PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

April 13, 2022
5:00 P.M.
Meeting # 891

Personnel Commission Members

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

Staff Members

Ginan Henson, Director of Classified Personnel Services
Kimberley Battung, Senior Administrative Assistant

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting March 16, 2022 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Abolish Unused Classifications of Media Center Coordinator; Network Systems Manager; Paraeducator, Speech & Language - *Action*
- Classification Specification Revision for Occupational Therapist – *Action*
- Classification Specification Revision for Worker's Compensation Coordinator – *Action*
- Procedure for Updating and Amending Classification Specifications – *Discussion; Possible Action*

GENERAL ITEMS

- 2021-2022 Budget Status – *Information; Discussion*
- 2022-2023 Personnel Commission Budget – First Read - *Discussion*
- Update on Personnel Commissioners' New Email Addresses – *Information*

INFORMATION

- Calendar of Personnel Commission Meetings – *Information*
- Job Opportunities – *Information*

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

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.

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room
101 W. Cochran St.
Simi Valley, CA 93065

March 16, 2022
5:00 P.M.
Meeting # 890

Personnel Commission Members	Arrived
Sandy Handin, Chairperson	5:00 P.M.
Kathleen Hobiger, Vice Chairperson	5:00 P.M.
Lori Rhoades, Member	5:00 P.M.

Staff Members	
Ginan Henson, Director, Classified Personnel Services	5:00 P.M.
Kimberley Battung, Senior Administrative Assistant	5:00 P.M.

The meeting was called to order at 5:00 P.M. by Sandy Handin, Chairperson. **Call to Order**

The flag salute was led by Ms. Handin. **Flag Salute**

Agenda

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #22.0316.1
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #22.0316.2
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Minutes

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of February 9, 2022, as presented. Motion #22.0316.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Commission Comments

Ms. Hobiger mentioned the passing of Richard Behrens, former maintenance employee, and Dolores Hoaglund, former superintendent secretary. Ms. Rhoades expressed how much she enjoyed the conference and was grateful for the opportunity to attend.

Public Comments

Lynn Wood, from Hillside Middle School, spoke about transferring vendor insurance verification responsibility from the school sites to Risk Management. She mentioned a number of duties that used to be handled at the District Office that have now been passed down to the school sites. Ms. Wood also mentioned that due to fraud protection placed on bank accounts, those responsible for writing checks at the school sites are required to verify checks on their own time and without pay when school is not in session. Ms. Rhoades asked Ms. Wood for a list of new duties and their approximate effective date. Ms. Henson asked Ms. Wood to send her an email with the issues, and she would discuss the situation with Jim Jarrard, Diane Wilkinson and B-Cabinet members.

Personnel Items
Director's Report

Ms. Henson stated the CSPCA conference was a wonderful and valuable experience. She is currently working on a potential Classified In-Service training and have it added to the Classified calendar. On March 11th, Classified employees were invited to attend a Certificated Professional Development Day presentation. Extended School Year applications were sent out today. Ms. Henson stated that a few employees were released for non-compliance of the COVID testing requirement.

Ms. Henson presented a draft of a classification specification revision and title change from Construction Project Manager (C4 Bond) to Construction Project Manager. She stated that the original job classification was associated with a specific bond measure, which is no longer applicable. The job classification description was presented in the new established format. On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Classification Specification Revision and Title Change from Construction Project Manager (C4 Bond) to Construction Project Manager, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Classification Specification Revision and Title Change from Construction Project Manager (C4 Bond) to Construction Project Manager
Motion #22.0316.4

The Commission met in Closed Session at 5:52 p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Public Employee Performance Evaluation – Director, Classified Personnel.

Closed Session

The Commission returned to Open Session at 6:21 p.m. During Closed Session, no action was taken.

General Items

Ms. Handin pointed out an item is missing from the budget report that needs to be added so it will balance.

2021-2022 Budget Status

Ms. Henson spoke about the staffing requirements for the new Universal Transitional Kindergarten program. Unsure at this time if additional adult in classroom will be a Paraeducator General Education, Child Care Assistant, or a new job classification.

Information and Discussion of Universal Transitional Kindergarten

Ms. Henson stated that at the CSPCA conference, it was recommended that Personnel Commissioners use a separate email from their personal email for PC business. It was agreed to have a school email address assigned.

