PLEASE POST
SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
NOTICE & AGENDA OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that a Special Meeting of the Personnel Commission will be held on:

DATE: Wednesday, May 25, 2022

TIME: 5:00 P.M.

PLACE: SVUSD Board Room, 101 W. Cochran Street, Simi Valley, CA

Personnel Commission Members

Sandy Handin, Chairperson
Kathleen Hobiger, Vice Chairperson
Lori Rhoades, Member

Staff Members

Ginan Henson, Director of Classified Personnel Services
Irma Flynn, Sr. Administrative Assistant

THE PURPOSE OF THIS SPECIAL MEETING:

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Agenda Items Only)

PERSONNEL ITEMS

- Classification Specification Revision for Construction Planning Coordinator– *Action*
- Classification Specification Revision for Construction Project Manager– *Action*
- Classification Specification Revision for Bond Program Manager– *Action*
- Classification Specification Revision and Reopening of Recruitment for Construction Manager/ Project Coordinator– *Discussion; Action*
- New Classification of Cosmetology School Assistant- *Discussion; Action*

INFORMATION

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: May 24, 2022

Pursuant to Government Code Section 54957.5, any document, that is public record, and relates to an open session agenda item of a regular meeting of the PC, is available for public review at the Educational Service Center, Classified Personnel Services, 101 W. Cochran Street, Simi Valley, CA 93065.

Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight (48) hours advance notice is required to meet special needs for public meetings. Upon written request, materials in alternative formats will be provided for individuals with disabilities. Please contact Classified Personnel Services, 805.306.4500, ext. 4062.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION CONSTRUCTION PLANNING COORDINATOR

RECOMMENDATION:

It is recommended that the Minimum Qualifications for Job Classification Construction Planning Coordinator be amended.

BASIS OF RECOMMENDATION:

This recommendation is requested in order to better align all classifications within the Bond family and clearly define a career path.

GH

Presented to the Personnel Commission on 5/25/2022

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Construction Planning Coordinator

Purpose Statement

Under the direction of designated administrator, coordinates the work of consultants, vendors and other staff members in support of construction projects. Provides technical administrative support for the development and implementation of various construction projects. Prepares and maintains project documents, coordinates inspections, and performs site evaluations to assess project progress following established milestones.

Distinguishing Career Features

The Construction Planning Coordinator is part of a career path for construction management. The position will support construction management to ensure timely and effective project planning, development and implementation. Advancement potential exists to Construction Manager/Project Coordinator based on need and compliance with the qualifications of the position.

Essential Functions

- Coordinates, implements, and assists in the planning of the district's construction projects to ensure the timely and effective development, implementation, and delivery of the district construction projects in compliance with federal, state, and local regulatory requirements.
- Provides technical administrative support throughout the construction project, documents existing conditions through field studies, gathers data to initiate schematic design, and records construction documents.
- Serves as a technical resource for the construction management team. Assists with product research, material selections, and with resource scheduling so that team members have the resources they need to complete their tasks.
- Monitors project progress following established project milestones, and creates project status reports for project managers and stakeholders.
- Schedules stakeholder meetings and facilitates communication between the project management and stakeholders throughout the project.
- Prepares and manages project documents such as the project scope, budgets, and schedules, as directed by the management.
- Coordinates construction and renovation projects with architects and contractors.
- Performs various preconstruction and construction administrative duties including, but not limited to, contract administration, change order and pay application process.
- Maintains all records related to construction projects; electronically store and retrieve documents as needed.
- Attends meetings and supports project team, including, but not limited to, project meetings, committee meetings, and construction meetings.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- 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

Knowledge of:

- Principles and practices of construction project management
- Principles and practices of report preparation
- Principles and procedures of records management
- Knowledge of software applications used in construction project management
- Construction methods, practices, characteristics, and costs
- Laws, codes, and regulations pertaining to public facilities construction

Ability to:

- Organize, coordinate and review progress and compliance of construction projects
- Apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction
- Read and interpret construction documents, including blueprints, plans, and specifications
- Coordinate, inspect and evaluate
- Manage multiple assignments simultaneously
- Learn and apply new information, skills, and technology
- Collaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Exercise initiative and independence of judgment and action
- Develop and maintain records and reports

Education and Experience

A bachelor degree AND one year of administrative support in a construction, architectural or related field. Experience in school district or public sector construction is desired.

OR

An associate degree AND two years of administrative support in a construction, architectural or related field. Experience in school district or public sector construction is desired.

OR

A high school diploma or equivalent AND three years of administrative support in a construction, architectural or related field. Experience in school district or public sector construction is desired.

