

**PERSONNEL COMMISSION
REGULAR MEETING AGENDA – MARCH 15, 2023**

(Meeting location: Board Room)

A. CALL TO ORDER - 4:30 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- February 15, 2023

D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time, the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. Persons wishing to address the Personnel Commission should complete a "speaker form" and turn it into the recording secretary. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Members of the public are encouraged to submit comments in writing.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next Regular PC Meeting: April 19, 2023

F. ACTION AGENDA ITEMS

1. Approval of New Classification Specification and Salary Allocation: Bond Program Manager
2. Approval of New Classification Specification and Salary Allocation: Construction Project Manager
3. Approval of Revised Classification Specification: Technology Specialist
4. Revisions to Personnel Commission Rules and Regulations, Section 50.2 (Examinations) – First Reading

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.

- G. CONSENT AGENDA ITEMS
 - 1. Personnel Transactions Report

- H. COMMISSION COMMENTS — No official action will be taken.

- I. CLOSED SESSION
 - 1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)

- J. REPORT OF ACTION TAKEN IN CLOSED SESSION

- K. ADJOURNMENT

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For the future of every student

MINUTES

February 15, 2023

- CALL TO ORDER** A regular meeting of the Personnel Commission of the Ventura Unified School District was held via Zoom at on February 15, 2023. Ms. Campbell, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Campbell, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Human Resources Supervisor; and Reina Murillo, Human Resources Analyst, Confidential.
- ADOPTION OF AGENDA** On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the February 15, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)
- Item C** On a motion by Mr. Walker, seconded by Ms. Stallings, MSCU the Personnel Commission adopted Resolution #23-02 and will hold the meeting via Zoom.
- APPROVAL OF MINUTES** On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the January 18, 2023 Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0)
- PUBLIC COMMENTS** None
- ITEM E1** VESPA REPORT
Ms. Carol Peek, VESPA President reported:
- 1) The 7th period block schedule was held today at Buena and it passed. VESPA is very excited and happy this has passed. It was a vote of 24:6; 24 yes votes in favor of the block schedule and 6 no votes out of 41 eligible voters.
 - 2) VESPA is very grateful to have been included in the Special School Board meeting. We are happy we are being included and building relationship back up.
 - 3) VESPA did put out survey, asking them if they would like a district administrator to come out and shadow them for an hour, to help provide awareness of what ESPs do and help build those bridges back up. We did get some responses and there were a lot of responses from transportation for Dr. Castro to come out and see how transportation works, from dispatch to riding the buses. VESPA is very excited and so is Dr. Castro about answering those responses.
- ITEM E2** DIRECTOR'S REPORT
Ms. Crouch reported
- 1) Plans are already been set for Summer School. We will have the ELOP, after school programs, running the last two weeks in June, an all day program. Summer School and ESY will run for the month of July, followed by two weeks of enrichment in August.
 - 2) At the last Board of Education meeting, the Board approved a MOU, we partnered with VESPA in preparing. The MOU offers the same incentive to Classified Staff for summer school as last year. We are very excited to offer that incentive again with a 10% increase over last year. The incentive is, if a classified employee works Monday –Friday, their full assignment for the week, they receive and additional \$110 per week. In addition, if they complete their full summer session assignment, they receive another incentive on top of the weekly. It is an incentive to attract and retain our employees, and also to recognize them for dedicating their summer time to the students we serve.
 - 3) A special board meeting was held, which was a budget workshop. We spent a lot of time looking at the budget and possible staffing plans in the years to come, as we look at our 3 year plan, taking into consideration our declining enrollment environment. It was an opportunity for the Board, Executive Team, and Union representation to have a dialogue about where we are budget wise and looking towards the future. We are all working hard to establish some base allocations for staffing in the general fund.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- President's Holidays February 20th

Next Board meeting is scheduled for Tuesday, February 28th

ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE

Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.

ITEM E4 Next Regular PC Meeting: ~~Monday, February 20, 2023~~

At this time, the Personnel Commission plans to meet in a Zoom for the meeting.

ITEM F1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: GROUNDS MAINTENANCE WORKER I

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised classification specification for Grounds Maintenance Worker I, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

ITEM F2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: ELECTRICIAN

After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification as amended for typo correction for Electrician, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

ITEM F3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR- AFTER SCHOOL PROGRAMS

After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification as amended for Paraeducator-After School Program, by a vote of 3-0.(Ayes – 3/ Stallings, Walker, Campbell ; Nay 0; Abstain 0)

ITEM F4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: LEAD TECHNOLOGY SPECIALIST

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised classification specification for Lead Technology Specialist, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

ITEM F5 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: NETWORK AND SYSTEMS SPECIALIST

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised classification specification for Network and Systems Specialist, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

ITEM G1 PERSONNEL TRANSACTIONS REPORT

On a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)

ITEM H COMMISSION COMMENTS

None

ITEM I1 CLOSED SESSION:

It was decided that Closed Session was not needed at this time.

