

PERSONNEL COMMISSION
MEETING AGENDA – October 18, 2023
(Meeting Location: Board Room)

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

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- September 20, 2023 Regular Meeting

D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Governance Calendar – review and discussion
5. Next Regular PC Meeting: November 15, 2023

F. ACTION AGENDA ITEMS

1. Approval of Revised Classification Specification: Director of Maintenance & Operations
2. Request for Advanced Salary Placement – Locksmith
3. Approval of Revised Classification Specification: Job Placement Specialist

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

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

G. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

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

I. ADJOURNMENT

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MINUTES
September 20, 2023

- CALL TO ORDER A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on September 20, 2023. Ms. Campbell, Chair, called the meeting to order at 4:30 p.m.

Present: Commissioners Campbell, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Classified Human Resources Supervisor and Reina Murillo, Human Resources Analyst, Confidential.
- ADOPTION OF On a motion by Ms. Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the AGENDA agenda for the September 20, 2023 Personnel Commission special meeting was adopted by a vote of 2-0. (Ayes – 2/ Stallings, Campbell; Walker, (Absent) Nay 0; Abstain 0)
- APPROVAL OF On a motion by Ms. Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) MINUTES the minutes of the August 1, 2023 Personnel Commission Special Meeting were approved as presented by a vote of 2-0. (Ayes – 2/ Stallings, Campbell; Walker, (Absent) Nay 0; Abstain 0)

On a motion by Ms. Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the August 16, 2023 Personnel Commission Special Meeting were approved as presented by a vote of 2-0. (Ayes – 2/ Stallings, Campbell; Walker, (Absent) Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM E1 VESPA REPORT
 None
- ITEM E2 DIRECTOR’S REPORT
 Ms. Crouch reported
 - We’ve been super excited to welcome our classified employees back to the new school year. We celebrated with all staff at the annual Celebrate! event the day before school started, and honored employees who have supported our students, families and community for 5/10/15/20 years, and highlighted those who have been with the district for 25/30/35 years.
 - We still have quite a few vacancies, so staff has been extremely busy coordinating recruitments and processing new hires.
 - Classified HR has partnered with our school sites to attend Back to School Nights to set-up recruitment tables. Back to School Nights started the last week of August and will continue through the end of September.
 - The Board of Education recently announced reappointing Anne Campbell as the Board’s appointee to the Personnel Commission. The open public hearing and final approval will take place at the October 15th regular Board meeting.

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

 - Next regular Board meeting is scheduled for Tuesday, September 26th
 - Information Night at Buena High School on November 6th
- ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.
- ITEM E5 Next Regular PC Meeting: October 18, 2023
At this time, the Personnel Commission plans to continue to meet in person for the next meeting.
- ITEM F1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: MECHANIC I
After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification as amended for Mechanic I as presented, by a vote of 3-0.(Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)
- ITEM F2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: BUS DRIVER

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

ITEM F3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: P.E. EQUIPMENT ATTENDANT

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

ITEM F4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: ATHLETIC EQUIPMENT

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

ITEM F5 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: FAMILY LIAISON

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

ITEM F6 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

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

ITEM F7 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: EDUCATIONAL SIGN LANGUAGE INTERPRETER

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

ITEM F8 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: BRAILLE TRANSCRIBER

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

ITEM F9 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: ACCOUNTING SUPERVISOR

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

ITEM F10 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: SENIOR ACCOUNTANT

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

ITEM F11 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PRE-LICENSED ASSOCIATE/INTERN

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

ITEM F12 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: LICENSED ASSOCIATE

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

ITEM F13 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: LICENSED ASSOCIATE SUPERVISOR

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

ITEM F14 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: LOCKSMITH

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

ITEM G1 PERSONNEL TRANSACTIONS REPORT

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

ITEM H COMMISSION COMMENTS

None

ADJOURNMENT

On a motion by Mr. Walker seconded by Ms. Stallings, MSCU to adjourn the meeting at 5:30 p.m.
(Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)