Discussion of Personnel Commissioners' Email Addresses

Ms. Henson provided an excerpt from the February 9, 2022 Classified Personnel Report showing the amendments as requested at the January 12, 2022 Regular Meeting.

Information on Amended Section from February 9, 2022 Classified Personnel Report

Information

Future Commission meeting dates were announced:
April 13, 2022……May 11, 2022…….June 8, 2022…….5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Administrative Services Assistant II; Adult Education Instructional Assistant, Academic Skills; Construction Manager/Project Coordinator; Director, Safety and Risk Management; Job Developer/Coach; Library Assistant.

Job Opportunities

Future Consideration

There were no items for future consideration.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:41 P.M. Motion #22.0316.5
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 4-5-2022

Classification Title	Number of Vacancies	Vacancy Locations	Open Date	Closing Date	Type of Exam	T&E Completed By	Test Date	Structured Interview Date	Eligibility List Established By	Comments
Accounting Assistant I	1	Fiscal Services	3/25/2022	4/22/2022	Multiple Choice; Structured Interview	N/A	Week of 5/2/2022	Week of 5/9/2022	5/12/2022	
Accounting Technician - Special Funds	1	Eucational Services	4/5/2022	4/28/2022	Multiple Choice; Structured Interview	N/A	5/10/2022	Week of 5/16/2022	5/19/2022	
Administrative Services Assistant II	1	Student Support Services	3/3/2022	3/24/2022	Multiple Choice; Structured Interview; Online Computer Applications Test	N/A	Week of 4/4/2022	Week of 4/11/2022	4/14/2022	
Adult Education Instructional Assistant, Academic Skills	1	SICE	3/2/2022	3/23/2022	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Week of 4/4/2022	Week of 4/11/2022	4/14/2022	Extended Recruitment
Bus Driver	1	Student Safety & Transit	Continuous	One week prior to test date	Structured Interview	N/A	N/A	TBD	TBD	
Cafeteria Assistant	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Certified Educational Sign Language Interpreter	1	Mountain View	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Community Liaison	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Construction Project Manager (Bond)	1	Bond Management Office	3/25/2022	5/6/2022	T&E & Structured Interview	Week of 5/2/2022	N/A	Week of 5/9/2022	5/12/2022	
Custodian	1	Maintenance & Operations	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	3/8/2022	TBD	Ongoing	Processing Provisional Substitutes
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Groundskeeper	1	Royal	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Instructional Support Specialist, IBI	3	Various	Continuous	One week prior to test date	Structured Interview	N/A	TBD	4/12/2022	Ongoing	
Paraeducator	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	4/19/2022	TBD	Ongoing	
Paraeducator Spanish	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	4/19/2022	4/25/2022	4/28/2022	Processing Provisional Substitutes
Paraeducator - Visually Impaired	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	5/13/2022	Week of 5/16/2022	5/19/2022	
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Monthly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Paraeducator II, Special Education	0	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	Monthly (approx)	TBD	Ongoing	Processing Substitutes
Paraeducator, Deaf or Hard of Hearing	0	Student Support Services	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	Processing Substitutes
Passenger Vehicle Driver	1	Student Safety & Transit	Continuous	One week prior to the structured interview	Structured Interview	N/A	N/A	TBD	TBD	
School Services Assistant I	1	White Oak	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	TBD	TBD	Ongoing	
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Senior Accounting Technician	1	Educational Services	3/25/2022	4/22/2022	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Week of 5/2/2022	Week of 5/9/2022	5/12/2022	
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	Week of 4/4/2022	Week of 4/11/2022	4/14/2022	

Upcoming Recruitments

Classification	Location
School Office Manager I	Monte Vista
School Services Assistant III	SVHS
Library Technician	Royal
Lead Student Store Assistant	SICE

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REALLOCATION OF CLASSIFICATIONS

RECOMMENDATION:

It is recommended that the following job classifications be abolished:

1. Media Center Coordinator
2. Network Systems Manager
3. Paraeducator, Speech & Language

BASIS OF RECOMMENDATION:

These recommendations are made for the following reasons:

1. Media Center Coordinator – This job classification was responsible for coordinating the purchase, inventory, distribution and control of educational media, materials and equipment in a centralized media center. There is no longer a centralized media center within the district making this job classification unnecessary.
2. Network Systems Manager – The position associated with this job classification was abolished in 2016, and no new position has been created since that time. In addition, the interim Director of Information Technology has stated that this job classification is no longer necessary.
3. Paraeducator, Speech & Language – The job classification Instructional Assistant, Speech and Language was changed in title to Paraeducator, Speech & Language in 2014. However, no one has filled a position under this new title. In addition, the Assistant Superintendent of Student Support Services advised our department that this job classification is not needed.

