

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 _____.

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