

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 – 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

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

ADJOURN the regular Personnel Commission meeting at _____.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – October 18, 2017**

I. CLOSED SESSION:

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on October 18, 2017, in the District Office Conference Room C. 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 5:00 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on October 18, 2017, in the District Office Board Room. The meeting was called to order at 5:05 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:

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 October 18, 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 September 20, 2017, as submitted.

3.3 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky made several announcements as follows:

- A date has been schedule for the Personnel Commission Annual Conference.
- There will be a workshop for all leadership to review the CSEA collective bargaining provisions on topics such as performance evaluations. This workshop will be held on November 2, 2017.
- Progress is being made on the employee onboarding website. It is expected to launch soon.
- The HR Department has begun the process to turn all personnel files from paper to digital.
- The Classified Symposium will be held on November 2nd. The District has put aside funds to send interested employees.

B. Assistant Superintendent, Human Resources – Mark McLaughlin announced that Tim Carpenter will be filling in as the Assistant Superintendent of Human Resources until further notice.

C. CSEA Representative – Debbie Hanna announced that District Office employee decided to receive Jersey Mikes gift cards instead of the annual picnic.

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 as amended 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 Extra-duty stipend issued pending Risk Manager selection

V. NEW BUSINESS**5.1 PUBLIC ANNOUNCEMENT OF JOINT-APPOINTEE FOR NEW TERM OF OFFICE:**

December 1, 2017 – November 30, 2020.

Board Appointee Announcement: Rose Jeffery

CSEA Appointee Announcement: Rose Jeffery

5.2 BILINGUAL JOB CLASSIFICATIONS – CLERICAL SERIES RESTRUCTURING

Discussion only

VI. NEXT MEETING

The regular meeting was announced as follows:

Wednesday December 20, 2017, 4:00 pm (Closed session) - Location: Board Room

Wednesday December 20, 2017, 5:00 pm (Open session) – Location: Board Room

VII. ADJOURNMENT

Mrs. Jeffery adjourned the Personnel Commission meeting at 6:02 pm.

**Personnel Commission Examination Statistics
2017-2018**

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
17-005-S	Clerical Substitute	9/18/2019	54	13	41			24	4	13				13	
17-279-1	Behavioral Health Clinician II	10/31/2018	9	5	n/a					4	1			3	
17-407-1	Senior Administrative Assistant	10/25/2018	99	74	25			7	9	n/a				9	22

Personnel Commission 11/15/17

Job Classification	Number of Positions		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	ON-HOLD					
Accounting Technician	1		12 mo / 8 hr	District Office	12/27/2017	Pending recruitment/eligibility list	General Fund
Behavior Intervention Specialist	1		10.5 mo / 8 hr	District Office	8/9/2017	Pending hiring decision / new recruitment-salary realloc	General Fund
Child Care Assistant	2		209 days/ 3.5hrs	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Nutrition Assistant I	2		ST/3.75 hrs	Various Sites	present	Pending hiring decision	ChildNutr
Child Nutrition Assistant II		1	ST/3.5 hours	DO	4/3/2017	HOLD	
Clerk Typist	3		ST/3	Various Sites	8/28/2017	Pending hiring decision	
Clerk	1		ST/3.5	Westlake Hills	9/13/2017	Pending recruitment/eligibility list	
		1	ST / 1.6 hr	Banyan	8/22/2017	HOLD	
Custodian	1		12 mo / 2.75	Acacia (2hr) / Park Oaks	present	position modification proposal to be reduced to 2.0 hrs	
	1		12/4 hr	Colina	present	Pending hiring decision	
	1		12/ 4 hr	Redwood	present	Pending hiring decision	
	1		12/8 hr	M&O /rover	11/9/2017	Pending transfer/certification of eligibles	
	1		12/8 hr	Lang Ranch	1/1/2018	Pending hiring decision	
Early Care Aide	1		10/3.5	NfL	present	pending hiring decision	
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	Early Care / NfL	present	Pending recruitment/eligibility list	Grant
Groundskeeper	1		12/8hr	M&O	present	Pending hiring decision	
Language Assessment/Dev Facilitator	1		ST / 3.5 Hr	Curr/Assessment -EL services	present	Pending recruitment/eligibility list	
Paraprofessional/ Special Ed	17		ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
	1		ST / 3.75 Hr				
	2		ST / 3.5 Hr				
	1		ST / 5.5				
			ST/ 6.0				
Printing Services Coordinator		1	12 Mo / 8 Hr	Bus Srvces / Print shop	12/31/2016	Pending re-organization/change in job concept proposal	
Site Computer Technician I		1	11 mo / 8 hr	Technology Svcs	present		
Special Education Data Technician	1		10.5/8	DO	1/1/2017	Pending recruitment/eligibility list	
School Audiometrist	1		ST (201) / 7.0	DO/ Student Support	present	Pending recruitment/eligibility list	
Systems Analyst			12 mo /8 hr	DO / Technology Services	present		N/A
Systems Engineer	1		12 mo /8 hr	Technology Svcs	present	Pending recruitment/eligibility list	
Senior Administrative Assistant	1		12 mo /8 hr	Bus Srvces	present	Pending hiring decision	
Secretary	1		10.5/8 hr	WHS	1/3/2018	pending transfer/hiring decision	
School Outreach Assistant		1	ST/3	Glenwood	8/22/2017	Pending recruitment/eligibility list	

