needed.
- Perform transmission, motor and engine inspections, overhauls, maintenance and repairs; perform minor and major tune-ups on District vehicles and equipment; dismantle and rebuild gasoline and diesel engines and related systems.
- Inspect, diagnose, repair and maintain vehicle lighting, wiring, fuel, air conditioning, lubricating, and exhaust, hydraulic and cooling systems as assigned; diagnose and repair electrical systems; test and repair electrical circuits and components.
- Service vehicles and equipment with fuel, oil, grease, water and hydraulic fluids; service oil filters; assure proper fluid levels; lubricate gearboxes; drain and refill crankcases; replace fuses; assure proper air levels of tires and fill as needed; replace, rotate and balance tires.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed; prepare purchase orders as required; confer with vendors concerning product and pricing information.
- Perform welding in the fabrication, repair and installation of metal parts and components as assigned; utilize appropriate welding equipment.
- Perform scheduled preventive maintenance safety checks and inspections as required;
- Performs minor body and repair work;
- Tunes up engines, Performs minor replacement of parts such as hoses, belts, batteries, wiper blades, bulbs, fuses, and lamps.
- Perform and schedule preventive maintenance inspection in accord with established records.
- Cleans and maintains assigned work area; washes vehicles and equipment as necessary; recycles appropriate shop by-products; disposes of hazardous materials according to established procedures.
- Maintain a variety of records related to work orders, repairs and assigned activities; completes the DMV registration process for vehicles new to the District fleet, as well as annual registration.
- Performs other job related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- ✓ Operations, services and activities of a fleet maintenance and repair program.
- ✓ Current methods, equipment, tools, and materials used in the overhaul, repair, maintenance, and adjustment of gas, diesel, and alternative fuel powered equipment and vehicles.
- ✓ Principles of gasoline, diesel, and alternative fuel powered engine mechanics as applied to the maintenance and repair of automotive and road and construction equipment.
- ✓ Operating and repair characteristics of hydraulic systems.
- ✓ Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
- ✓ Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- ✓ Types and grades of lubricants, coolants, brake, steering and other fluids used in automotive and equipment.
- ✓ Methods and techniques of performing diagnostic troubleshooting services.
- ✓ Methods and techniques of metal fabrication and gas and arc welding.
- ✓ Electrical and electronic accessory systems related to communication and telecommunications equipment.
- ✓ State, federal, and local laws regulating emission controls.
- ✓ Principles and procedures of record keeping.
- ✓ Shop mathematics.
- ✓ Office procedures, methods, and equipment including computers and applicable software applications.
- ✓ Occupational hazards and standard safety practices.
- ✓ Pertinent federal, state, and local laws, codes, and regulations.
- ✓ Computer hardware, operations and office and industry software applications.

Ability to:

- ✓ Diagnose, analyze and repair mechanical, electrical and electronic defects;
- ✓ Operate tools and equipment used in repairing or servicing vehicles;
- ✓ Read and interpret mechanical diagrams and schematics;
- ✓ Prepare basic records and reports;
- ✓ Perform heavy manual labor
- ✓ Understand and carry out oral and written instructions;
- ✓ Guide the work of assigned maintenance personnel;
- ✓ Work cooperatively with those contacted in the course of work;
- ✓ Maintain safe working conditions;
- ✓ Estimate time and materials needed to complete a job;
- ✓ Establish and set priorities.
- ✓ Operate office equipment including computers and supporting software applications.
- ✓ Learn and apply new information or new skills
- ✓ Respond and perform assigned duties in the event of a district-declared emergency.

TOOLS/EQUIPMENT

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

- ✓ Operate a variety of office equipment, including a personal computer and job-specific software applications, and related peripheral equipment, such as, fax machine, copier, and printer.
- ✓ Operate and maintain a variety of equipment such as lifts, jacks, stands, hoists, grinders, air tools, testers, meters and various hand and power tools; utilize computers and assigned software; drive a vehicle to conduct work.

ENTRANCE QUALIFICATIONS

Education/Experience

- (1) Completion of a formal apprenticeship in automotive mechanics and two (2) years of experience performing increasingly skilled mechanic work;
- OR
- (2) Four (4) years full-time experience performing a full range of fleet mechanic work on gasoline and/or diesel vehicles and equipment.