ITEM J REPORT OF ACTION TAKEN IN CLOSED SESSION

There was no Closed Session.

ADJOURNMENT On a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to adjourn the meeting at 5:26 p.m.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: March 15, 2023

Subject: Approval of New Classification Specification and Salary Allocation
Bond Program Manager
Construction Project Manager

PLEASE NOTE: These requests are being brought forward to the Personnel Commission for review and approval pending Board of Education approval to create these positions at the 03/14/2023 regular Board meeting. Because of the timing of the Board of Education and the Personnel Commission meetings, and the agenda requirements for such – this item is being scheduled for the PC’s review so that the requested agenda item doesn’t have to be delayed to the April meeting for consideration.

EVALUATION AND JUSTIFICATION FOR CLASSIFICATION:

At the Regular Board meeting scheduled for March 14, 2023 the Board will be presented with a request to approve the needed positions to staff the Bond Office as a result of the passage of Measure E (the bond measure for the Ventura Unified School District that was passed during the November 2022 election.)

A meeting was held with Ahsan Mirza, Assistant Superintendent of Business Services and Terri Allison, Director of Maintenance & Operations to discuss the upcoming needs to manage the bond and related projects and activities. A Bond Program Manager and Construction Project Manager are needed immediately as plans are put into place to start the bond projects.

The Bond Program Manager will be responsible for: Under the general direction of the Assistant Superintendent, Business Services, manages and coordinates the activities of the district’s bond-funded construction program. Employment is for the duration of the bond- funded construction program only.

The Construction Project Manager will be responsible for: Under the direction of the Bond Program Manager, plans, coordinates, and facilitates highly complex, multi- disciplinary, multi-phase architectural and engineering projects and reviews in connection with capital construction, improvement and remodeling. Oversees and conducts feasibility studies that include engineering and architectural aspects, research for funding sources, and community acceptance. Directs the work of other staff, outside consultants and contractors, and other agencies. Employment is for the duration of the bond- funded construction program only.

Classified Human Resources surveyed school districts within the County and closely surrounding districts to compare like positions. There were several comparable positions to the Project Manager, and only two comparable positions to the Program Manager. Attached are the salary survey results. In addition, HR conducted a job evaluation in which



the function, essential duties, knowledge, skills and abilities of the proposed classification were compared against existing classification specifications to ensure internal alignment was maintained.

RECOMMENDATION:

It is therefore recommended (PENDING BOARD APPROVAL ON 03/14/2023) that the Personnel Commission approve the attached classification specifications as follows:

- Bond Program Manager, allocated to salary range M59 on the Classified Management Salary Schedule (\$125,424 - \$156,552 annually)
- Construction Project Manager, allocated to salary range M44 on the Classified Management Salary Schedule (\$101,352 - \$126,528 annually)

Attachments: Bond Program Manager and Construction Project Manager proposed classification specifications



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CLASS TITLE: BOND PROGRAM MANAGER

BASIC FUNCTION:

Under the general direction of the Assistant Superintendent, Business Services, manages and coordinates the activities of the district's bond-funded construction program. Employment is for the duration of the bond-funded construction program only.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Manages the development and delivery of major bond construction and special projects related to design, alteration, remodeling, and inspection of new and existing district buildings, structures, and site improvements.

Manages the activities of the Bond Department and supervises department and project management personnel.

Monitors construction progress to ensure that contractors adhere to schedules, construction is performed properly and according to standards, and shop drawings and material submittals are processed in a timely manner; coordinates required changes with the project architect and contractors; coordinates and conducts job-start meetings.

Develops and manages Bond Program contracts, including negotiating, developing, reviewing, monitoring, and enforcing contracts and addressing and resolving disputes with contractors and consultants.

Manages the bidding process and contractor prequalification process, including evaluating bids and qualifications; conducts and documents pre-bid meetings and site visits to survey existing site conditions.

Serves as liaison among contractors, contract architects, school personnel, and district departments and units to coordinate communication, participation, and efforts.

Coordinates the ordering of constructability reviews of construction documents to ensure projects can be built effectively by current construction methods and to eliminate errors and omissions; reviews requests for clarification and assists in interpreting construction documents.

Administers close-out post acceptance and occupation activities and resolves problems; participates in final equipment and system tests, final inspections, and warranty inspections; develops and presents occupancy plans.

Supervises, counsels, evaluates and motivates assigned staff; recommends hires, transfers, reassignment, and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established requirements and procedures; plans, coordinates, arranges and conducts training activities for assigned personnel.

Gathers and analyzes data to prepare project budgets and develop appropriate fiscal controls; manages bond program and project budgets, including tracking and monitoring expenditures.

Oversees and participates in the preparation and submission of a variety of reports and required documentation (e.g. project applications, project status reports, budget reports), including ensuring timely submission to regulatory agencies and other bodies (e.g. Board of Education, Office of Public School Construction, Division of State Architects, Independent Community Oversight Committee).

Attends, participates in, and facilitates a variety of meetings (e.g. community, parent group, Board of Education, oversight committees, regular progress meetings with contractors) to discuss projects and obtain and provide information.