Upcoming Board Meetings - Positions to be Established

Job Classification			Positions/Type	Location	Funding Source	Recruitment Type

PLEASE POST

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

NOTICE OF PUBLIC HEARING

**Joint Personnel Commission Appointee
November 15, 2017, 5:00 p.m.
Public Hearing**

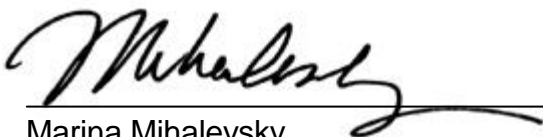
**Conejo Valley Unified School District
1400 East Janss Road
Thousand Oaks, CA
Conference Room B2**

ISSUE:

Appointment of the Joint-Appointee, Rose Jeffery, for a three (3) year term on the Personnel Commission Board, December 1, 2017 to November 30, 2020.

BACKGROUND:

Education Code sections 45245 and 45246 provide that the governing board's Personnel Commission appointee and the classified employees' appointee shall appoint the third member at a public hearing. The public hearing shall be held after 30 days from the day the intended appointee is announced.



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

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.

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: November 15, 2017 (ACTION)

SUBJECT: Classification Salary Reallocation

ISSUE:

Should the Personnel Commission reallocate the salary placement for the Behavior Intervention Specialist?

BACKGROUND:

The recruitment for Behavior Intervention Specialist first commenced in May 2017 in anticipation of a vacancy beginning the 2017-18 school year. Staff have administered multiple oral panels to add eligible to the merged eligibility lists. Job offers have been made to three individuals over the last several months, but the offers have been rejected on the basis of compensation. Additionally, the number of applicants who are eligible to compete has been very limited, yielding no more than 2-3 eligibles at any one time. Multiple recruitments thus far have not yielded a sufficient pool of highly qualified candidates. The demand across public entities as well as non-public agencies providing behavior therapy services has significantly increased over the last three (3) years. Furthermore, EdJoin.org, which previously served as an exclusive job search engine for public schools in California have permitted job posting for non-public agencies who have school contracts, who are much more competitive with hourly wages.

Staff completed a salary study (attachment 1) on the basis of which the proposed recommendation is formulated. Staff recommend reallocating the salary for Behavior Intervention Specialist from salary range 98 (\$28.97 / \$5,019- \$35.37 / \$6,129) to 121 (\$36.44-\$44.33) on the general Classified Employees Salary Schedule.

Staff recommends re-allocating the salary as requested on the account of both internal and external factors as stated below:

1. **Internal alignment:** when evaluating the job with regard to the most common compensable factors, such as Skill (education level, degree of technical competencies), Responsibility (Scope of Control, Impact of Job), and Effort (Degree of Problem Solving, Task Complexity), the position of Behavior Intervention Specialist, cannot be deemed to be valued any lower than the positions of School Occupational Therapist within the Conejo Valley USD.
2. **External alignment:** reallocating the salary to range 121 on the classified employees' salary schedule will improve the District's recruitment position and allow us to cast a wider reaching net to attract a highly qualified pool of applicants in order to hire and retain a job candidate.

The fiscal impact of the proposed salary reallocation placement has been reviewed by the Superintendent's Executive Cabinet.

Education Code §45268 states that the following:

"The commission shall recommend to the governing board salary schedules for the classified service. The governing board may approve, amend, or reject these recommendations. No amendment shall be adopted until the commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the commission."

Should the Personnel Commission adopt a recommendation different than the request of the Superintendent and the Board of Education as to the salary placement of the Behavior Intervention Specialist (vacant), it is advisable for the Commission Chair to provide in writing to the Superintendent the basis for action that is contrary to their request. Such would allow the Board to

consider the various factors which form the basis of the Commission's recommendation action prior to the Board considering taking action to amend or reject the Commission's recommendation.

STAFF RECOMMENDATION(S)

The following recommendations are placed on the agenda item # 5.3:

Staff recommends salary re-allocation for the job class of Behavior Intervention Specialist from salary range 98 (\$28.97 / \$5,019- \$35.37 / \$6,129) to 121 (\$36.44-\$44.33) on the general Classified Employees Salary Schedule.