Licenses and Certificates

Project management certification from an accredited institution, such as Certified Associate in Project Management (CAPM), project management professional (PMP) or equivalent, is desired.
Requires a valid California driver's license.

Working 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.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule 135	Exempt	4/26/2022	

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Construction Planning Coordinator

Purpose Statement

- Under the direction of designated administrator, coordinates the work of consultants, vendors and other staff members in support of construction projects. Provides technical administrative support for the development and implementation of various construction projects. Prepares and maintains project documents, coordinates inspections, and performs site evaluations to assess project progress following established milestones.

Distinguishing Career Features

The Construction Planning Coordinator is part of a career path for construction management. The position will support construction management to ensure timely and effective project planning, development and implementation. Advancement potential exists to Construction Manager/Project Coordinator based on need and compliance with the qualifications of the position.

Essential Functions

- Coordinates, implements, and assists in the planning of the district's construction projects to ensure the timely and effective development, implementation, and delivery of the district construction projects in compliance with federal, state, and local regulatory requirements.
- Provides technical administrative support throughout the construction project, documents existing conditions through field studies, gathers data to initiate schematic design, and records construction documents.
- Serves as a technical resource for the construction management team. Assists with product research, material selections, and with resource scheduling so that team members have the resources they need to complete their tasks.
- Monitors project progress following established project milestones, and creates project status reports for project managers and stakeholders.
- Schedules stakeholder meetings and facilitates communication between the project management and stakeholders throughout the project.
- Prepares and manages project documents such as the project scope, budgets, and schedules, as directed by the management.
- Coordinates construction and renovation projects with architects and contractors.
- Performs various preconstruction and construction administrative duties including, but not limited to, contract administration, change order and pay application process.
- Maintains all records related to construction projects; electronically store and retrieve documents as needed.
- Attends meetings and supports project team, including, but not limited to, project meetings, committee meetings, and construction meetings.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- 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

Knowledge of:

- Principles and practices of construction project management
- Principles and practices of report preparation
- Principles and procedures of records management
- Knowledge of software applications used in construction project management
- Construction methods, practices, characteristics, and costs
- Laws, codes, and regulations pertaining to public facilities construction

Ability to:

- Organize, coordinate and review progress and compliance of construction projects
- Apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction
- Read and interpret construction documents, including blueprints, plans, and specifications
- Coordinate, inspect and evaluate
- Manage multiple assignments simultaneously
- Learn and apply new information, skills, and technology
- Collaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Exercise initiative and independence of judgment and action
- Develop and maintain records and reports

Education and Experience

An associate degree in Construction Management or a related field, and two years of experience providing technical administrative support or related experience in a construction field, preferably in school district or public sector construction. Bachelor's degree in Architecture or Construction Management or related field, is desired. Working knowledge of project management software is preferred.

OR

Graduation from high school or equivalent and three years of technical administrative support or related experience in a construction field, preferably in school district or public sector construction.

Licenses and Certificates

Project management certification from an accredited institution, such as Certified Associate in Project Management (CAPM), project management professional (PMP) or equivalent, is desired.
Requires a valid California driver's license.

Working 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.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule 135	Exempt	4/26/2022	

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION CONSTRUCTION PROJECT MANAGER

RECOMMENDATION:

It is recommended that the Job Classification Construction Project Manager be amended to reflect an updated scope, essential duties, and minimum qualifications.

BASIS OF RECOMMENDATION:

This recommendation is requested in order to better align all classifications within the Bond family and clearly define a career path.

GH

Presented to the Personnel Commission on 5/25/2022

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Construction Project Manager

Purpose Statement

Under the direction of 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.

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.

Essential Functions

- 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.

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- 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 and evaluates the performance of assigned personnel.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- 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

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

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

Education and Experience

A bachelor 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 degree from an accredited university or college AND seven years experience in construction and/or project management. Two years of the aforementioned experience must include 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. Two years of the aforementioned experience must include training, leading, or supervising others. Experience in school district or public sector construction is desired.

Licenses and Certificates

Requires a valid California driver's license. A California Professional Engineer or Architect Certificate is desired. A Project Management Certificate is desired.

Working 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.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/170	Exempt	May 2006	June 2015

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Construction Project Manager

Purpose Statement

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.

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.

Essential Functions

- 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 and evaluates the performance of assigned personnel.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- 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

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

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

Education and Experience

Requires a Bachelor's degree in civil engineering, or a related engineering discipline, or architectural studies and five years' experience in architecture, civil/structural engineering or construction. Three years of the aforementioned experience must include construction project management and two years must include training, leading, or supervising others.