Coordinates the ordering and delivery of district-furnished equipment.

Other duties as assigned that support the overall objective of the department.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of school facilities planning

Construction methods, practices, characteristics, and costs including the methods of basic trades

Laws, codes, and regulations pertaining to public facilities construction

Principles and practices of management and supervision

Principles of contract management, including bid preparation and evaluation and contract negotiation and administration

Principles and practices of budget preparation and management

Principles and practices of report preparation

Principles and procedures of records management

Interpersonal skills using tact, patience, and courtesy.

Effective oral communication to speak in public, conduct meetings, and make presentations.

ABILITY TO:

Plan, organize, and manage the activities of a bond-funded construction program

Interpret, apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction

Read and interpret construction documents, including blueprints, plans, and specifications

Estimate scope of work, including cost, labor, materials, and supplies

Supervise, coordinate, and evaluate the work of others

Plan and organize work to meet changing priorities and deadlines

Analyze situations and adopt effective courses of action

Learn and apply new information, skills, and technology

Establish and maintain effective working relationships with district personnel, architects, engineers, community members, construction contractors, and others encountered in the course of work

Prepare project budgets and develop fiscal controls

Operate office equipment, including computers and supporting word processing, spreadsheet, email, database, and specialized applications and systems

Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios

Develop and maintain records and reports

Communicate clearly and concisely, both orally and in writing

Prepare and deliver oral presentations.

Understand and follow oral and written instructions.

Work independently while establishing and maintaining appropriate project deadlines.

Travel to various locations and work flexible hours.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to a Bachelor's degree in architecture, engineering, construction management, business, or a related field AND five years of experience in construction and rehabilitation project management and delivery within a school or similarly complex public or commercial environment

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Work is performed primarily in an indoor environment where minimal safety considerations exist.

Work is performed occasionally outdoors where safety considerations exist from moving equipment, environmental factors (e.g. temperature, rain, wind, dust), and noise extremes.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Chemical fumes.

Working at heights.



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CLASS TITLE: CONSTRUCTION PROJECT MANAGER

BASIC FUNCTION:

Under the direction of the Bond Program Manager, plans, coordinates, and facilitates highly complex, multi-disciplinary, multi-phase architectural and engineering projects and reviews in connection with capital construction, improvement and remodeling. Oversees and conducts feasibility studies that include engineering and architectural aspects, research for funding sources, and community acceptance. Directs the work of other staff, outside consultants and contractors, and other agencies. Employment is for the duration of the bond-funded construction program only.

DISTINGUISHING CAREER FEATURES:

The Construction Project Manager is a senior-level professional and leadership position that combines large-scale project management with engineering/architecture. The Construction Project Manager requires advanced knowledge of engineering and architectural design principles, practices, and procedures; estimating and project accounting; construction methods and the principles, methods and practices of construction project management.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, coordinates, and participates in all aspects of project conceptualization, design, development, and implementation including preliminary technical research and feasibility analysis, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results.

Coordinates and integrates multi-phase design, development, and construction work-in-progress with state agencies, as well as with interest groups, neighborhood associations, other stakeholders, and the public.

Works with outside architects, engineers, construction firms, and agencies to develop construction action plans and construction specifications that comply with the District's architectural and engineering standards, and themes.

Contributes to, and otherwise prepares project cost estimates and schedules. Develops and or reviews engineering specifications to comply with the District's standards and project goals.

Oversees, conducts, and/or audits seismic, load bearing, and other structural and environmental computations. Approves, as part of a multidisciplinary team, plans, costs, and engineering change notices. Develops project schedules and work sequences, and sets up, manages, and participates in progress and quality reviews. Establishes internal and external communications schedules.

Reviews engineering and financial performance reports. Oversees inspections and verifications of work of inspectors, engineering staff, and contractors during construction. Reviews and recommends approval of change orders.

Plans and develops community-based participation including techniques and processes to inform and explain project objectives and answer questions from the public, media and other agencies.

Prepares for and makes presentations to community or other interest groups, including the District's Board of Education. Develops performance reports, correspondence, and other documents in connection with projects.

Resolves problems associated with projects. Works with a variety of people to solve technical, legal, and logistical problems, including those that are unanticipated.

Supervises and prepares facility plans that include analysis and allocation of space and relocation of services to facilitate construction. Conducts research of facility capabilities. Receives information about growth projections and classroom needs. Prepares projections for space requirements.

Prepares and monitors intergovernmental agreements, right-of-way, easement agreements that are necessary to enable construction. Prepares periodic internal and external reports, such as those required by the state.

Maintains complete project files including drawings, proposals, contracts, work-in-progress reviews, inspections, and communications.

Supervises, counsels, evaluates and motivates assigned staff; recommends hires, transfers, reassignment, and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established requirements and procedures; plans, coordinates, arranges and conducts training activities for assigned personnel.