GH

Presented to the Personnel Commission on 4/13/2022

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 4/13/2022

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 care~~o.

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
CLASSIFICATION SPECIFICATION TITLE REVISION FOR
WORKER'S COMPENSATION COORDINATOR

RECOMMENDATION:

It is recommended that the classification specification title Worker's Compensation Coordinator be amended to Workers' Compensation Coordinator and that all references to this category of insurance claims in the classification specification be updated.

BASIS OF RECOMMENDATION:

The industry-accepted title and category of insurance claims is Workers' Compensation.

GH

Presented to the Personnel Commission on 4/13/2022

California Department of
Industrial Relations

Division of Workers' Compensation

The Division of Workers' Compensation (DWC) monitors the administration of workers' compensation claims, and provides administrative and judicial services to assist in resolving disputes that arise in connection with claims for workers' compensation benefits.

DWC's mission is to minimize the adverse impact of work-related injuries on California employees and employers.

COVID-19 Resources and Workers' Compensation

- LifeSize Video Conferencing Guide
- LifeSize Walk-through Courtrooms
- Judges' Conference Lines – *Updated* February 28

All Division of Workers' Compensation district offices are open.

As of Monday, March 21, in-person hearings will resume at all DWC district offices, except Eureka. In-person hearings will consist of trials, lien trials, expedited hearings and special adjudication unit (SAU) trials only. Until further notice, DWC will continue to telephonically hear all mandatory settlement conferences, priority conferences, status conferences, SAU conferences, and lien conferences on the individually assigned judges' conference lines.

Walk-throughs will continue in the Lifesize walkthrough courtrooms Monday-Friday 2:00-4:00 PM until further notice.

If you are experiencing any symptoms related to COVID-19 including fever, cough, shortness of breath, or if you are feeling ill, please do not come to a DWC office. You may contact your attorney or email the district office. Refer to the district office page for email and other contact information.

The Eureka office is permanently online as of July 1, 2021. All hearings are held by conference call.

Updated March 24

Information just for you...

- Injured Worker
- Employer
- Claims Administrator
- Attorney
- Medical Provider
- Self-Insured Employer
- Interpreter

Workers' compensation programs and units

- Audit and Enforcement Unit
- Disability Evaluation Unit
- Electronic data exchange system
- Electronic Adjudication Management System
- Return to Work Supplement Program
- Supplemental job displacement benefits
- Subsequent Injuries Benefits Trust Fund
- Uninsured Employers Benefits Trust Fund

Workers' Compensation

The U.S. Department of Labor's Office of Workers' Compensation Programs (OWCP) administers four major disability compensation programs which provides to federal workers (or their dependents) and other specific groups who are injured at work or acquire an occupational disease – providing the injured:

- Wage replacement benefits
- Medical treatment
- Vocational rehabilitation
- Other benefits

Other specific groups are covered by:

- Federal Employees' Compensation Program
- Longshore and Harbor Workers' Compensation Program
- Federal Black Lung Program
- Energy Employees Occupational Illness Compensation Program

These entities serve the specific employee groups who are covered under the relevant statutes and regulations by mitigating the financial burden resulting from workplace injury. Individuals injured on the job while employed by private companies or state and local government agencies should contact their state workers' compensation board.

The Department of Labor has several programs designed to prevent work-related injuries and illnesses. You may obtain information about these programs by visiting our Workplace Safety and Health page.

U.S. DEPARTMENT OF LABOR
200 Constitution Ave NW
Washington, DC 20210
1-866-4-USA-DOL
1-866-487-2365
www.dol.gov

Position: **Workers' ~~'s~~ Compensation Coordinator**	Created: September 2019
Department/Site: District Office	FLSA: Non-Exempt
Approved by: Personnel Commission, September 11, 2019	Salary Range: 90 (Classified)

Summary

Under the general supervision of the Risk Management department director ~~Risk Manager~~, coordinates the intake and processing of ~~worker's~~workers' compensation claims and performs a variety of technical and specialized duties in support of the District's workers' ~~'s~~ compensation program and related activities.