Licenses and Certificates

Requires a valid California driver's license. A Project Management Certificate is desired.

Working 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.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/170	Exempt	May 2006	June 2015

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION BOND PROGRAM MANAGER

RECOMMENDATION:

It is recommended that the Job Classification Bond Program Manager be amended to reflect updated minimum qualifications which include education and experience, as well as licenses and certificates.

BASIS OF RECOMMENDATION:

This recommendation is requested in order to better align all classifications within the Bond family and clearly define a career path.

GH

Presented to the Personnel Commission on 5/25/2022

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Bond Program Manager

Purpose Statement

Under the general direction of the Director of Facilities and Planning, 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.

Essential Functions

- 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.
- 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 Functions

- Performs other duties as assigned that support the overall objective of the position.

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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- 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

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

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
- Develop and maintain records and reports
- Communicate clearly and concisely, both orally and in writing

Education and Experience

A bachelor degree from an accredited university or college AND five years experience in construction and/or project management and delivery within a school or similarly complex public or commercial environment. Two years of the aforementioned experience must include training, leading, or supervising others. Two years of the aforementioned experience must include coordinating with and reporting to community organizations and/or a school board or regulating body. A bachelor degree in architecture, engineering, construction management, business, or a related field is desired. Experience in school district or public sector construction is desired.

OR

An associate degree from an accredited university or college AND seven years experience in construction and /or project management and delivery within a school or similarly complex public or commercial environment. Two years of the aforementioned experience must include training, leading, or supervising others. Two years of the aforementioned experience must include coordinating with and reporting to community organizations and/or

a school board or regulating body. An associate degree in architecture, engineering, construction management, business, or a 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 and delivery within a school or similarly complex public or commercial environment. Two years of the aforementioned experience must include training, leading, or supervising others. Two years of the aforementioned experience must include coordinating with and reporting to community organizations and/or a school board or regulating body. Experience in school district or public sector construction is desired.

Licenses and Certificates

Requires a valid California driver's license. A California Professional Engineer or Architect Certificate is desired. A Project Management Certificate is desired

Working 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.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/184	Exempt	August 2005	January 2021

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Bond Program Manager

Purpose Statement

Under the general direction of the Director of Facilities and Planning, 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.

Essential Functions

- 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.
- 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 Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- 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

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

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
- Develop and maintain records and reports
- Communicate clearly and concisely, both orally and in writing

Education and Experience

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

Working 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.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/184	Exempt	August 2005	January 2021

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION CONSTRUCTION MANAGER/ PROJECT COORDINATOR

RECOMMENDATION:

It is recommended that the Job Classification Construction Manager/Project Coordinator be amended to update the verbiage within the purpose statement, increase education and experience qualifications, and to add an additional certification.

BASIS OF RECOMMENDATION:

This recommendation is requested in order to better align all classifications within the Bond family and clearly define a career path.

GH

Presented to the Personnel Commission on 5/25/2022

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Construction Manager/Project Coordinator

Purpose Statement

Under the direction of Construction Project Manager, performs engineering, technical, and compliance reviews in connection with engineering projects and studies. Coordinates and monitors construction project work-in-progress, assuring compliance with contractual and regulatory requirements. Provides consultation to internal and external customers on development, infrastructure, and occupational safety requirements.

Distinguishing Career Features

The Construction Manager/Project Coordinator is part of a career path for construction management. The position will serve as an advisor in the facilities, construction management, and space planning environments. Advancement to Construction Manager/Project Coordinator is based on need and compliance with the qualifications of the position. Advancement potential exists to Construction Project Manager.

Essential Functions

- Participates in the administration and coordination of construction, remodel, rehabilitation, and improvement projects.
- Applies and interprets District policies and procedures, ordinances, and other regulations pertaining to construction of facilities and public access areas.
- Receives and participates in evaluating engineering plans, work processes, project reporting systems and procedures in connection with the review of construction, remodel, rehabilitation, and improvement projects and for compliance with construction standards.
- Participates in pre-construction meetings. Recommends construction features that are of benefit to the District in addition to compliance with standards and regulations.
- Develops tracking systems to monitor compliance with construction standards and contractual requirements such as those for performance, payments, inspections, and permits.
- Develops tracking systems to monitor compliance with state regulatory requirements for occupational safety and environmental regulation.
- Coordinates, monitors, and inspects work-in-progress and ensures compliance with the construction standards, regulations, and contractual requirements. Reviews and recommends approval of change orders.
- Prepares feasibility and cost estimates, cost-to-contractual requirements analyses, and prepares and reviews project schedules and work sequences. Prepares progress and quality reviews.
- Coordinates and obtains permits from other agencies that demonstrate the District's compliance with federal, state and local laws, codes, and regulations.
- Participates in developing and implementing engineering standards and priorities for the District. Interprets and applies standards in designs and review of consultant work. Participates in the preparation of RFPs and hiring of consultants and contractors.
- Analyzes and prepares reports on effects to the community and environment caused by proposed construction, such as traffic and other transportation services.
- Prepares and makes presentations to the Board of Education, external agencies, and community groups as appropriate and commensurate with the skills required of the job.
- Develops and plans projects programming, schematic through construction closeout.