ALTERNATIVE ACTIONS

- A. Recommend an alternate salary placement for the job class of Behavior Intervention Specialist.
- B. Recommend status quo on salary allocation.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel

CONEJO VALLEY USD	Employment Type	Job Class title	Work Year	HOURLY RATE		MONTHLY RATE		MAX PAY BASED ON Work days	12 MONTH ANNUAL		
	Classified Supervisory	Lead Behavior Intervention & Support Services Specialist	11 mo (239)	\$ 26.45	\$ 38.72	\$ 4,584	\$ 6,711	\$ 73,821	\$ 55,008	\$ 80,532	
	Classified	Behavior Intervention Specialist	229	\$ 28.96	\$ 35.37	\$ 5,019	\$ 6,129	\$ 64,791	\$ 73,548	\$ 73,548	
	Classified	School Occupational Therapist	208	\$ 36.45	\$ 44.33	\$ 6,316	\$ 7,682	\$ 73,761	\$ 75,792	\$ 92,184	

School District	Geo Area	Employment Type	Job Class title	Work Year	HOURLY RATE		MONTHLY RATE		MAX PAY BASED ON Work days	12 MONTH ANNUAL			NOTES
Pajaro Valley USD	Santa Cruz	Classified Management	Behaviorist	194	\$ 39.78	\$ 44.78	\$ 6,893.87	\$ 7,760.37	\$ 69,498.6	\$ 82,726	\$ 93,124		
Norwalk La Mirada	Los Angeles	Classified	Senior Behavior Intervention Specialist	239	\$ 40.33	\$ 42.82	\$ 6,990.00	\$ 7,420.00	\$ 81,864.1	\$ 83,880	\$ 89,040		
Franklin-McKinley School District	Santa Clara	Classified Management	Behavior Intervention Specialist	261	\$ 44.25	\$ 51.31	\$ 7,667.83	\$ 8,892.33	\$ 107,139.0	\$ 92,014	\$ 106,708		
Newman Crows Landing USD	Stanislaus -nc		Behavior Intervention Case Manager (BICM) or Boa	200	\$ 35.38	\$ 39.12	\$ 6,131.25	\$ 6,779.83	\$ 62,595.1	\$ 73,575	\$ 81,358		
San Diego USD	San Diego	Classified Supervisor	Applied Behavior Analysis Supervisor	--	\$ 39.30	\$ 50.17	\$ 5,887.85	\$ 7,516.00		\$ 70,644	\$ 90,192		
LAUSD	Los Angeles	Certificated	Behavior Specialist	221	\$ 35.31	\$ 43.98	\$ 6,120.00	\$ 7,622.00	\$ 77,759.4	\$ 73,452	\$ 91,472		
Long Beach USD	Los Angeles	Classified Supervisor	Behavior Intervention Supervisor	--	\$ 36.76	\$ 43.16	\$ 6,370.00	\$ 7,479.00					
Sunnyvale School District	Santa Clara	Classified	Behavior Intervention Services Supervisor	235	\$ 35.45	\$ 43.05	\$ 6,144.00	\$ 7,461.00					
				AVERAGE	\$ 38.32	\$ 44.80	\$ 6,525.60	\$ 7,616.32	\$ 79,771.22	\$ 79,381.91	\$ 91,982.41		

Geographical Area	Work Year	HOURLY RATE		MONTHLY RATE		12 MONTH ANNUAL	
LAUSD	--	\$35.10	\$46.64	\$6,083.33	\$8,083.33	\$73,000.00	\$97,000.00
San Diego	--	\$34.14	\$43.28	\$5,916.67	\$7,500.00	\$71,000.00	\$90,000.00
Fresno	--	\$31.74	\$42.80	\$5,500.00	\$7,416.67	\$66,000.00	\$89,000.00
Long Beach	--	\$34.14	\$45.20	\$5,916.67	\$7,833.33	\$71,000.00	\$94,000.00
Sacramento	--	\$33.66	\$44.72	\$5,833.33	\$7,750.00	\$70,000.00	\$93,000.00
Oakland	--	\$35.58	\$46.64	\$6,166.67	\$8,083.33	\$74,000.00	\$97,000.00
AVERAGE		\$34.06	\$44.88	\$5,902.78	\$7,777.78	\$70,833.33	\$93,333.33

School District	Geo Area	Employment Type	Job Class title	Work Year	HOURLY RATE		MONTHLY RATE		ON WY	12 MONTH ANNUAL			NOTES
Parajo Valley USD	Santa Cruz	Classified Management	Lead Behaviorist	209	\$ 47.50	\$ 53.47	\$ 8,231.75	\$ 9,266.35	\$ 89,401.84	\$ 79,420	\$ 89,402		
Oakland USD		Classified Supervisory	Program Manager - Behav Int Srvcs	261	\$ 37.30	\$ 48.00	\$ 6,464.58	\$ 8,318.40	\$ 77,575.00	\$ 77,575	\$ 99,821		
Oxnard El	Ventura	Certificated Management	Behavior Specialist	180		\$ 72.50		\$ 580.00	\$ 104,400.0			580/day	
Simi Valley USD	Ventura	Certificated Management	Behavior Specialist (Lincensed Psychologist or PPS)	192	\$ 51.58	\$ 60.49	\$ 412.62	\$ 483.88	\$ 92,905.0			Licensed psychologist or PPS credential; BCBA not a	
Oak Park	Los Angeles	Certificated							\$ 100,000.0				
Downey USD	Los Angeles	Certificated	Program Specialist, Autism Behavior	195	\$ 63.49	\$ 68.83	\$ 507.90	\$ 550.65	\$ 107,376.8			aligned w/ Psychologist;	