Essential Duties and Responsibilities

- Coordinates and conducts the intake, review, processing, monitoring, and tracking of workers'~~'s~~ compensation claims to ensure the timely and accurate filing, processing, and resolution of claims; coordinates and communicates with all claims' stakeholders including but not limited to the employee, supervisor, medical provider, attorney, insurance carrier, joint powers authority, and other third party administrators in the review, investigation, and resolution of claims.
- Reviews legal documents associated with workers'~~'s~~ compensation claims to identify and ensure compliance with timelines and legal requirements.
- Receives, reviews, and investigates accident and injury reports; refers employees to the district medical provider as needed; assists in gathering facts and evidence for investigating work-related accidents and injuries.
- Serves as a technical resource to District personnel pertaining to workers' ~~'s~~ compensation policies and procedures; responds to inquiries pertaining to the ~~worker's~~workers' compensation program and related activities; assists employees with completing documents and forms related to the ~~worker's'~~workers' compensation program.
- Performs routine financial transactions, such as monthly bank reconciliations and deposits for reimbursement checks, related to the ~~worker's~~workers' compensation function.
- Coordinates light and modified duty assignments for employees with industrial injuries and illnesses.
- Coordinates with treating physicians and claims administrators to monitor employee return to work status.
- Identifies trends in accidents and injuries to assist in identifying safety hazards and informing training needs; assists in addressing and correcting safety hazards.
- Gathers and compiles data from a variety of sources and prepares and submits a variety of reports.
- Prepares and maintains a variety of records and files in accordance with administrative and legal requirements; gathers, compiles, and submits records and files in response to requests from insurance providers, attorneys, court orders, subpoenas, Public Records Act requests, and other parties.
- Coordinates with the payroll and personnel departments to ensure accurate employee status and payment of employees with ~~worker's~~workers' compensation claims.
- Performs a variety of clerical duties in support of the ~~worker's~~workers' compensation function, such as ordering supplies and materials, scheduling meetings, and preparing and distributing correspondence, work orders, requisitions, forms, packets, training materials, and other documents and materials.
- Participates in a variety of meetings, trainings, and workshops to share and acquire information and maintain up-to-date knowledge and skills.
- May assist in other aspects of risk management as needed.

Other Duties and Responsibilities

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

Qualifications

- **Knowledge and Skills**

Requires knowledge of:

- Concepts, terminology, procedures, and best practices pertaining to ~~worker's~~workers' compensation and related activities
- Applicable federal, state, and local laws, codes, and regulations
- Applicable District rules, policies, procedures, initiatives, goals, and objectives
- Customer service methods and techniques

- Mathematical principles
- Principles and practices of report preparation
- Principles and procedures of records management
- Fundamentals of English grammar, spelling, and punctuation

- **Abilities**

Requires the ability to:

- Coordinate a high volume of communications and activities among multiple parties simultaneously
- Analyze and interpret complex insurance, legal, and medical documents
- Interpret and apply complex laws, rules, regulations, policies, and procedures
- Track and monitor a variety of information and data
- Analyze situations and adopt effective courses of action
- Collaborate with others to carry out work
- Provide information and assistance to others in a helpful, courteous, and timely manner
- Explain technical concepts to non-technical audiences
- Communicate clearly and concisely, both orally and in writing
- Accurately process routine financial transactions
- Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications
- Plan and organize work to meet changing priorities and deadlines
- Learn and apply new information, skills, and technology
- Gather information and data from a variety of sources to prepare reports
- Carry out verbal and written instructions
- Maintain confidential records and information

- **Physical Abilities**

Requires:

- Ability to function indoors in an office environment engaged in work of primarily a sedentary nature
- Ambulatory ability to sit for extended periods of time
- Ability to use near vision to read printed materials
- Ability to retrieve work materials from overhead, waist, and ground level files
- Ability to engage in constant repetitive motion

- **Education and Experience**

A bachelor's degree, preferably with coursework in business administration, public administration, or a related field, **AND** one year of experience coordinating, performing, or providing administrative support to a technical function, preferably in a ~~worker's~~workers' compensation, risk management, legal, insurance, or similar environment

OR

An associate degree, preferably with coursework in business administration, public administration, or a related field, **AND** two years of experience coordinating, performing, or providing administrative support to a technical function, preferably in a ~~worker's~~workers' compensation, risk management, legal, insurance, or similar environment

