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: Tuesday, April 26, 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
Kimberley Battung, 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 Occupational Therapist – *Action*
- New Classification of Construction Planning Coordinator at Classified Salary Schedule 135- *Information; Discussion; Action*

INFORMATION

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: April 22, 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
CLASSIFICATION SPECIFICATION REVISION FOR OCCUPATIONAL THERAPIST

RECOMMENDATION:

It is recommended that the classification specification for Occupational Therapist be amended to reflect updated minimum qualifications and that the Distinguishing Career Features, duties and responsibilities be reworded to better clarify and explain the key functions of the job classification.

BASIS OF RECOMMENDATION:

The Occupational Therapist job classification was created and approved by the Personnel Commission in May 2009. Licensure requirements have changed for Occupational Therapists since that time.

A revised classification specification, in the new format, containing updated language and minimum qualifications is presented for approval.

GH

Presented to the Personnel Commission on 4/26/2022

Simi Valley Unified School District

Classification: **OCCUPATIONAL THERAPIST**	Revisions:
Department/Site: Student Support Services	FLSA: Exempt
Approved by: Personnel Commission, May 2009	Salary Range: 150 (Management)

Summary

Supervises the treatment of assigned students and provides occupational therapy and rehabilitation services that includes assessment, developing treatment goals and plans, and direct intervention to assist students in acquiring functional and independent life skills. Collaborates with district personnel and parents regarding therapeutic ~~Trains~~activities. Trains, supervises and performs quality assurance of other staff members' work. ~~lower levels of careo~~.

Distinguishing Career Features

The Occupational Therapist is a professional health care provider requiring national registration and state licensure. The Occupational Therapist supervises the treatment of assigned students and collaborates with district personnel and parents regarding therapeutic activities. ~~works directly with and serves as case manager for physically and psychosocially disabled students and family members.~~ Advancement to this position requires passing of the National Board for Certification in O~~o~~ccupational T~~t~~herapy (NBCOT) and ~~registration and~~ state licensure.

Essential Duties and Responsibilities

- Conducts assessments of students and generates reports within the educational setting to determine eligibility for occupational therapy.
- Develops educationally relevant therapeutic plans that include~~s~~ goals that can be linked as part of a student's educational program.
- ~~Serves as case manager, assigning~~May~~, training, and~~ ~~supervising~~ supervise certified ~~therapists and~~ occupational therapy assistant~~s~~. Assigning caseload and conducting quality review of student treatments and files. Conducts quality reviews of treatments and ~~of~~ files.
- Provides occupational therapy services to students by conducting assessments within the educational setting. ~~using~~ Utilizes practice frameworks such as ~~an~~ the evaluation of functional and work capacities (EFC) and the E~~e~~cology of Human Performance (EHP) ~~ical model~~ to determine level of need.
- Reviews reports from other health care providers who are requesting occupational therapy services, evaluates student progress on individual therapy plans, and revises goals as needed. Prepares reports of occupational therapy interventions and outcomes.
- Consults with parents and staff on occupational therapy interventions for students on site and through home programs. Attends Individualized Educational Plan (IEP) meetings as necessary to ensure that interventions blend with educational goals.
- Coordinates occupational therapy services with a student's other health care providers and medical protocols. Coordinates services with school nurses.
- Instructs paraprofessionals in occupational therapy and provides instructional support on understanding, interpreting, and implementing intervention procedures.
- Provides in-service training and continuing professional development to teachers and resource personnel. Promotes the need for occupational therapy services to teachers and administrators. Develops up-to-date best practices for therapy services.
- Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies.
- Modifies and may design adaptive equipment that enhances students' ability to access learning and technology.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Specialized knowledge of the physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities. Specialized knowledge of current theories and best practices in the application of occupational therapy techniques,

including oral motor facilitation, daily living activities, psychodynamics of being disabled, and normal and abnormal child development. Knowledge of the California State Education Code and Business & Professions Code as it applies to the specific accountability of this position. Working knowledge of personal computer applications to use common office productivity software, internet, and specialized computer-aided programs supporting diagnostic assessment. Advanced math and interpretive skill to conduct and evaluate statistics. Sufficient human relations skills to achieve and maintain trust and cooperation with peers and clients, to deliver formal discussion with classroom-sized groups, to resolve conflict, and to use advanced lines of inquiry to obtain personal information from clients. Professional writing skills sufficient to write reports and correspondence that may be sensitive and have legal implications.