**Alternate variations of education/experience that would likely yield the necessary knowledge, skills, and abilities may be considered as acceptable in meeting minimum entrance requirements to qualify for participation in the examination process.*

Licenses/Certifications/Special Requirements

- ✓ Valid California Class C Driver's License
- ✓ Must furnish a rollaway tool box and hand tools of the trade up to 1-1/4 inch.
- ✓ Automotive Service Excellence (ASE) Certification is desirable.

WORKING CONDITIONS

Physical Demands

The position duties/responsibilities are subject to: sporadic standing and walking requiring minimal cardio-respiratory endurance OR routinely *lifting, pushing, pulling, carrying, moving, and/or positioning* objects weighting *occasionally up to 75lbs*, and climbing ladders; the position is subject to exercising continuous manual dexterity (i.e. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment (i.e. machinery and tools); the position is subject to occasional physical exertion or fatigue, such that muscular tension, power, endurance, and/or cardio-respiratory endurance are vital to perform essential job function.

Environment/Hazards

- Exposure to chemicals, solvents, solder, and other products.
- Exposure to gasoline or diesel exhaust.
- Risk of electrical shock or burns.
- Fire risk from fuels and other products.
- Burns from battery acid, hot surfaces, exhaust, etc.

DISCLAIMER: This classification description is not a complete statement of essential functions, duties/responsibilities, or requirements. Stated requirements are representative of the minimum technical and behavioral job competency requirements. District Administration reserves the discretion to add or modify typical duties of a position as necessary for effective department/site operation.

PERSONNEL COMMISSION:

Adopted 10/1/75

Revised 7/29/91

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: May 15, 2019

SUBJECT: RECLASSIFICATION REQUEST – PARAPROFESSIONAL / CENTURY ACADEMY

ISSUE:

Should the Personnel Commission reclassify the position of Paraprofessional assigned to Century Academy?

BACKGROUND

The Paraprofessional position occupied by Lisa Alviani was initially allocated to the Conejo Valley High School, but was reassigned to support Century Academy beginning 2010-2011 school year. In 2015, the position was increased in FTE from 3.5hrs/day to 6.0hrs/day. Upon reassignment of the position to Century Academy, the essential function of the position changed to operating the computer lab, and proctoring assessments, which is an integral component of the Century Academy learning model.

Over the course of the last 10 years, the District has staffed anywhere from 2-3 positions within the job class of Paraprofessional. Such positions served students and teachers in the classrooms, reinforcing instruction, tutoring, small group work – academic support and classroom management assistance. When positions are required to provide academic support to students, the District must ensure that incumbents in such positions are highly qualified, by means of meeting the requirements of what is formerly No Child Left Behind law, and presently ESSA-Every Student Succeeds Act is.

The Reclassification Committee reviewed the submitted reclassification questionnaire on October 19, 2018. Members of the Committee were not sufficiently compelled in supporting the request for reclassification, as they felt that the job scope of Paraprofessional seemed to cover a number of essential functions performed by Ms. Alviani. Yet, a number of job duties were unrelated to the Paraprofessional scope of work, and thus, an additional position audit was warranted, and took place on November 2, 2019.

POSITION ANALYSIS

The purpose of the position occupied by Ms. Alviani is with minimum direction to organize, operate and maintain a school computer lab for use by staff and students; provide orientation, training and assistance to students participating in the online learning program; as needed provide instruction in various software applications, including Microsoft Office Word, Excel, PowerPoint, etc. The essential functions are as follows:

Prepares the computer lab for students' daily use; ensure the computer lab and equipment is in proper and orderly condition; dust, wipe down and clean computers, peripherals and classroom furniture;

Provide orientation, training and assistance to students, teachers and staff in the use of the online learning platform, as well as, the operation of computers and related hardware, peripheral equipment and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations.

Perform basic troubleshooting of computer hardware, software and peripheral malfunctions; submit service tickets for technology support services for any non-routine troubleshooting, maintenance and/or installation needs; may install computer software applications and other computer peripherals.

Creates a computer lab schedule by coordinating computer lab availability with class schedules.

Assist individuals and groups of students in completing computer lab assignments and projects; assure student understanding of computer lab rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Operate and adjust computer equipment and peripherals; prepare and set up computer equipment and lab materials for student use; move and set up computers as needed; observe computers for evidence of incorrect performance.

Observe and manage student behavior in the computer lab according to approved procedures; monitor and report progress regarding student performance and behavior.

May adjust software settings and options according to student needs, progress and grade level; prepare and distribute instructional and informational materials as assigned.

