

PERSONNEL COMMISSION
MEETING AGENDA – MAY 17, 2023
(Meeting Location: Board Room)

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

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- April 19, 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. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next Meeting: June 21, 2023

F. PUBLIC HEARING: 2023-2024 PERSONNEL COMMISSION BUDGET - 4:40 P.M.

G. ACTION AGENDA ITEMS

1. Adoption of 2023-2024 Personnel Commission Budget
2. Approval of Revised Classification Specification: Child Nutrition Assistant III

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.

3. Approval of Revised Classification Specification: School Occupational Therapist
4. Approval of Revised Classification Specification: Child Development Teacher
5. Approval of Revised Classification Specification: Board Certified Behavior Analyst (BCBA)
6. Approval of Revised Classification Specification: Bond Program Manager
7. Approval of Revised Classification Specification: Grounds Equipment Operator
8. Approval of Revised Classification Specification: Grounds Maintenance Worker II
9. Approval of Revised Classification Specification: Trades Maintenance Worker II
10. Review of School Site Clerical/Secretarial Support Staff Classifications and Request to Approve Related Modifications (PCRR 30.2.9)
11. Revisions to Personnel Commission Rules and Regulations, Section 170.2.6.4 (Promotional Salary Rate) – First Reading
12. Revisions to Personnel Commission Rules and Regulations, Section 170.2.1 (Initial Salary Placement) – First Reading
13. Revisions to Personnel Commission Rules and Regulations, Section 70.3.3.3 (Special Appointments – Compensation/Summer) – First Reading

H. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

I. COMMISSION COMMENTS — No official action will be taken.

J. CLOSED SESSION

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

K. REPORT OF ACTION TAKEN IN CLOSED SESSION

L. ADJOURNMENT

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.



For the future of every student

MINUTES
APRIL 19, 2023

CALL TO ORDER	A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on April 19, 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 April 19, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
APPROVAL OF MINUTES	On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the March 15, 2023 Personnel Commission meeting were approved as amended by a vote of 3-0. (Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)
PUBLIC COMMENTS	None
ITEM E1	<u>VESPA REPORT</u> Ms. Carol Peek, VESPA President reported: 1) VESPA just held their elections. Vice President Robert Ybarra was re-elected, along with Treasurer Leticia Murillo. Both are re-elected for a term of two more years. Five Zones were up for re-election and all those zones were re-elected. 2) We recently conducted a survey where 9 people signed up, expressing an interest to have Dr. Castro, or Andrea or Gina come visit their sites. This was part of the plan on how to re-build relationships with Classified ESPs. Two visits, so far, have happened. One visit by Andrea Crouch and one by Dr. Castro. The feedback is great and amazing. Members are so happy that they came out. Dr. Castro spent 1.5 hours out at Juanamaria. It is a good step forward. We are appreciative the visits are happening and been viewed as important. It brings hope and happiness to VESPA, along with them feeling more respected. 3) Next month, May 16th is ESP day. VESPA will go around to all the job site locations and deliver goodies to ESP members.
ITEM E2	<u>DIRECTOR'S REPORT</u> Ms. Crouch reported 1) Classified HR has been very busy. We are about 8 weeks away from the last day of school. 2) We are opening the Summer Session recruitment this coming week. 3) As a result of working with Board and Executive Team on base level staffing, we are able to move forward with quite a few recruitments. We are working to update job descriptions. The Commission will see some of those tonight and we will bringing more to updates to future meetings. Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: - o SAVE the DATE Retirement Celebration on May 31st to be held at the ESC. We will be honoring approximately 60 Certificated & Classified Retirees Next Board meeting is scheduled for Tuesday, May 9th
ITEM E3	<u>RECRUITMENT & SELECTION: HIRING UPDATE</u> 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	<u>Next Regular PC Meeting: May 20, 2023</u> At this time, the Personnel Commission plans to continue personnel meeting for the next meeting. Also in honor of Classified Employees' Week, the Personnel Commission will host a reception prior to the regular meeting
ITEM F1	<u>APPROVAL OF NEW CLASSIFICATION SPECIFICATION & SALARY ALLOCATION: CTE WORK-BASED LEARNING LIAISON</u>

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the new classification specification for CTE Work-Based Learning Liaison as presented and allocated to salary range 220 on the Classified Represented Salary Schedule, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

ITEM F2 PRESENTATION OF PRELIMINARY BUDGET FOR 2023-2024 AND SETTING OF DATE FOR PUBLIC HEARING

After some discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU the preliminary budget for 2023-2024 was accepted and they set the date and time of the public hearing to be held at the next Personnel Commission meeting on May 17, 2023 at 4:40 p.m. in the Board Room, by a vote of 3-0. (Ayes – 3/Walker, Stallings, Campbell; Nay 0; Abstain 0)

ITEM F3 APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 50.2 (EXAMINATIONS)

After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revisions to the Personnel Commission Rules and Regulations, Section 50.2, Examinations as presented, by a vote of 3-0.(Ayes – 3/ Stallings, Walker, Campbell ; Nay 0; Abstain 0)

ITEM F4 RECLASSIFICATION OF POSITION: COMPUTER/TELEPHONE SUPPORT SPECIALIST AND REVISION OF CLASSIFICATION SPECIFICATION: STUDENT DATA SPECIALIST II