OR

A high school diploma or GED **AND** three years of experience coordinating, performing, or providing administrative support to a technical function, preferably in a ~~worker's~~workers' compensation, risk management, legal, insurance, or similar environment

- **Working Conditions**

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

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2021-2022 P.C. BUDGET

530 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2021-2022 Approved Budget	Revised Budget	County Approved Budget*	Current Budget Status as of 3/31/2022 Encumbered	Expensed	County Approved Budget Balance
530-0RET	**RETIREE BENS**						
(166928) 010-3702-0000-0-0000-7490-165-530-0RET-0	OPEB CLAS, UNDISTRIB,UNRES		1,000.00		600.00	400.00	1,000.00-
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un	2,400.00	2,400.00	2,400.00		2,097.30	302.70
		2,400.00	**2,400.00**	**2,400.00**	**600.00**	**2,497.30**	**-697.30**
530-0257	**PERSONNEL COMISSIONERS SALARIES**						
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	3,000.00	2,700.00		1,800.00	900.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0			206.00-				.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	180.00	207.00		63.36	143.64
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	21,255.00	22,000.00	5,911.11	17,057.61	968.72-
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	34.00	36.00	36.00		9.00	27.00
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	75.00	84.00	84.00		49.56	34.44
Total for Optional 0257		**33,669.00**	**24,349.00**	**25,027.00**	**5,911.11**	**18,979.53**	**136.36**
530-0270	**PERSONNEL COMISSION STAFF OT**						
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT	2,049.00	2,049.00	2,049.00		1,023.54	1,025.46
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR					23.79	23.79-
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	157.00	157.00		78.29	78.71
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	26.00	26.00	26.00		5.10	20.90
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	57.00	57.00	57.00		28.12	28.88
Total for Optional 0270		**2,289.00**	**2,289.00**	**2,289.00**	**.00**	**1,158.84**	**1,130.16**
530-0271	**OFFICE SUPPLIES**						
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	1,200.00	1,200.00	1,200.00		238.61	961.39
Total for Optional 0271		**1,200.00**	**1,200.00**	**1,200.00**	**.00**	**238.61**	**961.39**
530-0276	**CONTRACTED PERSONNEL SERVICES**						
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	2,500.00	2,500.00	2,500.00		5,090.00	2,590.00-
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	18,699.00	18,699.00	18,699.00		17,170.81	1,528.19
Total for Optional 0276		**21,199.00**	**21,199.00**	**21,199.00**	**.00**	**22,260.81**	**1,061.81-**
530-0278	**STAFF MILEAGE**						
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	160.00	240.00	160.00		176.52	16.52-
Total for Optional 0278		**160.00**	**240.00**	**160.00**	**.00**	**176.52**	**16.52-**
530-0279	**ADVERTISING**						

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2021-2022 P.C. BUDGET

530 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2021-2022 Approved Budget	Revised Budget	County Approved Budget*	Current Budget Status as of 3/31/2022 Encumbered	Expensed	County Approved Budget Balance
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	2,267.00	1,767.00		1,309.83	457.17
Total for Optional 0279		**1,767.00**	**2,267.00**	**1,767.00**	**.00**	**1,309.83**	**457.17**
530-0284	**DUES & MEMBERSHIP**						
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,007.00	3,007.00	3,007.00		1,340.00	1,667.00
Total for Optional 0284		**3,007.00**	**3,007.00**	**3,007.00**	**.00**	**1,340.00**	**1,667.00**
530-0286	**EQUIPMENT > $500**						
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	1,266.00	1,266.00	1,266.00			1,266.00
Total for Optional 0286		**1,266.00**	**1,266.00**	**1,266.00**	**.00**	**.00**	**1,266.00**
530-0669	**TRAVEL & CONFERENCE**						
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	2,500.00	3,000.00	2,500.00	1,964.04	3,547.29	3,011.33
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,500.00	3,000.00	2,500.00	749.00	79.00	1,672.00
Total for Optional 0669		**5,000.00**	**6,000.00**	**5,000.00**	**2,713.04**	**3,626.29**	**1,339.33**
530-0BV5	**POSTAGE**						
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	600.00	500.00			500.00
Total for Optional 0BV5		**500.00**	**600.00**	**500.00**	**.00**	**.00**	**500.00**
530-0DER	**CONSULTANTS**						
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	6,484.00	6,484.00			6,484.00
Total for Optional 0DER and Expense accounts		**6,484.00**	**6,484.00**	**6,484.00**	**.00**	**.00**	**6,484.00**
530-0E92	**DIRECTOR'S SALARY**						
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI	137,736.00	108,536.00	137,736.00	27,849.90	80,685.86	29,200.24
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN		10,296.00			9,432.34	9,432.34
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	1.00	9,273.00	13,375.00	6,380.40	15,177.83	8,183.23
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR		1,446.00	4,437.00	2,119.02	6,882.52	4,564.54
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	25,340.00	10,596.00	25,340.00	6,954.99	17,278.89	1,106.12
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	1.00	1,171.00	1,671.00	138.51	377.66	1,154.83
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,		520.00	3,700.00	765.87	2,478.23	455.90
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	120.00	107.00	110.00	30.00	57.16	22.84
		163,198.00	**117,125.00**	**186,369.00**	**44,238.60**	**132,370.49**	**9,759.82**
530-0MWW	**EMPLOYEE RECOGNITION**						
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-0	MATLS/SUPPS	212.00	212.00	212.00			212.00
Total for Optional 0MWW		**212.00**	**212.00**	**212.00**	**.00**	**.00**	**212.00**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2021-2022 P.C. BUDGET

