



Personnel Commission



56th Annual Report 2022-23

fiscal year

PC approved-December 2023
Board presentation January 2024



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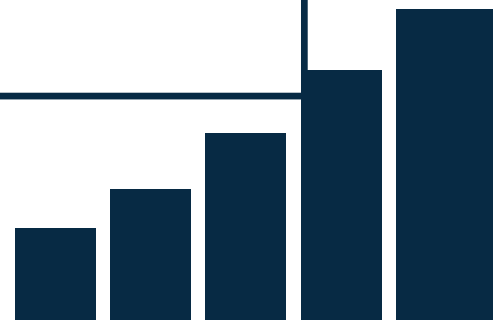
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District Overview

The Pleasant Valley School District has been proudly serving the students of Camarillo for over 150 years. With 11 school campuses, an Early Childhood Education Center, local and online charter options, the District is one of the largest employers in the community and is continually evolving to meet the needs of our students.

The employees of the District are comprised of certificated, classified and management teams who work together to oversee the educational development of students and all the business and operational functions necessary to meet the critical goals of developing 21st century learners.



Pleasant Valley School early 1900s



Vision And Mission



Excellence for All

PVSD prepares 21st century learners who are responsible members of our global society.

MISSION



GOALS



1. Ensure increased student achievement through high expectations for all
2. Provide a healthful environment where students feel welcomed, safe, and connected
3. Maintain a fiscally sound budget that equitably aligns and maximizes available resources
4. Continuously engage in open and meaningful communication with all stakeholders

CORE VALUES

Student Centered * Equity * Teamwork * Integrity *
Embracing and Celebrating Diversity



Role of the Commission

The Personnel Commission strives to provide quality support and service to all classified employees and to the District in relation to all personnel functions to support the District's vision and goals.

The functions of the Commission include: classifying positions, recommending salaries, performing recruitment and examination development and administration, hearing appeals of disciplinary matters and protests involving examination or selection procedures, and prescribing rules related to a variety of personnel practices in accordance with the California Education Code, state and federal law.

The Annual Report of the Personnel Commission has been prepared in accordance with Section 45266 of the Education Code for submission to the Board of Trustees for the Pleasant Valley School District.



Merit System

The Pleasant Valley School District has been a Merit System employer for our classified employees since 1966.

The Merit System is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters on the basis of merit, fitness, and the principle of 'like pay for like work'.

Sections 45240 to 45320 grants authority to to the Personnel Commission to develop and maintain a merit system for the classified employees of the District.



Personnel Commission



VALERIE BARROSO

CHAIRPERSON
JOINT APPOINTEE TO THE COMMISSION

Term : 12/1/21 to 11/30/24



VICKIE BRATCHER

CO-CHAIR
BOARD APPOINTEE TO THE COMMISSION

Term : 12/1/20 to 11/30/23



MARIA REDEKOPP

MEMBER
CLASSIFIED REPRESENTATIVE TO THE COMMISSION

Term : 12/1/22 to 11/30/25

The Personnel Commission is comprised of a three-member board of “known adherents” to the Merit System that oversees the system by setting policy, adopting a budget, appointing a Director and staff to administer the program, and adjudicating appeals of disciplinary action.

Personnel Commission meetings are open meetings, employees and public are welcome.