After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the following recommendations by a vote of 3-0. *Approve the revised classification specification as presented Student Data Specialist II* The existing Computer/Telephone Support Specialist position to be reclassified to the revised classification of Student Data Specialist II , (position #2). *Incumbent, Dianne Gonzalez, was reclassified with the position (#2) based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective May 1, 2023. *The Computer/Telephone Support Specialist classification will be abolished and will not be used in the future. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)

ITEM F5 RECLASSIFICATION OF POSITION: STUDENT DATA SPECIALIST II AND REVISION OF CLASSIFICATION SPECIFICATION: INFORMATION SYSTEMS ANALYST

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the following recommendations by a vote of 3-0. *Approve the revised classification specification as presented Information Systems Analyst *The existing Student Data Specialist II position to be reclassified to the revised classification of Information Systems Analyst , (position #3863). *Incumbent, Juan Pablo Mejia, was reclassified with the position (#3863) based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective May 1, 2023. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)

ITEM F6 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CUSTODIAN

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

ITEM F7 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: DIRECTOR, FISCAL SERVICES

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

ITEM F8 RESOLUTION RECOGNIZING CLASSIFIED SCHOOL EMPLOYEES WEEK: MAY 21 – 27, 2023

After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU the Resolution Recognizing Classified School Employee Week: May 21 – 27, 2023 was approved by a vote of 3-0. (Ayes – 3/ Stallings, Walker, 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 5:42 p.m.

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2023-2024

(Education Code Sections 45253 and 88073)

Ventura Unified

School District, Ventura County, California.

NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at *(site)* Board Room, Education Services Center
255 W. Stanely Ave Ventura, CA 93001 on May 17th, 2023, at 4:40p.m. *(time)*

You are invited to attend and present your views.

Signed: *Andrea Cronick*
Chairperson or Director of Personnel Commission

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

To: Dr. César Morales, County Superintendent of Schools, Ventura County Office of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of Meeting: _____

Signed: _____
Chairperson or Director of Personnel Commission

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

To the Governing Board and Personnel Commission:

This report has been examined and approved by Dr. César Morales, County Superintendent of Schools, Ventura County Office of Education.

By: _____

Date: _____

Classified Human Resources
PERSONNEL COMMISSION

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2023-2024

	2022-2023 Budgeted Amount <i>(dollars only)</i>	2023-2024 Proposed Budget <i>(dollars only)</i>
2000 CLASSIFIED SALARIES ¹		
2300 Administrative Personnel	\$234,210	\$263,321
Commission Members ²	\$2,700	\$2,700
2400 Clerical & Other Office	\$265,388	\$284,288
2900 Other	\$0	\$0
Subtotal	\$502,298	\$550,309
3000 EMPLOYEE BENEFITS		
3100 Certificated Employees Retirement	\$0	\$0
3200 PERS	\$125,913	\$145,034
3300 OASDI & Medicare	\$38,270	\$41,927
3400 Health & Welfare Benefits ³	\$176,040	\$176,148
3500 SUI	\$2,532	\$1,109
3600 Workers' Compensation	\$10,556	\$11,565
3800 PERS Reduction <i>(no longer valid in 2014/15)</i>	\$0	\$0
3900 Other Benefits	\$0	\$0
Subtotal	\$353,311	\$375,783
4000 SUPPLIES		
4300 Other Supplies	\$7,500	\$7,500
Literature, Periodicals	\$0	\$0
Office Supplies	\$0	\$0
Examinations Purchase	\$0	\$0
Printing & Forms	\$0	\$0
Other	\$500	\$500
4400 Non-Capitalized Equipment	\$1,000	\$1,000
Subtotal	\$9,000	\$9,000
5000 SERVICES AND OTHER OPERATING EXPENSES		
5200 Travel & Conference Expenses		
Mileage (Local)	\$5,750	\$5,750
Expense Allowance	\$4,000	\$4,000
Conference	\$4,000	\$4,000
5300 Dues & Membership	\$1,200	\$1,200
5500 Utilities & Housekeeping Services		
Electricity	\$0	\$0
Heat	\$0	\$0
Water	\$0	\$0
Other	\$0	\$0
5600 Rentals, Leases & Repairs		
Leasing Equipment	\$0	\$0
Equipment Maintenance Contracts	\$0	\$0
Other	\$8,600	\$8,600

5800 Other Services & Operating Expenses

Advertising	\$4,000	\$4,000
Salary Classification Surveys	\$0	\$0
Physical Examination	\$15,000	\$10,000
Fingerprinting	\$20,000	\$20,000
Other Recruitment Expense	\$2,500	\$2,500
Legal Expenses	\$0	\$0
Contracted Testing	\$0	\$0
Contracted Personnel Services	\$21,400	\$23,300
Other	\$500	\$500

5900 Communications

Telephone/Fax	\$0	\$0
Postage	\$0	\$0
Other	\$0	\$0

<i>Subtotal</i>	<i>\$86,950</i>	<i>\$83,850</i>
------------------------	------------------------	------------------------

6000 EQUIPMENT**6400 New Equipment**

Office Furniture	\$0	\$0
Office Equipment	\$0	\$0
Other	\$0	\$0

6500 Equipment Replacement

<i>Subtotal</i>	<i>\$0</i>	<i>\$0</i>
------------------------	-------------------	-------------------

FUND BALANCE

Designated for Personnel Commission	<u>\$951,559</u>	<u>\$1,018,942</u>
--	-------------------------	---------------------------

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Ed Code 45250).