PC ANNUAL CALENDAR

JAN

FEB

MAR

APR

- PC Preliminary Review of Budget

MAY

- Public Hearing and Final Approval of PC Budget
- Commissioners prep for Director's annual evaluation, to be completed in June

JUN

- Commissioners conduct Director's annual evaluation and goal setting
- PC to adopt schedule of meeting for upcoming fiscal year

JUL

- Start planning PC appointment timeline - alternates between BoE, PC and VESPA

AUG

SEPT

- IF PC YEAR TO APPOINT: PC to announce its intended joint appointee no later than September 30; schedule public hearing to be held after 30 days and within 45 days of announcement

OCT


NOV

DEC

- New Commissioner takes oath of office and begins new 3- year term
- Election of Officers



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: October 18, 2023

Subject: Approval of Revised Classification Specification
Director, Maintenance & Operations

A recommendation is being presented to the Personnel Commission to approve revising the classification title of Director, Maintenance & Operations to Director of Facilities. This will bring the title in alignment with the Facilities management job category in which we have an established Facilities Planner, Facilities Manager, and upon approval, Director of Facilities.

Attachment: proposed revised classification specification for Director, Maintenance & Operations



For the future of every student

CLASS TITLE: DIRECTOR, ~~MAINTENANCE & OPERATIONS~~ OF FACILITIES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct Facilities, Maintenance and Operations Services activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment; coordinate and direct communications, personnel, projects, and management functions to meet District needs and assure smooth and efficient Department activities; monitor operations and budget to assure services and projects are delivered in a cost-effective manner; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Facilities, Maintenance and Operations services and activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment; establish and maintain Department time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Establish goals, objectives and actions plans to ensure the safe and efficient operation of department activities.

Assist with property acquisition.

Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing installation, maintenance, repair, custodial, and other Department projects and activities.

Supervise, counsel, evaluate and motivate assigned staff; recommend hires, transfers, reassignment, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established requirements and procedures; plan, coordinate, arrange and conduct training activities for Department personnel.

Plan, organize, control and direct activities to assure facilities are cleaned and maintained in a safe, clean, secure and orderly; coordinate, direct and participate in the inspection of District buildings, grounds and facilities to identify maintenance and repair needs; assure proper and timely repair of utility, equipment and system malfunctions; direct preventative maintenance functions; coordinate and direct response to emergency custodial, grounds and maintenance needs.

Assist with project contracting; coordinate and direct operations and activities involved in the planning, scheduling, development, design and implementation of facilities construction.

Monitor, analyze and modify activities in response to the progress of cleaning, installation, maintenance, and repair and construction projects; inspect completed projects for accuracy, completeness and compliance with established plans, standards, requirements and specifications.

Provide leadership in the development and administration of District wide facilities maintenance and operations master planning; develop and implement Facilities Services, Maintenance and Operations programs, services, standards, goals, objectives, plans and strategies; prepare and implement deferred maintenance plans; advise District administrators concerning laws, codes and regulations related to planning, construction and maintenance services.

Monitor and evaluate Department activities for financial effectiveness and operational efficiency; develop and recommend policies and procedures to enhance the financial effectiveness and operational efficiency of Department operations and activities and capacity to meet District needs; direct utility and energy management and conservation programs to enhance cost-efficiency.

Coordinate and direct Facilities Services, Maintenance and Operations communications, information, services, projects and activities between District personnel, administrators, departments, community groups, Board members, outside organizations, the public, and various local, State and federal agencies; direct activities to assure proper and timely resolution of Department issues and conflicts.

Assist in the development and preparation of the annual Facilities Services budget; analyze and review budgetary and financial data; direct preparation of and implement budgetary adjustments as necessary; manage and authorize expenditures in accordance with established guidelines; prepare budgets for various projects, programs and activities.