Other duties as assigned that support the overall objective of the department.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of school facilities planning

Construction methods, practices, characteristics, and costs including the methods of basic trades

Laws, codes, and regulations pertaining to public facilities construction

Principles and practices of management and supervision

Principles and practices of construction project management

Principles of contract management

Principles and practices of budget preparation and management

Principles and practices of report preparation

Principles and procedures of records management

Software applications used in building construction management

Interpersonal skills using tact, patience, and courtesy.

Effective oral communication to speak in public, conduct meetings, and make presentations.

ABILITY TO:

Plan, organize, and manage multi-disciplinary construction projects

Interpret, apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction

Read and interpret construction documents, including blueprints, plans, and specifications

Estimate scope of work, including cost, labor, materials, and supplies

Supervise, coordinate, and evaluate the work of others

Manage multiple assignments simultaneously

Plan and organize work to meet changing priorities and deadlines

Analyze situations and adopt effective courses of action

Learn and apply new information, skills, and technology
Establish and maintain effective working relationships with district personnel, architects, engineers, community members, construction contractors, and others encountered in the course of work
Exercise initiative and independence of judgment and action
Develop and maintain records and reports
Communicate clearly and concisely, both orally and in writing
Operate office equipment, including computers and supporting word processing, spreadsheet, email, database, and specialized applications and systems
Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios
Understand and follow oral and written instructions.
Work independently while establishing and maintaining appropriate project deadlines.
Travel to various locations and work flexible hours.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent a Bachelor's degree from an accredited university or college and three years experience in construction and/or project management. Two years of the aforementioned experience must include training, leading, or supervising others. A Bachelor degree in Business Administration, Engineering, Architecture, Facilities Planning/Management, Construction Management or closely related field is desired. Experience in school district or public sector construction is desired.

OR

An Associate's degree from an accredited university or college and seven years experience in construction and/or project management, including two years of experience training, leading, or supervising others. An associate in Business Administration, Engineering, Architecture, Facilities Planning/Management, Construction Management or closely related field is desired. Experience in school district or public sector construction is desired.

OR

A high school diploma or equivalent and eleven years experience in construction and/or project management, including two years of experience training, leading, or supervising others. Experience in school district or public sector construction is desired.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.

A California Professional Engineer or Architect Certificate is desired.

A Project Management Certificate is desired.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed primarily in an indoor environment where minimal safety considerations exist.

Work is performed occasionally outdoors where safety considerations exist from moving equipment, environmental factors (e.g. temperature, rain, wind, dust), and noise extremes.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Chemical fumes.

Working at heights.

Approved by Personnel Commission:

*To PC for review and approval 03/15/2023 – ***PENDING BOARD APPROVAL ON 03/14/2023 TO
CREATE THIS NEW POSITION****

Ventura Unified School District
 Classified Human Resources
 PERSONNEL COMMISSION

Salay Survey for Bond Management

Data as of 03-2023

Districts Surveyed within the Tri-Counties area		BOND PROGRAM MANAGER			CONSTRUCTION PROJECT MANAGER		
District	County	Title	on Salary Range	on Salary Range	Title	on Salary Range	on Salary Range
Briggs School District	Ventura	N/A			N/A		
Carpinteria Unified School District	Santa Barbara	N/A			N/A		
Conejo Valley Unified	Ventura	Director, Planning & Construction	\$119,628	\$152,760	Project Manager	\$107,976	\$141,192
Fillmore Unified	Ventura	N/A			Bond/Facilities Project Manager	\$110,061	\$133,905
Hueneme Elementary School District	Ventura	N/A			N/A		
Las Virgenes Unified	Los Angeles (participates)	N/A			Assistant Director, Construction of Bond Projects	\$93,701	\$111,941
Lompoc Unified School District	Santa Barbara	N/A			N/A		
Mesa Union School District	Ventura	N/A			N/A		
Moorpark Unified	Ventura	N/A			N/A		
Mupu Elementary School District	Ventura	N/A			N/A		
Oak Park Unified	Ventura	N/A			N/A		
Ocean View Elementary	Ventura	N/A			N/A		
Ojai Unified	Ventura	N/A			Bond Project Manager	\$87,900	\$106,848
Oxnard Elem School District	Ventura	N/A			N/A		
Oxnard Union High	Ventura	N/A			N/A		
Pleasant Valley School District	Ventura	N/A			N/A		
RioSchool District	Ventura	N/A			N/A		
Santa Barbara County Education Office	Santa Barbara	N/A			N/A		
Santa Barbara Unified School District	Santa Barbara	N/A			N/A		
Santa Paula Unified	Ventura	N/A			Facilities and Construction Manager	\$113,589	\$132,876
Simi Valley Unified	Ventura	Bond Program Manager	\$137,160	\$166,728	Construction Project Manager	\$119,328	\$145,044
Somis Union Elementary School District	Ventura	N/A			N/A		
Ventura County Office of Education	Ventura	N/A			N/A		
Ventura County School Business Authority	Ventura	N/A			N/A		
Ventura Unified School District	Ventura	N/A			N/A		
William S. Hart Union	Los Angeles (participates)	N/A			N/A		