Maintain various records and files related to computer lab activities, student performance and progress, inventory and assigned duties.

Input student information and a variety of data into an assigned computer system; maintain automated records; initiate queries and generate computerized lists and reports as assigned.

Ms. Alviani presently undertakes a number of non-essential job duties in support of Century Academy, including as follows:

- Updating content and formatting on the official webpage of Century Academy
- Taking head shots of students for year book placement, when students begin attendance later in the year.
- Solicits content, writes and formats school newsletter.

RECLASSIFICATION RECOMMENDATION

Based on the job duties prescribed to the position, the Director recommends establishing a new job classification within classified service, Computer Lab Assistant (job specification attached) to most appropriately classify assigned essential job functions. The new job class will not carry the ESSA requirement, as the position does not encompass the essential functions of instruction in core academic subjects.

As the scope of work assigned to Ms. Alviani is unique within CVUSD, the Director relied on evaluating most comparable job classifications across like school districts within a 65 mile radius. The following market data was gathered to establish the recommendation for

<i>Agency</i>	<i>Job Classification</i>	<i>Relationship Between Job Classes</i>
<i>Simi Valley Unified School District</i>	<i>Library Media Technician I</i>	<i>lateral to Para I</i>
<i>Ventura Unified School District</i>	<i>Paraeducator-Computer Lab</i>	<i>3% above Para I</i>
<i>Pasadena Unified School District</i>	<i>Instructional Aide - Computer Lab</i>	<i>5% above IA/SpEd</i>
<i>Compton Unified School District</i>	<i>Computer Lab Coordinator</i>	<i>lateral to Para</i>
<i>Lynwood Unified School District</i>	<i>Computer Lab Assistant</i>	<i>lateral Para I</i>
<i>Rowland Unified School District</i>	<i>Computer Lab Technician</i>	<i>lateral Para I/A</i>
<i>Montebello Unified School District</i>	<i>Instructional Assistant-Computer Lab</i>	<i>lateral Para I/A</i>
<i>Hacienda La Puente Unified School District</i>	<i>Instructional Aide - Computer Lab</i>	<i>below Para I</i>
<i>Downey Unified School District</i>	<i>Instructional Assistant-Computer Applications</i>	<i>5% below Para I</i>

The following factors form the basis for recommending salary placement for the new job class to Range 31 (\$14.90 – \$18.15) on the Classified Employees Salary Schedule.

1. An average relationship of relative worth between the IA/Computer Lab job classes across a number of like size school districts.
2. While the position at CVUSD operates the computer lab and shares a number of essential job functions with the referenced job classes, the position is distinct in that it does not encompass essential job duties of planning and delivering instruction in support of educational technology plans at respective grade levels, and/or carry the more technical responsibility for general maintenance and repair of hardware and software more in line with our District's Site Computer Technician I job classifications.
3. The nature of the position is such that it is most appropriate to maintain in within the paraprofessional support category more so than a clerical job family and as such the relative worth is being established within the paraprofessional job family.

The Director has met and conferred with CSEA Chapter 620 relative to the recommendation for the proposed establishment of the new job classification, and the respective salary range allocation.

RECOMMENDATIONS:

- A. ESTABLISH a new job class, Computer Lab Assistant, for the purpose of appropriately classifying the duties prescribed to the position occupied by Lisa Alviani assigned to the Century Academy, and adopt the proposed job specification as submitted or amended.
- B. ALLOCATE the job class of Computer Lab Assistant, to salary range 31 (\$14.90 – \$18.15) on the Classified Employees Salary Schedule.
- C. RECLASSIFY/REASSIGN, Lisa Alviani to the job class/position of Computer Lab Assistant without further competitive examination on the basis of gradual accretion of duties and in accord with Personnel Commission Rule 6.14.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Instructional Support

Salary Range:

Schedule: GenClssfd

FLSA Status: Non-Exempt

Work Year: School Term

COMPUTER LAB ASSISTANT

BASIC FUNCTION

Under general direction of a Principal or another assigned site administrator, independently organizes, operates and maintains a school computer lab for use by staff and students; provides orientation, training and assistance to students participating in the online learning program; may provide instruction in various software applications, including Microsoft Office Word, Excel, PowerPoint, etc.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED JOB CLASSES

The Computer Lab Assistant is distinguished from the job class of Site Computer Technician I/II relative to the technical aspects of troubleshooting, diagnosis and repair of computer hardware, network and/or software problems. Incumbent(s) serving in the Computer Lab Assistant job classification are expected to have fundamental knowledge to support the most routine troubleshooting and provide basic instruction to students in the operation of computers, peripheral equipment and various program applications related to assigned instruction.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Prepares the computer lab for students' daily use; *ensure the* computer lab and equipment is in proper and orderly condition; dust, wipe down and clean computers, peripherals and classroom furniture;

Provide orientation, training and assistance to students, teachers and staff in the use of the online learning platform, as well as, the operation of computers and related hardware, peripheral equipment and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations.