Estimate and assure adequate personnel, materials and equipment needed for planning, construction, cleaning, maintenance and repair functions; compile and prepare cost estimates; monitor and assure adequate inventory levels of equipment and supplies; coordinate and direct the purchase of equipment and supplies; assure timely processing of pay applications, contracts and change orders.

Assist in preparing and developing construction plans and specifications; coordinate construction and renovation projects.

Provide technical information and assistance to the Assistant Superintendent-Business Services regarding cleaning, maintenance, repair and construction activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to projects, planning, construction, maintenance, safety, personnel, budgets, repairs, inspections, costs, compliance and assigned activities; prepare environmental documents and assure District compliance with CEQA; assure proper completion of close out and year-end procedures.

Assist in planning, organizing and directing facilities use, management and security functions; evaluate facility and property use.

Communicate with personnel, administrators, various outside agencies and community groups to exchange information, coordinate activities and resolve issues or concerns; prepare, distribute and respond to a variety of correspondence.

Coordinate and direct pest and hazardous waste management, and environmental quality and control functions.

Attend and conduct various meetings and committees; present information and materials concerning Maintenance and Operations issues, needs, projects and activities.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment.
- Management skills to analyze programs, policies and operational needs.
- Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, facilities planning, construction, maintenance and repair activities.
- Applicable Federal, State and local building codes, ordinances, requirements, regulations and safety precautions.
- Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition.
- Practices, procedures, standards and techniques used in construction planning and implementation.
- State School Construction Program and State Contract Compliance laws and regulations.
- California Environmental Quality Act.
- Health and safety regulations and procedures.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Operation of a computer and assigned software.
- Architectural and engineering plans and specifications.
- District and department organization, operations, policies and objectives.
- Principles and practices of budget preparation and administration.
- Principles and practices of administration, supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize, control and direct maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment.
- Coordinate and direct communications, personnel, projects, and management functions, to meet District needs and assure smooth and efficient Department activities.
- Supervise and evaluate the performance of assigned personnel.
- Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
- Participate in the design, development and implementation of construction and renovation projects.
- Prepare, develop, submit and follow up on grant and other funding applications.
- Prepare and administer large and complex budgets.
- Estimate and assure adequate staff, material and equipment levels needed for operations and projects.
- Communicate effectively both orally and in writing.
- Prepare clear and concise administrative and financial reports, and make presentations.
- Read and interpret construction documents including blueprints, plans and specifications.
- Conduct environmental assessment of projects.
- Interpret, apply and explain laws, code, rules, regulations, policies and procedures.

- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Creatively and effectively match resources to needs.
- Meet schedules and timelines.
- Work independently with limited supervision.
- Plan and organize work.
- Direct and participate in the preparation and maintenance of a variety of reports, records and files.
- Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to a bachelor’s degree in Planning, Engineering, Architecture, Business Administration or a closely related field and five years increasingly responsible experience in construction, maintenance, operations and repair of large buildings and facilities including at least three years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
 Regular exposure to fumes, dust, dirt, oil and grease.
 Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
 Dexterity of hands and fingers to operate a computer keyboard.
 Seeing to inspect projects and read a variety of materials.
 Sitting or standing for extended periods of time.
 Walking to inspect projects.
 Climbing ladders.


HAZARDS:

Working around and with machinery having moving parts.
 Chemical fumes.
 Working at heights.

Approved by Personnel Commission: 08/20/2009
 Revised: 01/23/2020
Revisions to PC for review and approval - 10/18/2023



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: October 18, 2023

Subject: Request for Advanced Salary Placement (PCRR 170.2.1)
Locksmith

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

- 170.2.1.1 Additional qualifying experience beyond that required for entry into the classification (limited to no more than one step for each two years of experience related to the classification.)
- 170.2.1.2 Additional education at the college level beyond the educational requirements established for entry into the classification (limited to no more than one step for each two years of education related to the position).
- 170.2.1.3 If there are extenuating circumstances that exist surrounding the ability to fill a position, the Director of Classified Human Resources may make a recommendation to the Personnel Commission to provide a new employee with advanced step placement based on the extenuating circumstances. Upon approval by the Personnel Commission, the new employee may be provided with advanced step placement as deemed appropriate.