³ Group medical benefits cannot be provided to former Personnel Commission members



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 17, 2023

Subject: Approval of Revised Classification Specifications
Child Nutrition Assistant III

The Ventura Unified School District is planning recruitment efforts to fill vacant Food and Nutrition Services (FNS) vacancies. In recent months, revised and new classifications for FNS have been presented to the Commission for review and approval, and along with these efforts, a career ladder has been established for this job category. As a last step in this process, the classification specification for Child Nutrition Assistant III has been reviewed in preparation of filling upcoming vacancies. After conducting this review, it was determined that minor revisions needed to be made to the essential duties, KSA's and minimum qualifications for the position.

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

Attachment: proposed classification specification for Child Nutrition Assistant III



For the future of every student

CLASS TITLE: CHILD NUTRITION ASSISTANT III

BASIC FUNCTION:

Under the direction ~~of the Director of Food and Nutrition Services~~ and of an assigned Child Nutrition Manager, oversee and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school cafeteria ~~or snack bar facility~~; prepare, **cook** and serve hot and cold menu items to students and staff; maintain food service facilities, equipment and utensils in a clean and sanitary condition; ~~drive a vehicle to various locations along assigned routes to pick up and deliver food items and supplies as assigned by the position.~~ **Assist in inventory, production, ordering and accounting as assigned. Cover in the absence of the site manager.**

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Assistant III classification ~~transports food, and/or oversees snack bar~~ **assists in cooking and overseeing** operations at an assigned school. ~~The Child Nutrition Assistant II classification is the experienced level class responsible for more technical food service activities such as cooking and baking. The Child Nutrition Assistant I classification is the entry-level class in this series. Incumbents perform routine food service activities at an assigned school site.~~

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in food service operations at an assigned school cafeteria ~~or snack bar facility~~; train and provide work direction and guidance to assigned personnel; review work to assure accuracy, completeness and compliance with established requirements.

Cook and bake a variety of foods in large quantities ~~including main dishes, breads and desserts~~ **in collaboration with site Child Nutrition Assistant II position(s)** at an assigned school site; prepare food for ~~distribution to school sites~~ **service** and assure proper quantities ~~as assigned~~ **are available for all students and staff as assigned.**

Determine appropriate quantity of food items for cooking and baking; measure and weigh ingredients; calculate, adjust and extend recipes; maintain food quality standards including appearance and nutritional requirements. **Input production into district nutritional software daily.**

~~Drive a vehicle to various locations along assigned routes to pick up and deliver food items and supplies as assigned by the position; distribute food items and supplies to food service personnel; inspect shipments to assure compliance with school site specifications; load and unload~~ **monitor and store** shipments of food items and supplies including frozen, hot, canned and dry goods; fill and process daily food service orders; assure proper and timely distribution of food items and supplies.

Prepare and serve a variety of hot and cold menu items; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; assure compliance with safety and sanitation regulations.

Train and provide work direction and guidance to assigned personnel as required.

Maintain various records related to collected monies, daily food production and assigned activities.

Prepare and deliver bank deposit.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean spills in a timely manner to assure a safe and sanitary work environment; wash ~~trays, pots, pans, plates, utensils and other serving equipment~~ **and store dishes, sanitize all food service equipment.**

Clean serving counters, tables, chairs, food containers and other food service equipment; prepare food and beverages ~~for sale~~; count and set-up plates, trays and utensils.

Mix, slice, grate and chop food items; open cans; replenish containers as necessary.

Perform routine cashiering duties utilizing a Point of Sale (POS) system as assigned; count money and make correct change; assist with reconciling and accounting for meals and collected monies.

Operate a computer and assigned software; operate standard food service equipment such as slicers, **tilt skillet**, warmers, ovens, stoves and carts.

Stock condiments, food items and paper goods; assist in the ordering, storage and rotation of supplies in storage areas; assist with daily and periodic inventories as assigned.

Cover the site in absence of manager.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantity food preparation including washing, cutting and assembling food items and ingredients.

Sanitation and safety practices related to handling, cooking, baking and serving food.

Operation of standard kitchen equipment, utensils and measurements.

Methods, practices, procedures and terminology used in food service warehouse, distribution and delivery operations as assigned by the position.

~~Drive a vehicle to various locations to pick up and deliver food items and supplies as assigned.~~

Methods of adjusting and extending recipes and proper substitutions.

Portion control techniques.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Basic math and cashiering skills.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Lead, oversee and participate in food service operations.

Cook and bake a variety of foods in large quantities at an assigned school site.

Prepare and serve hot and cold menu items to students and staff.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition.

Prepare attractive, appetizing and nutritious meals for students and staff.

Follow, adjust and extend recipes.

Operate kitchen equipment used in cooking and quantity food preparation.

Operate a computer and assigned software.

Operate a POS system.

Follow health and sanitation requirements.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written directions.
Operate a cash register and make change accurately.
Maintain records related to work performed.
Meet schedules and time lines.
Plan and organize work.
Perform mathematical calculations.
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: two years experience in quantity food preparation.~~

Any combination of education, training and experience equivalent to two years of experience in quantity food preparation.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Safety Manager Certification; employees must fulfill certification requirement within the first three (3) months of the probationary period.