Perform basic troubleshooting of computer hardware, software and peripheral malfunctions; submit service tickets for technology support services for any non-routine troubleshooting, maintenance and/or installation needs; may install computer software applications and other computer peripherals.

Creates a computer lab schedule by coordinating computer lab availability with class schedules.

Assist individuals and groups of students in completing computer lab assignments and projects; assure student understanding of computer lab rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Operate and adjust computer equipment and peripherals; prepare and set up computer equipment and lab materials for student use; move and set up computers as needed; observe computers for evidence of incorrect performance.

Observe and manage student behavior in the computer lab according to approved procedures; monitor and report progress regarding student performance and behavior.

May adjust software settings and options according to student needs, progress and grade level; prepare and distribute instructional and informational materials as assigned.

Maintain various records and files related to computer lab activities, student performance and progress, inventory and assigned duties.

Input student information and a variety of data into an assigned computer system; maintain automated records; initiate queries and generate computerized lists and reports as assigned.

Monitor inventory levels of computer laboratory supplies; order, receive and maintain inventory of supplies; recommend hardware and equipment purchases as appropriate.

May assist with new product research and recommend software, hardware, and equipment upgrades or replacements.

Perform other related duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Fundamental principles, methods and procedures of operating computers and peripheral equipment;
- Fundamentals in classroom behavior management and support; classroom procedures and appropriate student conduct;
- Applicable laws, codes, policies and regulations related to assigned activities.
- Computer hardware systems and software applications utilized by the District.

Ability to:

- Troubleshoot basic computer and peripheral equipment problems.
- Learn online learning platform utilized by the school(s)
- Plan, schedule and organize work, including lab open hours.
- Maintain the integrity of student data and security of confidential materials;
- Analyze situations accurately and adopt an effective course of action;
- Comprehend and follow directions given verbally and in writing;
- Demonstrate mental acuity sufficient to perform the essential functions of the position; exercise sound independent judgment within general policy guidelines.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- Establish and maintain highly effective, customer-focused working relationships with all end users, other CVUSD staff, representatives of other agencies and others encountered in the course of work.
- Maintain an appropriate work pace to accomplish an acceptable volume of work

TOOLS/EQUIPMENT

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

- Operate a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

MINIMUM ENTRANCE QUALIFICATIONS

Education/Experience

Graduation from high school or equivalency; and a minimum of one (1) year of work experience in data processing, computer operations and/or troubleshooting; and/or providing instructional support to students in organizational setting.

**Alternate variations of education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process resulting in an eligibility list. When appropriate additional work experience beyond the minimum requirement may be supplemented for required minimum education requirements.*

Licenses/Certifications/Special Requirements

- Valid California Driver's License

WORKING CONDITIONS**Physical Demands**

Level - Minimal / Performance of position duties/responsibilities is subject to sitting in a comfortable position with frequent opportunity to move about freely; on an occasional basis the incumbent may have to lift, push, pull, carry, move, and/or position objects weighting up to 15 lbs; the position is subject to exercising continuous manual dexterity (i.e., coordinated and/or precise movement of hands, arms and fingers) throughout a work shift to operate office equipment (ie. computer and peripherals).

Environment/Hazards

- ✓ Indoor office and/or classroom setting
- ✓ Minimal temperature variations; generally hazard free environment

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice fingerprint check
- ✓ Tuberculosis screening
- ✓ Job knowledge/experience based selection tests to assess minimum job competency and placement on the eligibility list established for filling job vacancies in the job class.

DISCLAIMER: This classification description is not a complete statement of essential functions, duties/responsibilities, or requirements. Stated requirements are representative of the minimum technical and behavioral job competency requirements. District Administration reserves the discretion to add or modify typical duties of a position as necessary for effective department/site operation.