170.2.1.3 - Extenuating Circumstances

The recruitment to fill the Locksmith position has been opened since May 2023. It has taken five months of extensive recruitment efforts to establish an eligibility list. Extensive advertising efforts were made for this position including: schooljobs.com, Ed-JOIN website, and the district's website, Facebook and LinkedIn accounts. HR also attended all Back to School Nights, in which a job bulletin specifically for the Locksmith position was distributed. During this time, we have received multiple applications from candidates that did not meet the minimum qualifications, even after the minimum qualifications were recently revised. In addition, we had a qualified candidate withdraw their application from consideration. After executing a wide-spread advertising plan, the recruitment resulted in an eligibility list with only three ranks. Ms. Terri Allison, Director of M&O along with Mark Mayer, Facilities Manager, conducted the final selection interviews. A job offer has been made to the selected candidate, based on 170.2.1.1 and 170.2.1.2 as outlined above. Although the candidate has excellent background and experience for this position, based on the criteria, they were rated in at step 2. During our conversations with the candidate, they are currently earning equivalent to our step 5 and expressed they would not be able to accept the offer.

The Personnel Commissioners are being provided with a copy of the candidate's application packet for review.

Recommendation

It is therefore recommended that the Personnel Commission approve placing the new Locksmith at step 5 of the salary range for the position, in accordance with PCRR 170.2.1.3.

Attachment: Locksmith job description



For the future of every student

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of the Facilities Manager, perform skilled locksmith work in the installation, maintenance, repair and alteration of locks in schools and District facilities; create, duplicate, circulate and account for District keys.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks in schools and District facilities; key and re-key locks; design and develop master key systems as directed; assure safety and security of school sites and District facilities in compliance with applicable codes.

Install, repair, replace and alter locks, closers, stops, panic devices, hinges and other hardware on doors, cabinets, file cabinets and other equipment; retrofit hardware as needed; assemble and disassemble locks; install and alter lock pins; repair locksets in response to lock malfunctions.

Utilize key-cutting machines to create, replace and duplicate keys; distribute, collect and account for keys; maintain key control system and related records; organize and maintain collections of keys for District-wide doors.

Re-key new locks to align with the District key system; re-key existing locks in response to malfunctions and lost or stolen keys; utilize codes to key locks.

Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; adjust hinges, strikes and other door components as necessary; adjust doors to assure proper functioning.

Respond to emergency lock opening and key needs as required; remove debris, glue and other obstructions from locks as needed.

Operate a variety of equipment including code cutters, key duplicators, and a variety of hand and power tools; utilize a computer and assigned software; drive a vehicle to conduct work.

Estimate labor, material and equipment needed for assigned projects; prepare cost estimates; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.

Maintain various records related to keys, master key systems, hardware, codes, projects, work orders, materials, door openings, hardware and assigned activities; input key information into an assigned computer system.

Plan, organize and lay out assigned tasks; interpret diagrams, sketches and specifications; work from verbal and written instructions and work orders.

Participate in Department-wide projects and assist other trades workers with maintenance and repair projects as needed.

Work with architects and contractors in the preparation of hardware specifications for additions, new portables and modernization projects.

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

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

Service and repair District safes as needed.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, equipment and materials used in the installation, maintenance, repair and adjustment of locks and related components.

Building codes related to the locksmith trade.

Operation and maintenance of tools, equipment and machinery used in the locksmith trade.

Proper methods of storing equipment, materials and supplies.

Master key systems and key coding techniques.

Technical aspects of the locksmith trade.

Building codes related to the locksmith trade.

Appropriate safety precautions and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks in schools and District facilities.