Valid California driver's license as assigned by the position.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.
~~Driving a vehicle to conduct work as assigned.~~

PHYSICAL DEMANDS:

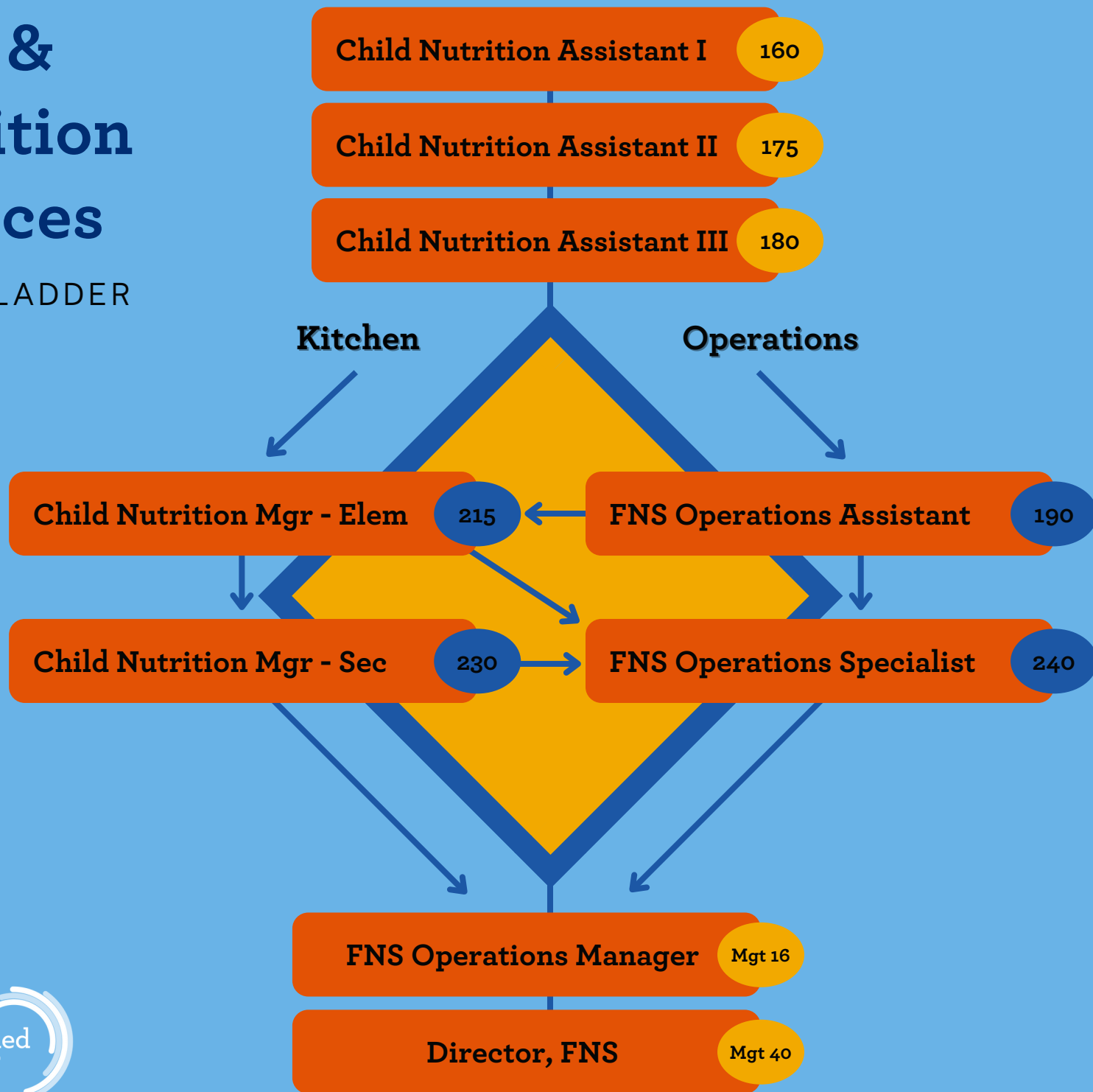
Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.
Exposure to very hot foods, equipment, and metal objects.
Working around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

Food & Nutrition Services

CAREER LADDER





To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 17, 2023

Subject:

Approval of Revised Classification Specifications
School Occupational Therapist
Child Development Teacher
Board Certified Behavior Analyst (BCBA)

Currently, the classification specifications for School Occupational Therapist, Child Development Teacher and Board Certified Behavior Analyst (BCBA) are in need of clarification of the required minimum education and/or experience qualifications. Although each class spec outlines the State certifications required for each specific position, it is recommended that the education/experience required for the certifications also be outlined in the minimum qualifications rather than simply stating the required State certification.

Therefore, the three classifications have been updated accordingly, and revisions are being presented to the Commission for review and approval. Please note, since this is the only change in each of the class specs, only these sections of the description is being presented for review.