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- Creates, assembles and maintains complete files of capital improvement and other multi-disciplinary projects from conceptual format to completed works, including blueprints, contractual documents, and change orders.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- 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

Knowledge of:

- Principles of school facilities planning
- Construction methods, practices, characteristics, and costs
- Laws, codes, and regulations pertaining to public facilities construction
- Principles and practices of construction project management
- Principles of contract management
- Principles of budgetary planning and control
- Principles and practices of report preparation
- Principles and procedures of records management
- Knowledge of software applications used in building construction management

Ability to:

- Plan, organize, coordinate and review progress and compliance of 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
- Coordinate, inspect 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
- Collaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Exercise initiative and independence of judgment and action
- Develop and maintain records and reports

Education and Experience

A bachelor degree from an accredited university or college AND three years experience of project management overseeing multiple vendors, general contractors and subcontractors, and coordinating with owner's representative, inspectors and laboratories. A bachelor 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 degree from an accredited university or college AND seven years experience of project management overseeing multiple vendors, general contractors and subcontractors, and coordinating with owner's representative, inspectors and laboratories. 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 of project management overseeing multiple vendors, general contractors and subcontractors, and coordinating with owner's representative, inspectors and laboratories. Experience in school district or public sector construction is desired.

Licenses and Certificates

Requires a valid California driver's license. A California Professional Engineer or Architect Certificate is desired. A Project Management Certificate is desired.

Working 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.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/160	Exempt	February 2007	March 2016

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Construction Manager/Project Coordinator

Purpose Statement

Performs engineering, technical, and compliance reviews in connection with engineering projects and studies. Coordinates and monitors construction project work-in-progress, assuring compliance with contractual and regulatory requirements. Provides consultation to internal and external customers on development, infrastructure, and occupational safety requirements.

Distinguishing Career Features

The Construction Manager/Project Coordinator is part of a career path for construction management. The position will serve as an advisor in the facilities, construction management, and space planning environments. Advancement to Construction Manager/Project Coordinator is based on need and compliance with the qualifications of the position. Advancement potential exists to Construction Project Manager.

Essential Functions

- Participates in the administration and coordination of construction, remodel, rehabilitation, and improvement projects.
- Applies and interprets District policies and procedures, ordinances, and other regulations pertaining to construction of facilities and public access areas.
- Receives and participates in evaluating engineering plans, work processes, project reporting systems and procedures in connection with the review of construction, remodel, rehabilitation, and improvement projects and for compliance with construction standards.
- Participates in pre-construction meetings. Recommends construction features that are of benefit to the District in addition to compliance with standards and regulations.
- Develops tracking systems to monitor compliance with construction standards and contractual requirements such as those for performance, payments, inspections, and permits.
- Develops tracking systems to monitor compliance with state regulatory requirements for occupational safety and environmental regulation.
- Coordinates, monitors, and inspects work-in-progress and ensures compliance with the construction standards, regulations, and contractual requirements. Reviews and recommends approval of change orders.
- Prepares feasibility and cost estimates, cost-to-contractual requirements analyses, and prepares and reviews project schedules and work sequences. Prepares progress and quality reviews.
- Coordinates and obtains permits from other agencies that demonstrate the District's compliance with federal, state and local laws, codes, and regulations.
- Participates in developing and implementing engineering standards and priorities for the District. Interprets and applies standards in designs and review of consultant work. Participates in the preparation of RFPs and hiring of consultants and contractors.
- Analyzes and prepares reports on effects to the community and environment caused by proposed construction, such as traffic and other transportation services.
- Prepares and makes presentations to the Board of Education, external agencies, and community groups as appropriate and commensurate with the skills required of the job.