Classification & Compensation Study

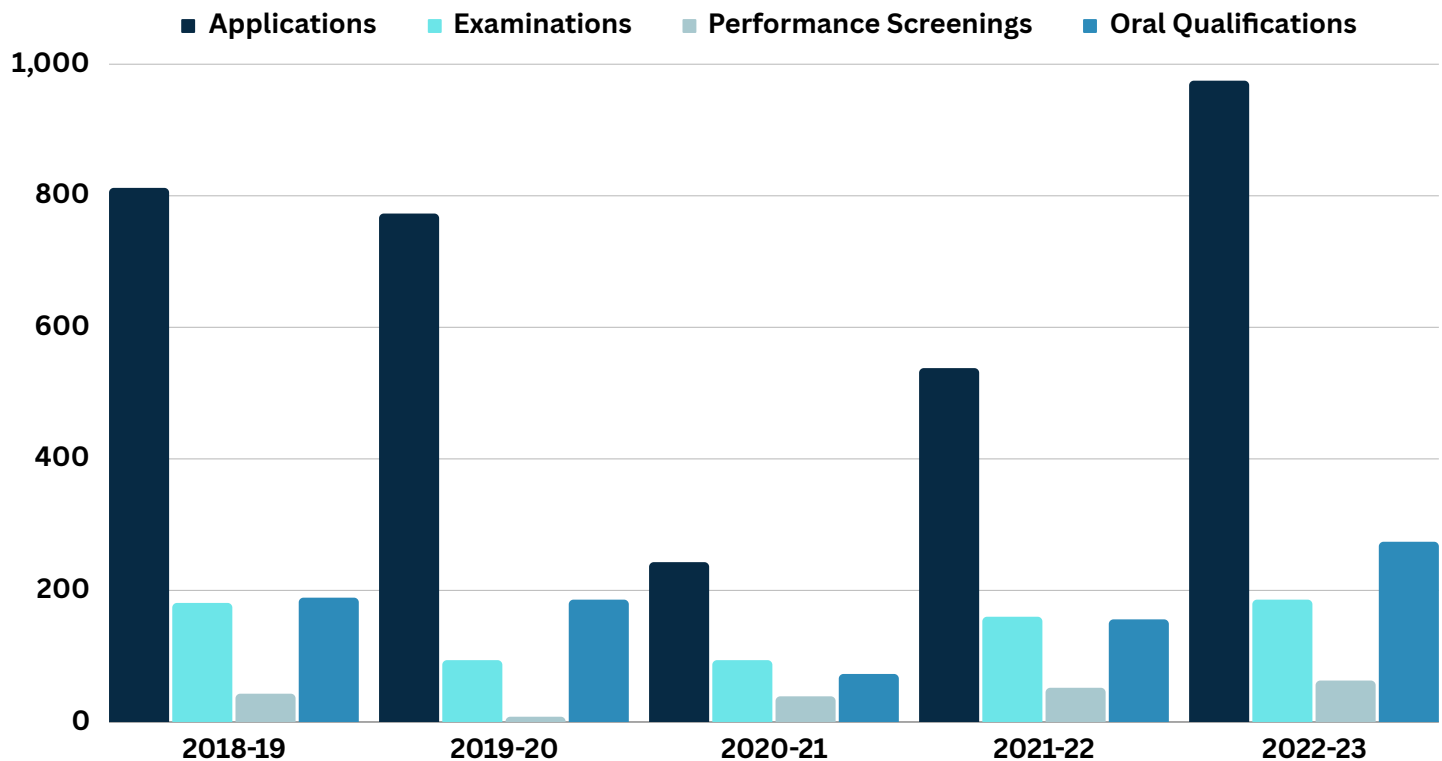
Job Description Updates	Creating Career Pathways
Common Language	Identify Skill Gap & Training Needs
Recommended Salary & Longevity Increases	Roadmap for Operational Goals and Maintenance Plan

The Personnel Commission requested a formal study be initiated to conduct a thorough classification and compensation review and analysis of the classified service. The ultimate goal of the study was to position Pleasant Valley School District to be able to attract and retain a dedicated, efficient classified service. The study focused on multiple influencing factors, including: recruitment struggles, poor retention, low morale, and impact of high turnover which reduced operational efficiencies and results in greater need for increased and ongoing training.

A major contributing factor to the timeliness of the study was to address the salary compaction caused by minimum wage increases over the last few years which left some of our lowest paid classifications noncompetitive with the private sector and also created compaction issues within the salary schedule.

The study was successful due in large part to the inclusive format; joint efforts of the Board, Personnel Commission, Union and Administration resulted in positive gains for staff.

