

**Regular Meeting**

**Wednesday June 20, 2018**

**4:00 p.m. – Closed Session – DO / Board Conference 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:  
\_\_\_\_ Nina Brandt, Chairperson; \_\_\_\_ Nathan Harimoto, Vice Chairperson; \_\_\_\_ Rose Jeffery, 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 20, 2018, 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 16, 2018 as *submitted or amended*.

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

- 3.3 HEAR Reports / Announcements
  - A. Director, Classified Personnel
  - B. Deputy 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
17-430	Secretary	Open
17-272	Behavior Intervention Specialist	Open

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

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

None

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Grigsby	Robert Iezza, Deputy Sup, HR	09/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement PC Granted Study Appeal – 3/13/2018 – Pending Study by Director 6/20/2018 – Business Order

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 RECLASSIFICATION OF POSITION(S)

- A. ESTABLISH a new job class, Benefits Specialist, for the purpose of appropriately classifying the duties prescribed to the position occupied by Elizabeth Grigsby assigned to the Human Resources Department, and adopt the proposed job specification as submitted or amended.

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

- B. ALLOCATE the job class of Benefits Specialist, to salary range 71 (\$3,838 - \$4,686) on the Classified Employees Salary Schedule.
- c. RECLASSIFY/REASSIGN, Elizabeth Grigsby to the job class/position of Benefits Specialist without further competitive examination on the basis of gradual accretion of duties and in accord with Personnel Commission Rule 6.14.

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

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.

5.2 ESTABLISHMENT OF JOB CLASSIFICATION(S) - MAINTENANCE AND OPERATIONS DEPARTMENT / BUSINESS SERVICES

A. ESTABLISH a new classification, *Maintenance Supervisor – General Services*, and APPROVE the job specification as submitted or amended.

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

C. ALLOCATE the job class of Maintenance Supervisor – General Services, to salary range 80 (\$4,498 - \$6,620) on the Classified Supervisory Employees Salary Schedule, as submitted or amended.

D. ESTABLISH a new classification, *Maintenance Supervisor – Trades*, and APPROVE the job specification as submitted or amended.

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

E. ALLOCATE the job class of Maintenance Supervisor – Trades, to salary range 85 (\$4,934-\$7,088) on the Classified Supervisory Employees Salary Schedule, as submitted or amended.

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

5.3 JOB SPECIFICATION REVISION – TITLE CHANGE ONLY

Approve CHANGE IN TITLE to the supervisory job classification of Facility Supervisor – Grounds to Grounds Supervisor, without any further changes to the job specification.

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

5.4 SUPERVISORY JOB CLASSIFICATION SALARY REALLOCATION

APPROVE change in salary allocation placement for the job class of Grounds Supervisor from salary range 85 (\$4,938-\$7,088) to salary range 78 (\$4,319 - \$6,354) on the Classified Supervisory Salary Schedule.

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

5.5 PROPOSED MEETING DATES FOR 2018-2019

Date/Times		Locations	Confirmed Date/Times
July 18, 2018	5:00 pm Open Session	Board Room	
August 15, 2018	5:00 pm Open Session	Board Room	
September 19, 2018	5:00 pm Open Session	Board Room	
October 17, 2018	5:00 pm Open Session	Board Room	
November 21, 2018	5:00 pm Open Session	Board Room	
December 19, 2018	5:00 pm Open Session	Board Room	

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.

January 16, 2019	5:00 pm Open Session	Board Room	
February 20, 2019	5:00 pm Open Session	Board Room	
March 20, 2019	5:00 pm Open Session	Board Room	
April 17, 2019	5:00 pm Open Session	Board Room	
May 15, 2019	5:00 pm Open Session	Board Room	
June 19, 2019	5:00 pm Open Session	Board Room	

**VI. NEXT MEETING**

To be determined and announced.

**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.