Average Salary (Annually)	\$128,394	\$159,744
<i>(Monthly)</i>	\$10,700	\$13,312

Average Salary (Annually)	\$105,426	\$128,634
<i>(Monthly)</i>	\$8,785	\$10,720

Median Salary (Hourly)	\$128,394	\$159,744
<i>(Monthly)</i>	\$10,700	\$13,312


Median Salary (Annually)	\$100,839	\$122,923
<i>(Monthly)</i>	\$8,403	\$10,244

RECOMMENDED		
Ventura Unified School District	\$125,424	\$156,552
Classified Management (M59)	\$10,452	\$13,046

RECOMMENDED		
Ventura Unified School District	\$101,352	\$126,528
Classified management (M44)	\$8,446	\$10,544



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: March 15, 2023

Subject: Approval of Revised Classification Specification
Technology Specialist

The Ventura Unified School District is planning recruitment efforts to fill a vacant Technology Specialist position. In preparation of filling this position, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to job description.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Technology Specialist as presented.

Attachment: proposed classification specification for Technology Specialist



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CLASS TITLE: TECHNOLOGY SPECIALIST

BASIC FUNCTION:

Under the direction of the ~~Director Technology Services~~ **Network and Systems Manager**, perform a variety of technical duties involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of ~~computer~~ **desktop and mobile device** hardware, software, peripherals and ~~general~~ network systems **and server maintenance**.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Install, set up, configure, modify and maintain ~~computer~~ **desktop and mobile** hardware, software and peripherals to assure the ~~smooth running of computer work stations and systems~~ **effective operation of computer systems and devices in the District's 1:1 program**; respond to work orders and user requests for service; install, upgrade and update ~~computer~~ **desktop and mobile device** software and applications as needed.

Inspect, troubleshoot, diagnose and resolve hardware, software, application, peripheral and network system malfunctions; install, configure, maintain and repair a variety of peripherals and network components such as servers, cabling, switches and printers as required.

Prepare ~~computer~~ **desktop and mobile device** equipment for staff and student use; install software and hardware and observe and test elements of the computer for evidence of incorrect performance; connect work stations to network server; configure ~~desktop and mobile devices~~ **desktop and mobile devices** ~~computers~~ for network, internet and database connectivity.

Provide technical training to District personnel concerning the operation of ~~computer~~ **desktop and mobile device** hardware, software, peripherals, and telephones; respond to inquiries and provide detailed and technical information concerning related practices, procedures and applications.

Prepare, pack, load, transport and unload new ~~computer~~ **desktop and mobile device** equipment for installation at various District sites; remove and dispose of or recycle obsolete equipment.

Provide assistance to District ~~computer~~ **desktop and mobile device** users with resolving hardware and software malfunctions; receive telephone calls and electronic correspondence concerning technology problems and malfunctions; provide general troubleshooting, determine type of request and provide solutions.

Monitor and maintain ~~computer~~ **desktop and mobile device** system security; run and update anti-virus programs as needed; implement anti-virus solutions and security patches; remove adware, spyware and run related programs and applications from computer work stations.

Install, configure, modify and maintain ~~telephone~~ **VoIP** equipment, components, cabling and devices; inspect, troubleshoot, diagnose and resolve **VoIP and** telecommunication problems and malfunctions.

~~Prepare backup data files in accordance with established procedures; perform emergency data recoveries as needed.~~

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of ~~computers~~ **desktop and mobile device**, servers, peripherals and specialized software; utilize various hand tools, meters and testers; drive a vehicle to conduct work.

Monitor inventory levels of ~~computer~~ **desktop and mobile device** supplies and equipment; assist with ordering and maintaining adequate inventory levels of supplies; contact vendors to discuss and obtain product information, and receive assistance with resolving computer hardware and software malfunctions as needed.

Inspect ~~computer~~ **desktop and mobile device** equipment and determine need for outside assistance and repairs; arrange for and follow up on repairs, warranty services, upgrades and replacements as needed.

Maintain a variety of records related to work orders, repairs, ~~computer~~ **desktop and mobile device** equipment, software and assigned activities; maintain and update software licensing information.

Maintain current knowledge of technological advances in ~~computer~~ **desktop and mobile device** hardware and software; research solutions to complex technology issues; assist with coordinating the purchase of ~~computer~~ **desktop and mobile device** hardware and software.

Collaborate with various departments and personnel in determining technology and related training needs; assist departments with selecting and integrating computer programs and components.

Install, set-up and assure proper operation **audio** -visual equipment and systems as assigned; demonstrate and train personnel concerning the usage of various audio-visual equipment.

OTHER DUTIES:

~~Perform related duties as assigned.~~

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of ~~computer~~ **desktop and mobile device** hardware, software, networks and peripherals.

~~Computer~~ **desktop and mobile device** hardware systems and software applications utilized by the District. Principles, methods and procedures of operating ~~computers~~ **desktop and mobile device** and peripheral equipment.