Make and duplicate keys as needed.

Replace defective parts and components as necessary.

Code keys, re-key locks and maintain master key system.

Distribute, collect and account for keys.

Plan and lay out locksmith work.

Read and understand basic blueprints.

Operate and maintain tools, equipment and machinery used in the locksmith trade.

Observe health and safety regulations and procedures.

Estimate material, equipment and supply needs.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain various records related to work performed.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to graduation from high school or equivalent, and 3 years professional-level experience in the installation, maintenance and repair of locks or trades maintenance work assisting with the installation, maintenance and repair of locks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.
Hearing and speaking to exchange information.
Seeing to read and perform locksmith functions.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders and working from heights.
Sitting or standing for extended periods of time.
Heavy physical labor.


HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Chemical fumes.

Approved by Personnel Commission: 09/19/2007
Revised: 12/15/2021
09/20/2023



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: October 18, 2023

Subject: Approval of Revised Classification Specification
Job Placement Specialist

The Ventura Unified School District is planning recruitment efforts to fill the vacant Job Placement Specialist position. In preparation of filling this position, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to accurately reflect the position needs and essential duties, and ensure the duties are aligned with the Department of Rehabilitation's work-based learning program. It is also proposed that the job title be updated to reflect Work-Based Learning Coordinator.

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

Attachment: proposed classification specification for Job Placement Specialist



For the future of every student

CLASS TITLE: ~~JOB PLACEMENT SPECIALIST~~ WORK-BASED LEARNING COORDINATOR

BASIC FUNCTION:

Under the direction of the assigned Executive Director of Special Education **and Pupil Personnel Services**, perform a variety of specialized duties involved in assisting ~~special-education~~ students in developing vocational plans and securing appropriate jobs in the community; monitor, evaluate and provide technical assistance in developing student vocational and job searching skills to facilitate and enhance school-to-career transition. Consult with the Executive Director of Special Education **and Pupil Personnel Services** on matters related to the operational execution of the ~~Transitional Partnership Program~~ **Work-Based Learning** and Workability **Program** (~~TPP program~~).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist the Executive Director of Special Education **and Pupil Personnel Services** with the evaluation of the overall ~~TPP~~ **work-based learning** program. Lead and monitor the Employment Training Assistant Team, and proactively provides technical support and practical guidance using multiple methods of support.

Assist in coordinating ~~TPP~~ **work-based learning** staff, projects and communications to meet program needs; assist with developing and implementing projects and daily activities; confer with staff, teachers, administrators and outside agencies regarding student and program needs, priorities, issues, problems and projects.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures.

Research employment opportunities for students; initiate, develop and maintain an employer base for student placement; establish and maintain contact and partnerships with employers to facilitate and enhance employment opportunities; contact employers to secure appropriate on-the-job training positions; explain program services and assess employment needs.

Evaluate jobs at work sites by observing workers and conferring with supervisors; assess skills and duties required for various employment opportunities and assure student referrals are aligned with requirements; work with employers to adapt jobs to meet student capabilities; provide employers with strategies for modifying job tasks to meet student needs.

Serve as a liaison between students, employers, schools, families, outside agencies and the community regarding vocational and employment services, opportunities and placement; respond to inquiries and provide information concerning related practices, processes, needs, activities, policies, procedures and objectives; meet and confer with staff concerning programs and student progress.

Assist students with developing individualized vocational plans; meet and confer with students; evaluate student needs, interests and abilities to determine appropriate vocational and career plans, goals and placement; assist students in establishing and pursuing goals; monitor, evaluate and adjust vocational plans and employment placement objectives in response to student needs and progress.

Assist students with completing various employment and educational packets and/or applications; assist students with collecting information related to job openings, and developing resumes and interview skills; secure student job sites and refer students to and place student in appropriate training programs and employment opportunities according to needs, interests and abilities.