- Creates, assembles and maintains complete files of capital improvement and other multi-disciplinary projects from conceptual format to completed works, including blueprints, contractual documents, and change orders.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- 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

Knowledge of:

- Principles of school facilities planning
- Construction methods, practices, characteristics, and costs
- Laws, codes, and regulations pertaining to public facilities construction
- Principles and practices of construction project management
- Principles of contract management
- Principles of budgetary planning and control
- Principles and practices of report preparation
- Principles and procedures of records management
- Knowledge of software applications used in building construction management

Ability to:

- Plan, organize, coordinate and review progress and compliance of 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
- Coordinate, inspect 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
- Collaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Exercise initiative and independence of judgment and action
- Develop and maintain records and reports

Education and Experience

Requires a bachelor's degree with a major in civil, structural, or a closely related engineering discipline, planning, or construction management and three years of progressively responsible professional engineering, architecture, construction or facilities management experience with emphasis on projects. Additional related experience may be substituted for higher education requirement on the basis of two years of experience for one year of college. No more than total of two years of the higher education requirement may be substituted for additional experience.

Licenses and Certificates

Requires a valid California driver's license. A California Professional Engineer or Architect Certificate is desired.

Working 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.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/160	Exempt	February 2007	March 2016

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVE NEW CLASSIFICATION COSMETOLOGY SCHOOL ASSISTANT

RECOMMENDATION:

It is requested that the creation of job classification Cosmetology School Assistant be approved and set at a salary range in compliance with minimum wage.

BASIS OF RECOMMENDATION:

The previous classification Cosmetology School Assistant was abolished during COVID-19 due to school closures and no in person instruction. Now that in person instruction has reconvened, it has been determined that this job classification is necessary to meet the needs of the Cosmetology Program. In addition, the previous salary range does not comply with the current minimum wage requirements; we ask that the salary range be set at 54.

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Presented to the Personnel Commission on 5/25/2022

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Cosmetology School Assistant

Purpose Statement

Provides reception, cashier, appointment scheduling, and guest services for customers. Schedules appointments, and provides assistance to instructors and staff. Receives and accounts for monies taken in for cosmetology services and products.

Distinguishing Characteristics

A Cosmetology School Assistant provides clerical and cashiering support while the Cosmetology Program Technician performs technical-clerical and inventory work including ordering, receiving and inspecting program supplies and salon products. Advancement potential exists to a Cosmetology Program Technician based on need and compliance with qualifications of the position.

Essential Functions

- Greets customers and directs to the assigned station. Makes appointments over the telephone or in person. Confers with instructors to set up available times.
- Contacts customers prior to appointments to verify schedule. Re-arranges appointments to fit student and instructor schedules.
- Processes payments for services and products, accepting cash, check, credit card, or electronic funds transfer. Ensures control of monies received at all times.
- Prepares deposits, balancing monies received to service and product sales, and preparing necessary source documentation. Forwards deposits to financial services.
- Enters inventory for resale into record, adjusting for additions and sales.
- Maintains files of, and distributes handouts, worksheets, timesheets and other materials to students.
- Assists logging student and instructor hours for course and licensing credit. May assist maintaining records of student cumulative hours.
- Assists with guiding and explaining services and curriculum to visitors, including group tours.
- Provides general clerical assistance as needed in the daily operations of the salon. Opens and distributes mail, issues gift certificates, and prepares routine correspondence. Answers the telephone and responds to questions, referring difficult inquiries to others.
- Assists instructors to interpret and enforce school policies.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- 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
- Accurately enter electronic data and information at a speed necessary for successful job performance

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Knowledge of:

- Customer service methods and techniques
- Methods and techniques of proper phone etiquette
- Office procedures, methods, and equipment
- Cashiering operations and procedures
- Basic mathematical principles to perform routine financial transactions
- Fundamentals of English grammar, spelling, and composition
- Principles and procedures of records management

Ability to:

- Perform cashiering and customer service in a salon environment
- Perform basic financial record keeping
- Respond to and resolve customer requests, inquiries, and complaints
- Establish and maintain a variety of files, records, and reports
- Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications
- Carry out verbal and written instructions
- Collaborate with others to carry out work
- Plan and organize work to meet changing priorities and deadlines
- Learn and apply new information, skills, and technology
- Communicate clearly and concisely, both orally and in writing
- Work varying shifts including evenings and weekends

Education and Experience

A high school diploma or equivalent AND six months of clerical or cashiering experience involving public contact or customer service experience, preferably in a salon or similar environment

OR

An associate degree, preferably including coursework in cosmetology, hospitality, business, or related field

Working Environment

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

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/054	Non Exempt		NA

Previous Titles

Cosmetology School Assistant