It is therefore recommended that the Personnel Commission approve the attached, revised classifications as presented:

- Agenda Item G3: School Occupational Therapist
- Agenda Item G4: Child Development Teacher
- Agenda Item G5: Board Certified Behavior Analyst (BCBA)

Attachment: proposed education/experience revisions for School Occupational Therapist, Child Development Teacher and Board Certified Behavior Analyst (BCBA)



For the future of every student

AGENDA ITEM G3

CLASS TITLE: SCHOOL OCCUPATIONAL THERAPIST

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: bachelor's degree in occupational therapy or related field and one year experience working with students with various disabilities in a rehabilitative setting.~~

Requires a Master's degree in Occupational Therapy from an accredited program verified by the Accreditation Council for Occupational Therapy Education (ACOTE), and one year occupational therapy experience working with students with various disabilities in a rehabilitative setting.

LICENSES AND OTHER REQUIREMENTS:

- Pass the National Board for Certification in Occupational Therapy (NBCOT) examination.
- Obtain and maintain a license in California through the California Board of Occupational Therapy.
- Occupational Therapists must earn the minimum professional development units and meet professional and ethical standards to maintain licensure.

~~Valid Occupational Therapist Certification issued by the American Occupational Therapy Certification Board.~~

~~Valid State Occupational Therapist license.~~

- Valid California driver's license.
-

AGENDA ITEM G4

CLASS TITLE: CHILD DEVELOPMENT TEACHER

EDUCATION AND EXPERIENCE:

~~Any combination of education, training and/or experience sufficient to meet the State of California requirements for a Child Development Teacher Permit, and one year experience working with children in a classroom or similar learning environment.~~

Requires a total of 40 college units as required by the California Commission on Teacher Credentialing (24 units Early Childhood Education/Child Development including core courses and 16 general education units) OR an Associate's degree in Early Childhood Education/Child Development or related field with 3 units supervised field experience in ECE/CD setting, and one year experience working with children in a classroom or similar learning environment.

AGENDA ITEM G5

CLASS TITLE: BOARD CERTIFIED BEHAVIOR ANALYST (BCBA)

EDUCATION AND EXPERIENCE:

~~Any combination of education, training and experience sufficient to meet the BCBA certification requirements,~~ Requires a minimum of a Master's degree from a recognized behavior analysis program or qualifying institution, and 3 years of experience in special education instructional environments across a range of grade levels.

Revised:

Proposed to the PC for review and approval 05/17/2023



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 17, 2023

Subject: Approval of Revised Classification Specification
Bond Program Manager

A new classification specification was approved for Bond Program Manager in March 2023. The District has been recruiting to fill this position for the past two months, however, has been unsuccessful in attracting candidates to fill the position. As such, a further review of the established duties and required knowledge, skills, abilities and minimum qualifications were reviewed. Upon conducting a further analysis of the minimum qualifications based on the duties the position will perform, it is recommended that minor revisions be made to the minimum qualifications for the position. These recommendations do not affect the responsibility level, scope of duties or the position's current salary range allocation, but instead will allow for greater consideration of experienced candidates, especially for those who have specific public school bond management and/or construction management experience.

It is therefore recommended that the Personnel Commission approve the attached revised classification specification for Bond Program Manager.

Attachment: revised classification specification - Bond Program Manager



For the future of every student

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~~ **increasingly responsible experience in construction/program management and/or facilities planning with at least one year experience in a supervisory or managerial position supporting construction program planning and development. Experience in a K-12 Education or Higher Education construction environment preferred. Alternatively, in addition to the education requirement, requires three years of directly related bond program management/construction project management experience in a public school 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.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 17, 2023

Subject: Approval of Revised Classification Specification
Grounds Equipment Operator

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

Therefore, it is recommended the Personnel Commission approve the attached, revised classification specification for Grounds Equipment Operator as presented.

Attachment: proposed classification specification for Grounds Equipment Operator



For the future of every student

CLASS TITLE: GROUNDS EQUIPMENT OPERATOR

BASIC FUNCTION:

Under the direction of the Operations **Facilities** Manager, operate and maintain a variety of heavy power-driven equipment used in the maintenance of designated grounds including large power mowers and tractors; mow, edge and trim lawns, large fields, athletic fields and other assigned turf grounds utilizing appropriate equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate a variety of power-driven grounds maintenance equipment including large power mowers, tractors, trenchers, chippers, grinders, forklifts, dump trucks, skip loaders, sprayers, spreaders, aerators, chainsaws and trimmers.

Mow, edge and trim lawns large lawns and fields at assigned District sites; prepare, fertilize and aerate fields and soil as required utilize standard and heavy equipment to dig holes and trenches, shape and level grounds areas, and meet District gardening needs.

Perform preventive maintenance work and general repairs on grounds equipment; inspect equipment to assure proper operation; service, adjust, repair and overhaul assigned equipment; check fluids, change oil and filters and replenish fuel; lubricate equipment as needed.

Perform a variety of grounds maintenance and landscaping duties in the beautification of grounds and landscaped areas; plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.

Drive assigned vehicles and equipment to and from work sites; load, unload, haul and transport a variety of materials and equipment to and from various sites.

Inspect school grounds and other assigned areas; identify, resolve and report safety issues and hazards to appropriate personnel; respond to emergency grounds maintenance needs as requested; identify and report vandalism and maintenance and repair needs.

Maintain equipment in proper operating condition; sharpen blades and hand tools as needed; replace equipment parts and components as needed; wash and clean equipment; assist with skilled mechanical activities involved in the maintenance and repair of District vehicles as required.

Apply pest control methods to eradicate weeds, insects, rodents and other pests according to established procedures as assigned.