Provide technical assistance to students in developing vocational, job searching and job readiness skills; determine if students are work-ready and assist as appropriate; confer with and advise students regarding employment opportunities, work ethics, forms, applications and vocational skill development; assist students with developing resumes and completing job applications and pre-employment paperwork; conduct mock interviews.

Serve as a technical resource to personnel, students, outside agencies and others regarding employment opportunities, vocational skill development and assigned programs and services; respond to inquiries and provide information concerning related standards, requirements, techniques, practices and procedures.

Communicate with District, community and agency representatives regarding implementation of contracts, Memoranda of Understanding (MOU) and/or agreements.

Monitor and evaluate student progress at work sites; conduct follow up and post-employment services with employers and students in accordance with established timelines and procedures; assure students are placed with appropriate employers.

Prepare students for employment and transition; develop individual employment plans for ~~special education~~ students; visit job sites to coach and mentor ~~special education~~ students and assist in the development of job skills; develop and implement job retention strategies for students; arrange student transportation to job sites as needed.

Compile information and prepare and maintain various records, reports and files related to students, employers, job opportunities, training programs, placement, progress and assigned activities; maintain and update case notes for assigned students.

Work with students in preparing master job applications and obtaining required personal information; prepare and develop student portfolios as required.

Attend and participate in various meetings, community events and conferences as assigned.

Communicate with District personnel, faculty, local agencies, students, parents and various outside organizations to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in providing employment support, placement, development and assessment services.

Interviewing and advisement techniques.

Student guidance principles and practices related to students with special education needs.

Job site procedures and appropriate student conduct.
Training, employment and educational opportunities and resources in the community related to vocational development for ~~special education~~ students.
Labor market trends and characteristics.
Basic instructional methods and techniques.
Principles, practices and procedures of vocational training programs.
Interpersonal skills using tact, patience and courtesy.
Policies and objectives of assigned programs and activities.
Operation of a computer and assigned software.
Oral and written communication skills.
~~Problems and concerns of students with special needs.~~
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and report preparation techniques.
Basic public relations techniques.

ABILITY TO:

Perform a variety of specialized duties involved in assisting ~~special education~~ students in developing vocational plans and securing appropriate jobs in the community.
Monitor, evaluate and provide technical assistance in developing student vocational and job searching skills to facilitate and enhance school-to-career transition.
Assist students with developing vocational, employability, job searching and problem-solving skills.
Develop and maintain an employer base for student placement and training.
Interview and assess students in the identification and evaluation of needs, interests and abilities to determine appropriate vocational goals and objectives.
Serve as a liaison regarding vocational and employment services, opportunities and placement.
Research and locate employment opportunities for program participants.
Refer students to programs, vocational training services, educational institutions, employment opportunities and various other community resources according to needs, interests and abilities.
Interpret, apply and explain rules, regulations, policies and procedures.
Monitor, evaluate and follow up on student needs and progress.
Operate standard office equipment including a computer and assigned software.
Maintain records and prepare reports.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in psychology, social science, counseling, human resources or related field and three years experience working with vocational, job placement or related services including work with special education students.~~

Any combination of education, training and experience equivalent to graduation from high school or equivalent, supplemented by college level coursework in psychology, social science, counseling, human resources or related field, and three years experience working with vocational, job placement or related services including work with special education students.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission:

09/19/2007

Revised:

08/17/2016

02/17/2021

10/18/2023, including title change – to PC for review and approval



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 10/18/2023

New Hires

Last Name	First Name	Job Class Description	Date
Bannan	Kelsey	School Occupational Therapist	09/11/23
Barragan	Antonio	Custodian	10/10/23
Dos Santos Pinto	Taiya	Paraeducator I - TK	08/25/23
Gomez Castro	Oscar	Trades Maintenance Worker II	10/02/23
Holguin	Anyssa	Paraeducator II	10/03/23
Morales	Manuel	Board Cert. Behavior Analyst	08/17/23
Pedone	Eileen	Senior Office Assistant	09/25/23
Sexton	Bethenea	Educ. Sign Lang. Interpreter	08/22/23