- **Abilities**

Requires the ability to: Carry out the functions and objectives of the position. Understand differences among children with various disabilities. Assess the development status and educational needs of children and the role of occupational therapy. Learn, interpret, and apply District, State, and Federal requirements and objectives for academic achievement including Individualized Educational Plans. Work effectively with fellow professionals and paraprofessionals in carrying out regular and remedial therapeutic programs. Perform statistical analysis of quantitative and qualitative data. Relate well with students, parents, and all levels of staff. Present self in a professional manner to students, parents, and staff. Maintain confidentiality of private information. Optimize a work schedule that involves multiple locations.

- **Physical Abilities**

Requires: ability to function effectively in classroom and office environments, engaged in work of a moderately active nature; ambulatory ability to move to various class and meeting room settings, to stoop, bend and kneel, and to reach; hand-arm motion ability and coordination to assist others with physical movements; hand-eye-arm coordination ability to use special diagnostic devices and a personal computer keyboard to access and record information; visual ability to recognize words, numbers, and non-verbal actions of people; auditory ability to project voice and carry out conversations with individuals and small groups in person and over the phone.

- **Education and Experience**

Requires a Bachelor's degree from an accredited four-year college or university in occupational therapy or related ~~filed~~field; a Master's degree is desirable. One year of professional level experience providing occupational therapy services to children with special needs is desirable.~~.~~

- **Licenses and Certificates**

Requires a valid certification from the National Board for Certification in Occupational Therapy (NBCOT) and a valid license from the California Board of Occupational ~~Therapist~~ Therapy (OT)~~ license~~. Requires a valid California driver's license.

- **Working Conditions**

Work is performed indoors where some safety considerations exist due to physical effort.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Occupational Therapist

Purpose Statement

Supervises the treatment of assigned students and provides occupational therapy and rehabilitation services that includes assessment, developing treatment goals and plans, and direct intervention to assist students in acquiring functional and independent life skills. Collaborates with district personnel and parents regarding therapeutic activities. Trains, supervises and performs quality assurance of other staff members' work.

Distinguishing Career Features

The Occupational Therapist is a professional health care provider requiring national registration and state licensure. The Occupational Therapist supervises the treatment of assigned students and collaborates with district personnel and parents regarding therapeutic activities. Advancement to this position requires passing of the National Board for Certification in Occupational Therapy (NBCOT) and state licensure.

Essential Functions

- Conducts assessments of students and generates assessment reports within the educational setting to determine eligibility for occupational therapy.
- Develops educationally relevant therapeutic plans that include goals that can be linked as part of a student's educational program.
- May supervise certified occupational therapy assistant; assigning caseload and conducting quality review of student treatments and files.
- Provides occupational therapy services to students by conducting assessments within the educational setting. Utilizes practice frameworks such as the evaluation of functional and work capacities (EFC) and the Ecology of Human Performance (EHP) to determine level of need.
- Reviews reports from other health care providers who are requesting occupational therapy services, evaluates student progress on individual therapy plans, and revises goals as needed. Prepares reports of occupational therapy interventions and outcomes.
- Consults with parents and staff on occupational therapy interventions for students on site and through home programs. Attends Individualized Educational Plan (IEP) meetings as necessary to ensure that interventions blend with educational goals.
- Coordinates occupational therapy services with a student's other health care providers such as school nurses, and medical protocols.
- Instructs paraprofessionals in occupational therapy and provides instructional support on understanding, interpreting, and recommended students accommodations and strategies.
- Provides in-service training and continuing professional development to teachers and resource personnel. Promotes the need for occupational therapy services to teachers and administrators. Develops up-to-date best practices for therapy services.
- Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies.
- Modifies and may design adaptive equipment that enhances students' ability to access learning and technology.

Other Functions

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

DRAFT

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 statistical analysis of quantitative and qualitative data

Knowledge of:

- Principles and practices of occupational therapy
- The physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities
- Laws, codes, and regulations pertaining to occupational therapy within an educational setting
- Principles and practices of management and supervision
- Principles and practices of report preparation
- Principles and procedures of records management
- Software applications used in occupational therapy

Ability to:

- Utilize a variety of current methods, techniques, and practices in occupational therapy
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures pertaining to occupational therapy
- Supervise, coordinate, and evaluate the work of others
- Manage multiple assignments simultaneously
- Plan and organize work to meet changing priorities
- Analyze situations and adopt effective courses of action
- Learn and apply new information, skills, and technology
- Establish and maintain effective working relationships with students, parents, district personnel, 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 from an accredited four-year college or university in occupational therapy or related field; a Master's degree is desirable. One year of professional level experience providing occupational therapy services to children with special needs is desirable.