530 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2021-2022 Approved Budget	Revised Budget	County Approved Budget*	Current Budget Status as of 3/31/2022 Encumbered	Expensed	County Approved Budget Balance
530-0N55	**PRINTING & XEROX USAGE**						
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP	750.00	650.00	750.00		36.00	714.00
Total for Optional 0N55		**750.00**	**650.00**	**750.00**	**.00**	**36.00**	**714.00**
530-0RFN	**ATTORNEY FEES**						
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	49,420.00	50,000.00	19,572.50	802.50	29,625.00
Total for Optional 0RFN		**50,000.00**	**49,420.00**	**50,000.00**	**19,572.50**	**802.50**	**29,625.00**
530-0W95	**INTERVIEW PANEL EXPENSES**						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	590.00	590.00	590.00		266.93	323.07
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	1,000.00	2,000.00	113.31	967.46	919.23
Total for Optional 0W95		**2,590.00**	**1,590.00**	**2,590.00**	**113.31**	**1,234.39**	**1,242.30**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**						
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	69,198.00	135,698.00	134,649.00	33,155.73	103,059.88	1,566.61
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	30,537.00	45,677.00	45,677.00	7,595.91	23,610.88	14,470.21
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,197.00	15,274.00	15,274.00	2,536.38	7,874.46	4,863.16
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	48,850.00	16,694.00	19,472.00	9,967.98	25,134.77	15,630.75
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	1,640.00	1,467.00	1,640.00	165.81	514.72	959.47
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,666.00	5,495.00	3,666.00	911.76	2,834.14	79.90
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	340.00	250.00	250.00	60.00	150.00	40.00
Total for Optional 0242 and Expense accounts		**164,428.00**	**220,555.00**	**220,628.00**	**54,393.57**	**163,178.85**	**3,055.58**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**						
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	58,959.00	32,328.00	55,829.00	14,485.29	26,750.28	14,593.43
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	13,508.00	16,144.00	16,144.00	3,318.57	6,128.45	6,696.98
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,511.00	5,399.00	5,399.00	1,108.14	2,039.26	2,251.60
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	13,052.00	10,763.00	13,052.00	3,802.32	4,350.60	4,899.08
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	726.00	633.00	726.00	72.42	133.30	520.28
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,622.00	1,938.00	1,652.00	398.37	735.70	517.93
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	220.00	180.00	45.00	75.00	60.00
Total for Optional 0353 and Expense accounts		**92,558.00**	**67,425.00**	**92,982.00**	**23,230.11**	**40,212.59**	**29,539.30**
TOTAL		**552,677.00**	**528,278.00**	**623,830.00**	**150,772.33**	**389,422.55**	**83,635.12**

