

Regular Meeting
Tuesday, March 13, 2018
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:
____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 March 13, 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 February 21, 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
17-456-2	Systems Administrator	Open
17-180-1	Child Nutrition Assistant 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
17-199-2	Child Care Leader
17-182-2	Child Nutrition Assistant Satellite
17-110-1	Account Clerk
17-215-S2	Custodian Substitute
17-278-2	Licensed Vocational Nurse

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	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 Extra-duty stipend issued Pending evaluation for department configuration – function assignment PC Business Order 3/13/18

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5. 1. RECLASSIFICATION REQUEST APPEAL – BENEFITS TECHNICIAN

Review / Hear Employee Request – Motion to grant, deny or postpone action on request appeal.

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. 2. EXAMINATION APPEAL – PURCHASING SPECIALIST – EXAM #17-421-2

Review / Hear Employee Request – Motion to grant, deny or postpone action on appeal request.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting:

Closed Session April 11, 2018 4:00 p.m. – Location: DO / Building B – Conf Rm B2

Open Session: April 11, 2018 5:00p.m. – Location: DO / Building B – Conf Rm B2

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – February 21, 2017**

I. CLOSED SESSION

No closed session.

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on February 21, 2017 in the District Office Board Room. The meeting was called to order at 5:00 pm by Chairperson, Nina Brandt.

2.2 Pledge of Allegiance

Mrs. Jeffery led the Pledge of Allegiance.

2.3 Roll Call of Members

Present were Personnel Commissioners: Mrs. Nina Brandt, Chairperson, Mr. Nathan Harimoto, Vice-Chairperson, and, Mrs. Rose Jeffery, 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. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for the meeting February 21, 2018, as amended.

3.2 Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting on January 17, 2017, as amended.

3.3 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky several announcements as follows:

- The Classified Employee of the year program is underway, and nominations submissions are incoming.
- Human Resource and Fiscal Services department employee files are in the process of being changed into a digital format.
- Ms. Mihalevsky is pursuing establishing a Performance Evaluation Committee that will work on improving the performance evaluation form design and content.

B. Deputy Superintendent, Human Resources

Mr. Iezza made the following announcement:

- Classified HR is currently working with the Special Education Department to develop a three-tiered classification for the Paraprofessional Classification.

C. CSEA Representative – Angela Sommer

Ms. Sommer made several announcements as follows:

- CSEA will be sending out the chapter survey next week to employees for input on negotiation topics.
- At the next chapter meeting, voting will take place to approve the ICT Classification changes.

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. Jeffery, 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. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists as submitted.

4.4 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 evaluation for department configuration – function assignment

V. NEW BUSINESS**VI. NEXT MEETING**

The regular meeting was announced as follows:

Wednesday February 21, 2018, 4:00 pm (Closed session) - Location: DO / Building B – Conf Rm B2

Wednesday February 21, 2018, 5:00 pm (Open session) – Location: DO / Building B – Conf Rm B2

VII. ADJOURNMENT

Mrs. Brandt adjourned the Personnel Commission meeting at 5:25 pm.