Database structures, on-line applications and system capabilities of the District's computer systems.

Materials, methods and tools used in the operation and repair of ~~computer~~ **desktop and mobile device** systems.

~~Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.~~

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Record-keeping techniques.

ABILITY TO:

Install, configure, modify and maintain ~~computer~~ **desktop and mobile device** hardware, software,

networks and peripherals to assure the smooth running of computer work stations.
Investigate, troubleshoot, diagnose and repair hardware, software and network malfunctions.
Provide technical training and support to technology users concerning computer hardware and software operations, issues and malfunctions.
Install, update and configure various software and applications on computers **desktop and mobile device**.
Monitor, maintain and assure security of computer **desktop and mobile device** systems.
Meet schedules and time lines.
Operate computers **desktop and mobile device** and peripheral equipment properly and efficiently.
Maintain various records related to work performed.
Understand and follow oral and written instructions.
Work independently with little direction.
Communicate effectively orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in computer science or related field and two years experience involving the installation, maintenance and repair of computer hardware, software and peripherals.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to view a computer monitor and read a variety of materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

09/19/2007

Revised:

Proposed revisions to PC for review and approval 03/15/2023



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: March 15, 2023

Subject: Revisions to Personnel Commission Rules and Regulations
Chapter 50.2.15 (Recruitment and Examinations: *Veteran's Preference*)
(First Reading)

A recommendation to revise the Personnel Commission Rules & Regulations for Veteran's Preference in the Recruitment and Examination process is being presented to the Personnel Commission for consideration. Currently, the Personnel Commission Rules and Regulations (PCRR) notes specific periods of war as a representation of "active duty". These time periods are outdated and no longer represent the most current Education Code definition. As such, it is recommended that the Personnel Commission approve revising PCRR 50.2.15 Veteran's Preference to reflect the language and definitions as noted in Education Code 45294 and 45295, and 45296.

Therefore, PCRR Section 50.2.15 is being presented to the Personnel Commission for a first reading. In accordance with PCRR 20.2.7, it is recommended that the Commission set a date for action on the proposed revisions at the next regularly scheduled Commission meeting.

Attachment: proposed revisions to PCRR 50.2.15

50.2.12.4 A candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of 30 calendar days.
(Rev. 50.2.12.4: 12/19/19)

REFERENCE: 1. Education Code Section 45260, 45261, and 45273

50.2.13 **RATING REQUIRED:** Candidates will be required to attain a designated minimum rating in each part or in combined parts of the selection process to qualify for participation in the next succeeding part.

REFERENCE: 1. Education Code Sections 45260, 45261, and 45273

50.2.14 **SENIORITY CREDIT:** In Dual Certification examinations, seniority credit shall be added to the final passing scores of candidates who have permanency with the District or who are on a valid reemployment list. A full year's credit shall be granted to employees whose regular position is assigned on less than a full calendar year basis or less than an eight hour day. Seniority credit rights shall be considered as having been lost when the services of an employee have been terminated for a period of 39 months or more. Seniority credit shall be at the rate of .25 point for each full year of service, up to a maximum of 5.0 points.

REFERENCE: 1. Education Code Sections 45260, 45261, 45272, and 45281

50.2.15 **VETERAN'S PREFERENCE:** ~~A veteran, as defined in this rule, shall mean an individual who has served at least thirty (30) days of active duty in the Army, Navy, Marine Corps, Air Force, National Guard, or Coast Guard between the dates listed below:~~

A veteran, as defined in this rule, shall mean any person who has served thirty (30) days or more in the United States armed forces in time of war, or national emergency declared by the President of the United States of American, and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted at time of the examination.

Armed forces, as defined in this rule, shall mean the United States Air Force, Army, Navy, Marine Corps, Space Force or Coast Guard.

- ~~_____ World War I.....April 6, 1917 to November 11, 1918~~
- ~~_____ World War II.....December 7, 1941 to December 31, 1946~~
- ~~_____ Korea.....June 27, 1950 to January 31, 1955~~
- ~~_____ Viet Nam.....August 4, 1964 to May 7, 1975~~

50.2.15.1 Veterans, except disabled veterans, shall have an additional five (5) points added to their final score in entry-level examinations on an open eligibility list.

50.2.15.2 Disabled veterans shall have an additional ten (10) points added to their final score in entry-level examinations on an open eligibility list. A disabled veteran is an individual classified by the U.S. Veteran's Administration to be ten percent (10%) or more disabled as a result of service in the Armed Forces of the United States. **Proof of disability shall be deemed conclusive if it is of record in the United States Veterans Administration.**

REFERENCE: 1. Education Code Sections 45260, 45261, 45294, 45295, and 45296

50.2.16 **NOTICE OF FINAL SCORE:** Each candidate who qualifies, shall be notified by the Personnel Commission's staff within fifteen (15) working days after completion of the examination of his/her standing on the eligibility list. Candidates who do not qualify shall be notified within fifteen (15) working days after completion of the examination.