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	NOTES	2020-2021 Approved Budget	2020-2021 Expensed	2021-2022 County Approved Budget*	2021-2022 Encumbered as of 3-31-2022	2021-2022 Expensed as of 3-31-2022	2022-2023 Proposed Budget
530-0RET	**RETIREE BENS**							
(166928) 010-3702-0000-0-0000-7490-165-530-0RET-0	OPEB CLAS, UNDISTRIB,UNRES					600.00	400.00	
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un		2,400.00	2,233.20	2,400.00		2,097.30	2,400.00
			2,400.00	**2,233.20**	**2,400.00**	**600.00**	**2,497.30**	**2,400.00**
530-0257	**PERSONNEL COMISSIONERS SALARIES**							
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR		2,700.00	1,900.00	2,700.00		1,800.00	2,700.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0			616.00					
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas		207.00	64.83	207.00		63.36	207.00
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas		30,653.00	21,668.78	22,000.00	5,911.11	17,057.61	30,653.00
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas		2.00	1.03	36.00		9.00	34.00
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas		81.00	52.33	84.00		49.56	75.00
Total for Optional 0257			**34,259.00**	**23,686.97**	**25,027.00**	**5,911.11**	**18,979.53**	**33,669.00**
530-0270	**PERSONNEL COMISSION STAFF OT**							
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT		2,049.00	505.02	2,049.00		1,023.54	2,049.00
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR		468.00	1.93			23.79	50.00
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas		157.00	36.32	157.00		78.29	157.00
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class		2.00	.20	26.00		5.10	26.00
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas		67.00	13.90	57.00		28.12	57.00
Total for Optional 0270			**2,743.00**	**557.37**	**2,289.00**	**.00**	**1,158.84**	**2,339.00**
530-0271	**OFFICE SUPPLIES**							
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	Includes purchases from warehouse (paper and water)	1,200.00	258.61	1,200.00		238.61	1,200.00
Total for Optional 0271			**1,200.00**	**258.61**	**1,200.00**	**.00**	**238.61**	**1,200.00**
530-0276	**CONTRACTED PERSONNEL SERVICES**							
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	CODESP = $2500; E-Skill = $2500 (anticipated increase to $2750)	4,750.00	2,550.00	2,500.00		5,090.00	5,250.00
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	NeoGov = $18,286.91	15,576.00	18,698.88	18,699.00		17,170.81	18,699.00
Total for Optional 0276			**20,326.00**	**21,248.88**	**21,199.00**	**.00**	**22,260.81**	**23,949.00**
530-0278	**STAFF MILEAGE**	Local						
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	Mileage reimbursement for delivering PC binders	160.00	69.48	160.00		176.52	240.00
Total for Optional 0278			**160.00**	**69.48**	**160.00**	**.00**	**176.52**	**240.00**
530-0279	**ADVERTISING**							
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	Updated to reflect planned increased advertising on addtl websites	1,767.00	983.60	1,767.00		1,309.83	3,000.00
Total for Optional 0279			**1,767.00**	**983.60**	**1,767.00**	**.00**	**1,309.83**	**3,000.00**
530-0284	**DUES & MEMBERSHIP**							
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	IPMA = $1005 (Nov-Oct); CSPCA = $1100 (July-June); PTCNC = $40 (Renew Dec); PCASC = $100 (July-June)	3,007.00	1,005.00	3,007.00		1,340.00	3,500.00
Total for Optional 0284			**3,007.00**	**1,005.00**	**3,007.00**	**.00**	**1,340.00**	**3,500.00**