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Gonzalez	Gina	Child Nutr Assist III	09/18/23
Hernandez Bello	Alfredo	Grounds Maintenance Worker II	09/13/23
Garcia	Xander	Grounds Maintenance Worker I	10/02/23
Valencia	Santos	Grounds Equipment Operator	09/13/23
Calles	Phillip	Trades Maintenance Worker	09/08/23
Martinez	Miraliz	Child Nutr Mgr-Elementary	10/05/23
Slamkowski	Mary	Child Nutrition Assistant III	09/18/23
Hernandez	Ivan	Fiscal Technician II	10/11/23

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Carmody	Yanna	Paraeducator II	09/27/23
Carpenter	Ana	Paraeducator II	09/27/23 (Position 1 of 2)
Casarez	Nora	Child Nutr Assist I	09/22/23
Cook	Timothy	Bus Driver	09/14/23
Fierros	Juanita	Attendance Technician	09/30/23
Gonzalez	Arthur	Paraeducator III	09/30/23

Jones	Jerry	Lead Building Trades Mechanic	09/21/23
Legeman	Kimberley	FNS Operations Specialist	08/30/23
Matehuala	Daniela	Para- After School	08/31/23
Nichols	Brianna	Bus Driver	09/14/23
Smith	Ashley	Child Nutr Assist I	09/27/23
TapiaAranda	Mayra	Paraeducator II	09/29/23
Viado	Joanna	Fiscal Technician II	09/08/23
Zirkle	Kelly	Paraeducator I - TK	09/27/23

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Walker	Kathryn	Accountant	10/01/23
Greenberg	Jason	ASB I	10/01/23
Rusk	Derek	ASB I	10/01/23
Coates	Andrew	ASB II	10/01/23
Gianelli	Michael	ASB II	10/01/23
Magana	Noah	ASB II	10/01/23
Hernandez	Raul	Band Coach VI	10/01/23
Brousseau	Brian	Campus Supervisor	10/01/23
Robinson	Jessica	Campus Supervisor	10/01/23
Corpologno	Maria	Campus Support Asst	10/01/23
Villicana	Karla	Language Assessor	10/01/23
King	Hayley	Music CoachVI	10/01/23
Holmes	Kali	Paraed-Aftr Schl	10/01/23
Brown	Autumn	Paraed-Aftr Sch	10/01/23
Negrete	Misael	Paraed-Aftr Schl	10/01/23
Wise	Eric	Paraed-Aftr Schl	10/01/23
Conant	Corinn	Paraeducator II	10/01/23
Monterrosa	Joanna	Paraeducator II	10/01/23
Pompa	Amber	Paraeducator II	10/01/23
Suarez	Arin	Paraeducator II	10/01/23
Suarez	Arin	Paraeducator III	10/01/23
Nightingale	Catherine	School Srvcs Asst II	10/01/23
Rippe	Jenna	Student Worker	10/01/23
Walker	Derek	Technology Spec	10/01/23
Anthony	Asa	Technology Spec	10/01/23
Uriarte	Marc	Technology Spec	10/01/23

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date

Separation from Service

Last Name	First Name	Job Class Description	Date
Zehm	Connie	Bus Driver	09/29/23
Ochoa	Barbara	Accountant	09/15/23
Hedrick	Andrew	Paraeducator II	10/09/23
Rodriguez	Richard	Campus Supervisor	09/18/23
Moreau	Megan	Paraeducator II	09/26/23
Gonzalez	Gina	Child Nutrition Assistant I	9/12/2023 (Position 1 of 2)
Cordero	Vanessa	Executive Assistant (Conf)	09/13/23