REFERENCE: 1. Education Code Sections 45260 and 45261

50.2.17 **VIOLATION OF THESE EXAMINATION RULES/LAW:** Whenever the Personnel Commission, after a public hearing, finds that any appointment has been made in violation of the Education Code provisions of the merit system, or these rules as they apply to examination procedures, the Commission may order that no salary warrant shall thereafter be drawn to the employee so appointed, for services rendered after the date of said order. Any violation of the merit system sections of the Education Code or the rules of the Personnel Commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.

REFERENCE: 1. Education Code Sections 45260, 45261, 45310, and 45311

50.3 REVIEW AND PROTEST OF EXAMINATIONS

50.3.1 **RETENTION OF ALL EXAMINATION RECORDS:** Examination records, including test answer sheets, tape recordings of interviews and the rating sheets of each member of an oral interview panel shall be retained by the Personnel Commission for a period of three (3) years.

REFERENCE: 1. Education Code Sections 45260, 45261, and 45274



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 03/15/2023

New Hires

Last Name	First Name	Job Class Description	Date
Davis	Courtney	Paraeducator II	02/10/23
Fernandez	Jessica	Head Custodian I	02/15/23
Rodriguez	Katherine	Paraeducator II	02/14/23
Viado	Joanna	Fiscal Technician II	3/7/2023 (Promotional)

Permanent to Probationary

Last Name	First Name	Job Class Description	Date

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Barrett	Jean	School Support Secretary	02/18/23
Bruders	Angela	Fiscal Specialist- Confidential	02/23/23
Flores	Yezenia	Child Nutr Assist II	02/15/23
Hernandez	Nina	Child Nutr Assist I	02/17/23
Lopez	Elizabeth	Paraeducator III	03/04/23
Sonnenschein	Roxanne	Student Data Specialist I	02/24/23
Zehm	Connie	Bus Driver	02/07/23

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Abe	Yoshiko	Paraed-Aftr Sch Prog	02/01/23
Arroyo Hernandez	Maria	Campus Support Asst	03/01/23
Avila	Sandra	Paraeducator I	03/01/23
Ballesteros Chavez	Rocio	Campus Support Asst	02/01/23
Bangs	Amanda	Child Care Assistant	03/01/23
Basch	Heather	Child Nutr Asst I	02/01/23
Begum	Bushra	Child Nutr Asst II	02/01/23
Bejarano	Gloria	Paraeducator II	02/01/23

Camacho	Victorianna	Paraeducator II	03/01/23
Cartier	Jeanne	Paraed-Aftr Sch Prog	02/01/23
Castro	Lisa	Paraeducator II	02/01/23
Chappell	Brandy	Child Nutr Asst I	03/01/23
Cody	Darlene	Paraed-Aftr Sch Prog	02/01/23
Corrales	Leticia	Campus Support Asst	03/01/23
Corrales	Leticia	SAA I	03/01/23
Cox	Kathryn	Paraeducator II	02/01/23
Delavega	Vivian	Family Liaison	02/01/23
Espinosa	Adelisa	Paraed-Aftr Sch Prog	02/01/23
EspinozaMontero	Abigail	Child Nutr Mgr Elem	02/01/23
Flores Maya	Adan	Paraeducator II	03/01/23
Garcia Arroyo	Jonathan	Office Assistant	03/01/23
Godinez	Marina	Paraed-Speech & Lang	03/01/23
Harris	Amy	Campus Support Asst	03/01/23
Hernandez	Gabriela	Bus Driver	03/01/23
Hernandez Alvarez	Geovanni	Paraeducator I	02/15/23
Hernandez Alvarez	Geovanni	Paraeducator II	02/15/23
Izquierdo	Julia	Campus Supervisor	03/01/23
Jimenez	Rocio	Bus Driver	03/01/23
Johnson	Laura	Paraeducator II	02/01/23
Karim	Farhana	Paraed-Aftr Sch Prog	02/01/23
Kelsch	Natalie	Paraeducator I	03/01/23
Leventhal	Crystal	Child Nutr Asst II	02/01/23
Leventhal	Crystal	Child Nutr Mgr Sec	02/01/23
Lopez	Maria	Child Care Assistant	02/01/23
Lopez	Maria	Senior Office Asst	02/01/23
Love	Margaret	Campus Support Asst	02/01/23
Martinez	Monica	Campus Supervisor	03/01/23
Martinez	Tina	Child Nutr Mgr Elem	02/01/23
Martinez Hernandez	Miriam	Paraeducator I	03/01/23
Mata	Andrea	Campus Supervisor	02/01/23
Matehuala	Daniela	Paraeducator I	02/01/23
Miller	Sheryl	Attendance Assistant	02/01/23
Montano	Alexandria	Transportation Asst	02/01/23
Olivera	Naomi	SAA I	03/01/23
Ortmann	Kristina	Paraeducator III	03/01/23
Oswald	Amy	Paraeducator II	02/01/23
Palacios Vargas	Ana	Paraeducator I	03/01/23
Perez	Elizabeth	Paraeducator I	02/01/23
Plascencia	Adilene	Child Care Assistant	02/01/23
Powell	Jill	Campus Support Asst	02/01/23
Quiroz	Alfonso	Campus Supervisor	02/01/23
Reyes	Griselda	Paraed-Aftr Sch Prog	02/01/23
Reynolds	Demetria	Paraed-Aftr Sch Prog	02/01/23
Rodarte	Jarrit	Bus Driver	03/01/23