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	NOTES	2020-2021 Approved Budget	2020-2021 Expensed	2021-2022 County Approved Budget*	2021-2022 Encumbered as of 3-31-2022	2021-2022 Expensed as of 3-31-2022	2022-2023 Proposed Budget
530-0286	**EQUIPMENT > $500**							
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	Includes expected purchase of Laptop and chromebook	1,266.00		1,266.00			3,066.00
Total for Optional 0286			**1,266.00**	**.00**	**1,266.00**	**.00**	**.00**	**3,066.00**
530-0669	**TRAVEL & CONFERENCE**							
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	Includes two additional attendees at CSPCA Conference ($2800); two attendees at Merit Academy = $1150; Additional training for new employees	5,000.00		2,500.00	1,964.04	3,547.29	10,000.00
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST			2,405.00	2,500.00	749.00	79.00	2,000.00
Total for Optional 0669			**5,000.00**	**2,405.00**	**5,000.00**	**2,713.04**	**3,626.29**	**12,000.00**
530-0BV5	**POSTAGE**							
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,		500.00		500.00			500.00
Total for Optional 0BV5			**500.00**	**.00**	**500.00**	**.00**	**.00**	**500.00**
530-0DER	**CONSULTANTS**							
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE		6,484.00		6,484.00			6,484.00
Total for Optional 0DER and Expense accounts			**6,484.00**	**.00**	**6,484.00**	**.00**	**.00**	**6,484.00**
530-0E92	**DIRECTOR'S SALARY**	Updated to reflect anticipated 2% salary increase and step increases						
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI		134,408.00	138,466.26	137,736.00	27,849.90	80,685.86	122,720.00
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN						9,432.34	
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR		30,645.00	28,378.73	13,375.00	6,380.40	15,177.83	31,506.00
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR		10,283.00	10,592.68	4,437.00	2,119.02	6,882.52	10,537.00
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR		24,526.00	25,339.74	25,340.00	6,954.99	17,278.89	25,340.00
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR		68.00	69.27	1,671.00	138.51	377.66	1,695.00
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,		4,369.00	3,807.86	3,700.00	765.87	2,478.23	3,788.00
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR		360.00	100.00	110.00	30.00	57.16	120.00
			204,659.00	**206,754.54**	**186,369.00**	**44,238.69**	**132,370.49**	**195,706.00**
530-0MWW	**EMPLOYEE RECOGNITION**							
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-0	MATLS/SUPPS		212.00		212.00			250.00
Total for Optional 0MWW			**212.00**	**.00**	**212.00**	**.00**	**.00**	**250.00**
530-0N55	**PRINTING & XEROX USAGE**							
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP		750.00		750.00		36.00	750.00
Total for Optional 0N55			**750.00**	**.00**	**750.00**	**.00**	**36.00**	**750.00**
530-0RFN	**ATTORNEY FEES**							
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	For routine and non-routine legal expenses. Necessary in the event of an appeal to PC requiring a hearing officer	50,000.00	7,102.50	50,000.00	19,572.50	802.50	50,000.00
Total for Optional 0RFN			**50,000.00**	**7,102.50**	**50,000.00**	**19,572.50**	**802.50**	**50,000.00**
530-0W95	**INTERVIEW PANEL EXPENSES**	Updated to reflect increased in-person interviews						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	Includes interview panel mileage	590.00	24.95	590.00		266.93	750.00

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	NOTES	2020-2021 Approved Budget	2020-2021 Expensed	2021-2022 County Approved Budget*	2021-2022 Encumbered as of 3-31-2022	2021-2022 Expensed as of 3-31-2022	2022-2023 Proposed Budget
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	Interview panel meals and snacks	2,000.00	485.87	2,000.00	113.31	967.46	2,500.00
Total for Optional 0W95			**2,590.00**	**510.82**	**2,590.00**	**113.31**	**1,234.39**	**3,250.00**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**	Updated to reflect anticipated 2% salary increase and step increases						
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo		127,498.00	128,782.40	134,649.00	33,155.73	103,059.88	143,830.71
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas		29,070.00	26,395.83	45,677.00	7,595.91	23,610.88	30,537.00
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas		9,754.00	9,823.12	15,274.00	2,536.38	7,874.46	10,197.00
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas		10,802.00	12,854.71	19,472.00	9,967.98	25,134.77	10,819.00
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas		64.00	64.24	1,640.00	165.81	514.72	1,640.00
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas		4,144.00	3,541.49	3,666.00	911.76	2,834.14	3,666.00
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)		720.00	200.00	250.00	60.00	150.00	240.00
Total for Optional 0242 and Expense accounts			**182,052.00**	**181,661.79**	**220,628.00**	**54,393.57**	**163,178.85**	**200,929.71**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**	Updated to reflect anticipated 2% salary increase and step increases						
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN		19,238.00	16,989.13	55,829.00	14,485.29	26,750.28	61,981.29
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR		4,387.00	3,318.75	16,144.00	3,318.57	6,128.45	13,103.00
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR		1,472.00	1,294.94	5,399.00	1,108.14	2,039.26	4,376.00
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR		10,000.00	1,525.84	13,052.00	3,802.32	4,350.60	13,052.00
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR		10.00	8.22	726.00	72.42	133.30	704.00
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,		626.00	467.23	1,652.00	398.37	735.70	1,573.00
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES		180.00	40.03	180.00	45.00	75.00	180.00
Total for Optional 0353 and Expense accounts			**35,913.00**	**23,644.14**	**92,982.00**	**23,230.11**	**40,212.59**	**94,969.29**
TOTAL			**555,288.00**	**472,121.90**	**623,830.00**	**150,772.33**	**389,422.55**	**638,202.00**