Monitor inventory levels of grounds maintenance supplies as required; assist with ordering, receiving and maintaining inventory of supplies as assigned.

Maintain routine records related to work orders and assigned activities.

Serve as lead for designated grounds maintenance projects; train personnel, assign employee duties and

review work for completeness and compliance with established standards and procedures.

Perform a variety of general maintenance work in the construction and repair of District grounds as assigned; patch and repair asphalt and concrete; install, maintain and repair fencing; inspect, maintain and perform general repairs on irrigation systems as assigned.

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

OTHER DUTIES:

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools and large power equipment used in grounds maintenance work.

Operation and general maintenance of a variety of power-driven grounds equipment including large power mowers, tractors, trenchers, chippers, grinders, forklifts, dump trucks, skip loaders and others.

Grounds maintenance procedures including mowing, edging and weeding.

Methods, equipment and materials used in landscaping and ground maintenance work.

Cultivating, fertilizing and spraying of grass, flowers, trees and shrubs.

Health and safety regulations and procedures.

Proper lifting techniques.

Basic record-keeping techniques.

ABILITY TO:

Operate a variety of power-driven grounds maintenance equipment including large power mowers, tractors, trenchers, chippers, grinders, forklifts, dump trucks, skip loaders, sprayers, spreaders, aerators, chainsaws and trimmers.

Perform a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds and landscaped areas.

Mow, edge, weed, fertilize and cultivate lawns, athletic fields and other landscaped areas.

Load, unload, haul and transport a variety of materials and equipment to and from various sites.

Perform regular preventive maintenance work and minor repairs on grounds equipment.

Understand and follow oral and written instructions.

Maintain routine records related to work performed.

Observe health and safety regulations.

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: one year of grounds maintenance experience including the operation and maintenance of heavy power-driven grounds maintenance equipment.~~

Any combination of education, training and experience equivalent to one year of experience in grounds maintenance experience including the operation and maintenance of heavy power-driven grounds maintenance equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment.
Sitting and riding equipment for extended periods of time.
Seeing to perform gardening and grounds work.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Walking or standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Heavy physical labor.

HAZARDS:

Exposure to chemicals used in pest control and weed abatement.
Working around and with machinery having moving parts.

Approved by Personnel Commission:
Revised:

09/19/2017
05/17/2023 to Personnel Commission for review and approval



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 17, 2023

Subject: Approval of Revised Classification Specification
Grounds Maintenance Worker II

The Ventura Unified School District is planning recruitment efforts to fill a vacant Grounds Maintenance Worker II 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 Grounds Maintenance Worker II as presented.

Attachment: proposed classification specification for Grounds Maintenance Worker II



For the future of every student

CLASS TITLE: GROUNDS MAINTENANCE WORKER II

BASIC FUNCTION:

Under the direction of the ~~Operations~~ **Facilities** Manager, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, athletic fields and landscaped areas.

DISTINGUISHING CHARACTERISTICS:

The Grounds Maintenance Worker II is the advanced-level classification in the series and performs the more complex grounds maintenance duties including irrigation and grounds construction work. Incumbents assume lead responsibility over designated work projects. The Grounds Maintenance Worker I classification is the entry-level classification in the series. Incumbents perform general grounds maintenance tasks and assist in major maintenance projects as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; maintain grounds areas in a clean, orderly and safe condition.

Plant, cultivate, trim, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks, asphalt, driveways and other assigned areas; remove leaves, dirt and grass clippings; empty waste receptacles.

Perform general grounds cleanup, including picking up and removing paper, trash and debris from grounds areas, parking lots, playgrounds, athletic fields and other assigned areas; clear storm drains as needed.

Operate a variety of power-driven equipment such as mowers, tractors, blowers, chainsaws, edgers, trimmers, sprayers, skip loaders, weed whips and other equipment used in grounds work; utilize standard gardening and maintenance hand tools; drive a vehicle to conduct work.

Serve as lead for designated grounds maintenance projects; train personnel, assign employee duties and review work for completeness and compliance with established standards and procedures.

Inspect school grounds, play equipment and other assigned areas; identify, resolve and report safety issues and hazards to appropriate personnel; respond to emergency grounds maintenance needs as requested; identify and report vandalism and maintenance and repair needs.

Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as cleaning parts, lubricating and changing oil.

Prepare and lay out fields for athletic activities and special events; mark and line athletic fields as assigned.

Inspect, maintain and perform general repairs on irrigation systems as assigned; install and replace pipes and various system parts and components as necessary.

Move and arrange furniture, equipment and supplies as required; haul and transport supplies, materials

and equipment for assigned projects and activities; raise ~~and~~ lower, **and fold** flags **neatly** as assigned.

Apply pest control methods to eradicate weeds, insects, rodents and other pests according to established procedures as assigned.

Monitor inventory levels of grounds maintenance supplies as required; assist with ordering, receiving and maintaining inventory of supplies as assigned.

Cut down and remove trees as assigned.

Perform a variety of general maintenance work in the construction and repair of District grounds; install, repair and maintain playground equipment and safety matting; patch and repair asphalt and concrete; install, maintain and repair fencing; perform, pour and finish concrete; install woodchips.

Maintain routine records related to assigned activities as required.

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

OTHER DUTIES:

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and grounds maintenance work.