Leave of Absence

Last Name	First Name	Job Class Description	Date
Ayala	Carly	Paraeducator III	09/11/23 - 12/18/23 - Partial Unpaid Leave
Burciaga	Crystal	Paraeducator III	10/02/23 - 01/12/24 - Paid Parental/Bonding Leave
Randolph	Wesley	Child Nutrition Manager - Elementary	10/04/23 - 10/31/23 - Paid Parental/Bonding Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Slamkowski	Mary	Child Nutrition Assistant I	10/10/23: Demotion (voluntary during probationary period) to previous classification; Reduction in hours; Change in location--Child Nutrition Assistant III (8hrs/day) @ BHS to Child Nutrition Assistant I (6hrs/day) @ Mound
Gonzalez	Gina	Child Nutrition Assistant III	09/12/2023: Change in Hours --3.0 hrs/day to 8.0 hrs/day; same classification; same location
Hellen	Michael	Bus Driver	09/02/2023: Route change (Voluntary)--same time base
Hernandez	Michelle	Custodian	09/18/23: Shift Change/Location change--from Sunset day shift (8.0 hrs/day) to Portola night shift (8.0 hrs/day); Same Classification
Huizar	Aleksandra	Health Technician	08/17/23: Hours/Location change--from ATLAS (8.0hrs/day) to Mound (28hrs/wk); Same Classification
Zaragoza	Matthew	Custodian	09/18/23: Location change--from Sheridan Way to Buena; Same Classification; Same Time Base

Working Out of Class

Last Name	First Name	Job Class Description	Date
Vacancy Coverage			
Burnell	Joseph	Accounting Supervisor-A06	9/1;5-8;11-15;18-22;26-29/2023
Camarillo	Trinidad	Grounds Maintenance Worker II-F64	9/1,5-8;11-13/2023 <i>*Position Filled 9/13/23</i>
Domme	Bonnie	Child Nutr Mgr-Secondary-D36	9/1;5-8/2023
Ortiz	Sarah	Child Nutr Mgr-Secondary-D36	9/11-15;18-21;26-29/2023
Foley	Angela	School Adm. Assistant III-B35	9/18-22;25-29/2023
Pullen	Sarah	Child Nutr Assist III-D61	9/1;5-8;11-15/2023
Marquez	Raquel	Child Nutr Mgr-Elementary-D38	9/5-8;11-15;18-22;26-29/2023

Robledo	Enrique	Lead Building Trades Mechanic-F40	9/1;5-7/2023
Upton	Judy	Food & Nutr Svcs-Oprs Asst-D19	9/1;5-8;11-15;20-22;26-29/2023

Covering for EE who is WOC

Diaz	Nicte-ha	Child Nutr Assist II-D62	9/1;5-8;11;13-15;18-22;26-29/2023
			June: 1;5-9; 12-16;20-23;26-30/2023 July: 5-7;10-14;17-21;24-25/2023 Aug:1-2;7-11;14-18;21-25;28-31/2023
Carrillo	Steven	Head Custodian I-F38	
Lopez	Alexia	Child Nutr Assist II-D62	9/1;5-8;11-15;18;20-22;28-29/2023
Tackett	Rachelle	Child Nutr Mgr-Elementary-D38	9/14-15/2023
Cibrian	Sylvia	Child Nutr Mgr-Elementary-D38	9/13-15;18-22;26-29/2023
Martinez	Miraliz	Child Nutr Mgr-Elementary-D38	9/5-8;11-12;18-22;26-28/2023

Covering for EE who is on LOA

Lopez	Maria	School Adm. Assistant III-B35	8/1-4;7-11;14-18;21-25;28-31/2023
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Limited Term Assignment/Extra Help

Mayer	Mark	Special Projects Manager-F75	8/1-4;8-11;14-18;21-25;28-30/2023
Mayer	Mark	Special Projects Manager-F75	9/1;5-8;11-14/2023

Other Reasons

Kaiser	Karen	Child Nutr Mgr-Secondary-D36	9/13;19;21;27/2023
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