Licenses and Certificates

Requires a valid national certification from the National Board for Certification in Occupational Therapy (NBCOT) and a valid license from the California Board of Occupational Therapy (OT). Requires a valid California driver's license.

Working Environment

Work is performed primarily in an indoor environment where some safety considerations exist due to physical effort.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/150	Exempt	May 2009	

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
NEW CLASSIFICATION OF CONSTRUCTION PLANNING COORDINATOR

RECOMMENDATION:

It is recommended that the following classification be established:

CLASSIFICATION TITLE:

Construction Planning Coordinator

ANNUAL SALARY RANGE:
Classified Management Salary Schedule 135 ($71,795.64 - $88,557.12/annual)

BACKGROUND:
The Associate Superintendent, Business and Facilities, requested the establishment of the proposed classification to provide technical assistance to the project management team. Currently, Construction Manager/Project Coordinators are tasked with coordinating and monitoring construction project works-in-progress. By creating the Construction Planning Coordinator position, the Construction Manager/Project Coordinators can focus on the more complex technical aspects of their classification including engineering and technical compliance reviews. This position will be responsible for coordinating the work of consultants, vendors, and other staff members in support of construction projects.

Therefore, a new classification is warranted to meet the District's current needs.

BASIS OF RECOMMENDATION:
Under the direction of the designated administrator, an incumbent in this job classification coordinates the work of consultants, vendors and other staff members in support of construction projects and provides technical administrative support for the development and implementation of various construction projects. They would prepare and maintain project documents, coordinate inspections, and perform site evaluations to assess project progress following established milestones. 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.

A classification specification detailing the approved duties and responsibilities of the new classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on consideration of the District's current salary structure. With regard to the external market, similar classifications were identified and used to determine the proposed range.

Title	Range	Min Salary	Max Salary
Bond Program Manager	184	$114,648.00	$141,982.08
Construction Project Manager	170	$100,202.64	$123,833.64
Construction Manager/Project Coordinator	160	$91,056.48	$112,397.64
Construction Planning Coordinator	135	$71,795.64	$88,557.12

In consideration of the aforementioned information, it is appropriate to allocate the new classification to Classified Management Salary Schedule 135 ($71,795.64 - $88,557.12/annual).

GH

Presented to the Personnel Commission on 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.

DRAFT

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		

Simi Valley Unified School District

Classification: **CONSTRUCTION MANAGER/PROJECT COORDINATOR**	Revisions: March 9, 2016
Department/Site: Facilities & Planning	FLSA: Exempt
Approved by: Personnel Commission, February 2007	Salary Range: 160 (Management)

Summary

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 engineering and/or 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 Duties and Responsibilities

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

Qualifications

- **Knowledge and Skills**

The position requires: Specialized knowledge in Construction Management, architectural and engineering methods, principles, practices, materials, costs, construction techniques and trends, regulations, standards and equipment. Working knowledge of infrastructure construction and management, occupational safety and environmental regulation. Working knowledge of contract administration. Working knowledge of and skill in administering projects that involves sequencing of steps and inclusion of multi-disciplinary teams. In-depth knowledge of computer-aided-design, and computer-aided-engineering and scheduling programs. Sufficient human relation skills to convey technical engineering concepts, to facilitate, and guide other professional, trades, and technical employees, and to work cooperatively with internal and external customers. Technical writing skills sufficient to prepare project specifications, requests-for-proposal, process documentation, and communications suitable for external distribution. Advanced mathematics skills to conduct and financial computations.

- **Abilities**

Requires the ability to: Perform all the responsibilities of the position. Plan, schedule, organize, coordinate, and review progress and compliance of engineering and construction projects. Prepare, administer and monitor a project budget. Interpret and apply complex rules, regulations, laws and ordinances. Prepare, review, approve and interpret engineering plans and specifications. Analyze technical design, engineering, construction logistics, and related problems. Read design and construction-related drawings. Use AutoCAD, or equivalent software. Conduct mathematical computations using physics, algebra, analytic geometry, and statistical analysis. Organize and sequence work associated with development and construction projects, converting them into project action plans. Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the District.

- **Physical Abilities**

Requires: the ability to perform work of a sedentary to moderately active nature; sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time; sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devises at a proficient level; visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress; and verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

- **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 Conditions**

Work is performed indoors and outdoors where safety considerations exist.