Basic tools, equipment, materials, methods and techniques used in general maintenance and repair.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Operation of hand and power tools and equipment used in ground maintenance.

Basic methods and materials used in controlling weeds and other pests.

Basic record-keeping techniques.

Health and safety regulations.

ABILITY TO:

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, athletic fields and landscaped areas.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Perform a variety of general maintenance work in the repair and maintenance of District grounds.

Apply specialized chemicals to control and eradicate weeds and other pests as assigned.

Operate and maintain hand and power tools and other equipment used in grounds maintenance.

Maintain routine records related to work performed.

Work independently with little direction.

Observe health and safety regulations.

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: one year grounds maintenance experience.~~ **Any combination of education, training and experience that provides the required knowledge and ability to perform the essential duties of the position.**

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil, grease and gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment.

Walking or standing for extended periods of time.

Seeing to perform gardening and grounds work.

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

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights.

Heavy physical labor.

HAZARDS:

Exposure to chemicals used in pest control and weed abatement.

Working around and with machinery having moving parts.

Working on ladders.

Approved by Personnel Commission:
Revised:

09/19/2007
05/17/2023 to Personnel Commission for review and approval



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 17, 2023

Subject: Approval of Revised Classification Specification
Trades Maintenance Worker II

The Ventura Unified School District is planning recruitment efforts to fill a vacant Trades Maintenance Worker II 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.

Therefore, it is recommended that the Personnel Commission approve the attached, revised classification specification for Trades Maintenance Worker II as presented.

Attachment: proposed classification specification for Trades Maintenance Worker II



For the future of every student

CLASS TITLE: TRADES MAINTENANCE WORKER II

BASIC FUNCTION:

Under the direction of the Maintenance Facilities Manager, perform a variety of semi-skilled to skilled activities in the maintenance and repair of District buildings, facilities and equipment including tasks in electrical work, HVAC, construction, carpentry, plumbing and painting.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker II is the journey-level classification in the series. Incumbents work independently in the maintenance trades and perform semi-skilled to skilled activities in the maintenance and repair of District building, facilities and equipment. The Maintenance Worker I is the entry-level classification in the series. Incumbents work under general supervision and perform semi-skilled activities in support of various maintenance trades such as plumbing, electrical, carpentry, HVAC and painting.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of semi-skilled to skilled activities in the maintenance and repair of buildings, facilities and equipment including tasks in electrical work, HVAC, construction, carpentry, plumbing and painting; assist journey-level trades workers with a variety of projects as needed.

Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters, cabinets, shelving, floors, roofs, walls, ceilings, wood fixtures and furniture; repair and replace hardware; install, replace and fit windows; remove walls, ceilings and floors as needed.

Troubleshoot and repair electrical equipment and systems; install and replace switches, outlets, plugs, light fixtures and other electrical accessories; trace out and install wiring and cabling; diagnose malfunctions and replace defective wiring and parts.

Apply paint or other protective or decorative material to a variety of surfaces including interiors and exteriors of buildings; prepare surfaces for painting by sanding, scraping and sandpapering; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings.

Install, maintain and repair faucets, drinking fountains, toilets, urinals, sinks, valves, pumps, washers, gaskets and other plumbing components and fixtures; install, fit and replace pipes; inspect and repair leaks, obstructions and general system failures; install and repair water and sewer lines.

Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters and belts as needed; assist with installations.

Participate in building construction and renovation activities as required; mix, pour, place, shape and finish concrete.

Install, maintain and repair fencing; level and dig ground areas; form trenches; patch and repair asphalt and concrete; install and remove playground equipment as needed; patch and repair roofs and gutters; repair holes in walls.

Perform or assist with various locksmith activities; install, repair, maintain and replace locks, door hinges, closures, door jams, panic hardware and other related parts; assemble and disassemble locks.

Move, arrange, assemble, pick up, transport and deliver various furniture, materials and equipment as directed; load and unload equipment and supplies.

Operate and maintain a variety of equipment including saws, drills, grinders, jackhammers, and a variety of hand and power tools; drive a vehicle to conduct work.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders; respond to emergency maintenance needs and requests.

Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; assist with ordering, receiving and maintaining adequate inventory of materials and equipment.

Identify, report and assist with resolving safety, sanitary and fire hazards as directed; refer major maintenance and repair needs to appropriate personnel.

Maintain work areas, equipment and tools in a safe, clean and orderly condition.

Maintain various records related to work orders and assigned activities.

Assist in the removal and disposal of asbestos and other hazardous materials as required.

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

OTHER DUTIES:

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, terminology and equipment used in the building maintenance trades. Proper methods of storing equipment, materials and supplies.

Requirements of maintaining facilities, utilities and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Preventive maintenance principles and practices.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

ABILITY TO:

Perform a variety of semi-skilled to skilled activities in the maintenance and repair of District buildings, facilities and equipment including tasks in electrical work, HVAC, construction, carpentry, plumbing and

painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Organize and lay out work.

Inspect, troubleshoot, diagnose, maintain, repair and replace a variety of parts and equipment.

Work from sketches, diagrams, blueprints, plans and specifications.

Estimate material, equipment and supply needs.

Observe health and safety regulations.

Maintain records related to work performed.

Work cooperatively with others.

Understand and follow written and oral instructions.