Rodriguez	Lupe	Child Nutr Mgr Sec	02/01/23
Ross	Jessie	Paraeducator I	02/01/23
Rundle	Sarah	Paraeducator I	02/01/23
Stockton	Tawny	Paraeducator I	02/01/23
Vasquez	Lorraine	Child Care Assistant	02/01/23
Villicana	Karla	Language Assessor	02/01/23

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Arroyo Munoz	Paloma	Paraeducator- After School Programs	02/07/2023 (Promotion)

Separation from Service

Last Name	First Name	Job Class Description	Date
Flynn-Hays	Diane	Bus Driver	02/21/23
Lynch	Cynthia	Bus Driver	02/27/23
Duran	Alison	Child Nutrition Asst I	03/01/23
Nates	Dolores	Child Nutrition Mgr- Elementary	02/23/23
Mejia	Victor	Electrician	02/15/23
Buonocore	Mary	Paraeducator II	12/16/22
Canseco	Armando	Paraeducator II	03/06/23
Dixon	Clara	Paraeducator II	02/10/23
Gosselin	Molly	Paraeducator II	02/20/23
Ruiz	Lorena	Paraeducator II	02/24/23
Gamino	Celeste	Paraeducator III	12/16/22
Maple	Michelle	Paraeducator Speech & Language	02/22/23

Leave of Absence

Last Name	First Name	Job Class Description	Date
Aquino	Arielle	Educational Sign Language Interpreter	03/06/2023 - 03/10/2023 - Unpaid Leave
Aquino	Arielle	Educational Sign Language Interpreter	03/13/2023 - 06/15/2023 - Partial Unpaid Leave
Rico	Cristina	Paraeducator II	03/06/2023 - 05/26/2023 - Parental/Bonding Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Cramer	Matthew	Bus Driver	02/21/23: change in hours and route, mid-year route bidding--6.0 hrs to 8.0 hrs
Delgadillo	Alicia	Library Technician I	02/27/23: addition of bilingual designation to position

Working Out of Class

Last Name	First Name	Job Class Description	Date
Vacancy Coverage			
Bauleke	Kevin	Network and Systems Specialist-C22	02/1-3;6-10;27-28/2023

Kelsch	Elizabeth	Senior Office Assistant-B41	2/1-3;6-10;14-15;21-24;27-28/2023
Pulido	Caroline	College/Career Technician-E34	2/1-3;7-10;14-17;21-24;27-28/2023
Flores	Yezenia	Child Nutr Assist II-D62	2/24;27-28/2023
Randolph	Wesley	Child Nutr Assist II-D62	2/2-3;6-10;14-17;21-24/2023
Lopez	Richard	Lead Technology Specialist-C25	2/1-3;6-10;14-16;21-24;27-28/2023
Tackett	Rachelle	Child Nutr Assist III-D61	2/1-3;6-8;15-17;21-24;27-28/2023
Covering for EE who is WOC			
Lopez	Alexia	Child Nutr Assist II-D62	2/1;3;6-10;15-17;21-24;27-28/2023
Covering for EE who is on LOA			
Aparicio	Emerald	School Support Secretary-B43	2/1-3;6-10;14-17;21-24;27-28/2023
Flores	Yezenia	Child Nutr Mgr-Elementary-D38	2/7-10;14-17;21-23/2023
Limited Term Assignment/Extra Help			
Other Reasons			
Anderson	Nicole	Child Nutr Mgr-Elementary-D38	2/17;27/2023
Adams	Claire	Child Nutr Mgr-Elementary-D38	2/6/2023
Cortez	Victoria	School Adm. Assistant III-B35	2/27/2023
Davis	Mike	Warehouse Supervisor-J06	2/17/2023
Diaz	Niche-te	Child Nutr Assist II-D62	2/6;27-28/2023
Filoso	Linda	Child Nutr Mgr-Secondary-D36	2/1/2023
Garcia	Alejandro	Lead Grounds Maint Worker-F43	2/17/2023
Longines	Carmen	Child Nutr Mgr-Elementary-D38	2/14-15/2023
Marquez	Raquel	Child Nutr Mgr-Elementary-D38	2/16-17/2023
Martinez	Mirnaliz	Child Nutr Mgr-Secondary-D36	2/6/2023
Woertink	Rebecca	Paraeducator II-E68	2/6;23-24/2023
Sweatt	Charles	Head Custodian II-F37	2/24/2023
Swaney	Eva	Child Nutr Mgr-Secondary-D36	2/8/2023