

**PLEASE POST**

CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
**AGENDA**

**PLEASE POST**

**Regular Meeting**

**Wednesday, November 15, 2017**

**4:00 p.m. – Closed Session – Conference Room B2**

**5:00 p.m. – Public Session – Conference Room B2**

**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 November 15, 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 October 18, 2017 as *submitted or amended*.

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

- 3.3 HEAR Reports / Announcements
  - A. Director, Classified Personnel
  - B. Assistant Superintendent, Personnel Services
  - 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
17-005-S	Clerical Substitute	Open
17-292-S	Paraprofessional/Bilingual Spanish Substitute	Open
17-428-1	Special Education Data Technician	Open
17-000-1	School Audiometrist	Open
17-458-1	Systems Engineer	Open
17-411-1	Accounting Technician I	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
17-005-S	Clerical Substitute
17-407-1	Senior Administrative Assistant
17-279-2	Behavioral Health Clinician II

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 Extra-duty stipend issued Pending evaluation for department configuration – function assignment

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 PUBLIC HEARING ON JOINT-APPOINTEE APPOINTMENT FOR TERM OF OFFICE BEGINNING DECEMBER 1, 2017 – NOVEMBER 30, 2020 – ROSE JEFFERY, NOMINEE

Open Public Hearing for Comments \_\_\_\_\_ P.M. – Close Public Hearing \_\_\_\_\_ P.M

5.2 APPOINTMENT OF JOINT-APPOINTEE

Motion to approve the appointment of \_\_\_\_\_, to the Commission for the term of office beginning December 1, 2017 – November 30, 2020.

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.

5.3 SALARY REALLOCATION – Behavior Intervention Specialist

APPROVE and RECOMMEND to the Board of Education salary reallocation for the job class of Behavior Intervention Specialist, current range 98 (\$28.96-\$35.36) to range 121 (\$36.44 - \$44.32) on the Classified Employees Salary Schedule.

**VI. NEXT MEETING**

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Regular meeting:

Closed Session December 20, 2017 4:00 p.m. – Location: Board Room

Open Session: December 20, 2017 5:00p.m. – Location: Board Room

**VII. ADJOURNMENT**

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ADJOURN the regular Personnel Commission meeting at \_\_\_\_\_.

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