Communicate effectively both 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 and three years experience in one or more of the building maintenance trades.~~

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent) supplemented by three years experience working in one or more of the building maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate maintenance equipment and tools.

Seeing to perform maintenance work.

Sitting or standing for extended periods of time.

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

Walking over rough or uneven surfaces.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Heavy physical labor.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris or nails.

Chemical fumes.

170.2 APPLICATION OF SALARY SCHEDULES

170.2.6 **PROMOTIONAL SALARY RATE:** Whenever possible, an employee who is promoted shall be placed at the salary step on the new range which provides a minimum increase of 5.7% of the employee's ~~current salary~~ **present monthly salary**. In no instance shall that placement be higher than Step 5 of the range for the new classification.

170.2.6.1 When computing salary for promotional step placement, employees who had been receiving a ~~shift differential or assigned to a position designated as confidential~~ **position specific add-on (i.e. shift differential, confidential stipend, bilingual stipend, education incentive)** pursuant to these rules and will no longer be receiving a ~~shift differential, or be working in a confidential position~~ **the identified add-on(s)** due to the promotion shall have their "present monthly salary" for purposes of calculating the new promotional salary step placement include any ~~shift/confidential differential~~ **position add-on(s)** they had been receiving in the lower class.

170.2.6.2 For purposes of this article "present monthly salary" shall be the **monthly** base rate on the salary schedule (i.e., Steps 1 through 5 of the range) **including the add-ons as outlined in 170.2.6.1 and** exclusive of longevity increments, ~~which are a percentage applied to the base rate~~. Longevity increments **are a percentage and** shall be applied to the new base salary.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 17, 2023

Subject: Revisions to Personnel Commission Rules and Regulations
(First Reading)

- Section 170.2.6 (Promotional Salary Rate)
- Section 170.2.1 (Initial Salary Placement)
- Section 70.3.3.3 (Special Appointments – Compensation/Summer)

Revisions to Personnel Commission Rules & Regulations are being presented to the Personnel Commission for a first reading:

- **170.2.6 – Promotional Salary Rate**
It is recommended that “present monthly salary” for purposes of computing promotional salary rates be expanded to consider position specific add-ons when an employee promotes from a position that includes position specific add-ons to a position that does not include the add-on(s). There have been circumstances in which an employee could promote to a higher classified position, but would make more in the lower position due to position specific add-ons for the lower position (i.e. shift differential, confidential stipend, bilingual stipend, education incentive). These recommended changes are in alignment with the District’s and VESPA’s goal of encouraging, supporting and promoting the professional growth of our classified employees.
- **170.2.1 – Initial Salary Placement**
In a continuing effort to attract and on-board highly qualified employees who will support the students and services of the District, it is recommended that provisions be added that allow consideration for advanced step placement for a new employee due to extenuating circumstances surrounding the District’s ability to fill a position.
- **70.3.3.3 – Special Appointments – Compensation/Summer**
The summer session pay provisions currently outlined are in conflict with established pay provisions as outlined in Chapter 70. It is therefore recommended that the rules be revised to reference Chapter 70, rather than duplicating pay practices in this section as well.

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 Sections 170.2.6, 170.2.1 and 70.3.3.3

170.2 APPLICATION OF SALARY SCHEDULES

170.2.1 **INITIAL SALARY PLACEMENT:** The Personnel Commission, in partnership with the District, has an interest in establishing criteria to place new hires at a step on the salary range of the classification for which they were hired, that recognizes the education and experience they bring to their role in supporting students and the services of the District. Upon approval of the Director of Classified Human Resources, a new employee may be provided with advanced step placement up to Step 5 based on the following criteria:

170.2.1.1 Additional qualifying experience beyond that required for entry into the classification (limited to no more than one step for each two years of experience related to the classification.)

170.2.1.2 Additional education at the college level beyond the educational requirements established for entry into the classification (limited to no more than one step for each two years of education related to the position.)

170.2.1.3 If there are extenuating circumstances that exist surrounding the ability to fill a position, the Director of Classified Human Resources may make a recommendation to the Personnel Commission to provide a new employee with advanced step placement based on the extenuating circumstances. Upon approval by the Personnel Commission, the new employee may be provided with advanced step placement as deemed appropriate.

70.3 SPECIAL APPOINTMENTS

70.3.3 SUMMER, INTERSESSION AND OTHER RECESS PERIOD ASSIGNMENTS

70.3.3.3 Compensation for summer, intersession or other recess period appointments shall be **in accordance with the provisions as outlined in Chapter 170 (Compensation and Pay Practices)**. as follows:

~~70.3.3.3.1~~ When the summer/intersession/recess appointment is in the same classification as the employee's regular assignment, compensation shall be at the same range and step as the regular assignment.

~~70.3.3.3.2~~ When the summer/intersession/recess appointment is in a different classification than the employee's regular assignment, compensation shall be at the step of the range for the classification of the summer/intersession/recess assignment which is closest to that of the employee's regular assignment but shall not exceed the top step of the range for the class.

~~70.3.3.3.3~~ Determination of salary rate shall be based on the range and step of the regular assignment exclusive of any differentials.

~~70.3.3.3.4~~ Summer/intersession/recess period appointments shall be considered as limited term assignments and not as part of an employee's regular assignment. Working out of classification provisions shall not apply to these assignments.