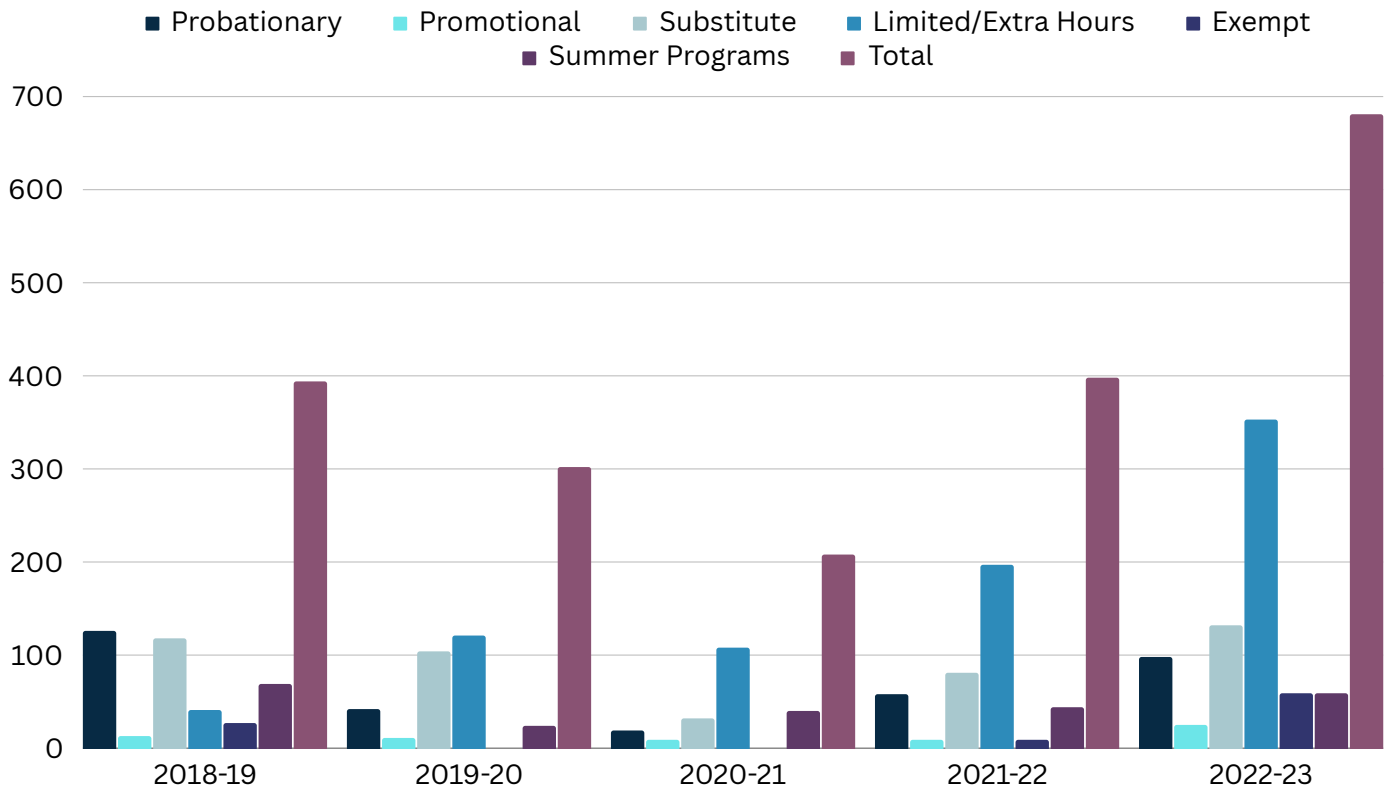
Recruitment & Testing



Recruitment is one of the most time intensive processes for the department. The chart references the key components of the testing phase, however there is still internal and external postings, advertising, ensuring proper requisition cycle, working with hiring managers to determine need, review and revise examinations to adequately assess necessary skills, prepare final interview packets, notify candidate and make official offer, and then begin the on-boarding process.

The statistics show the expected dip from the pandemic years and the strong rebound in the number of applications processed in the current reporting year far surpasses years past. It is important to note that although the application number is high, there are still challenges in finding qualified, skilled personnel for some positions.

Appointments

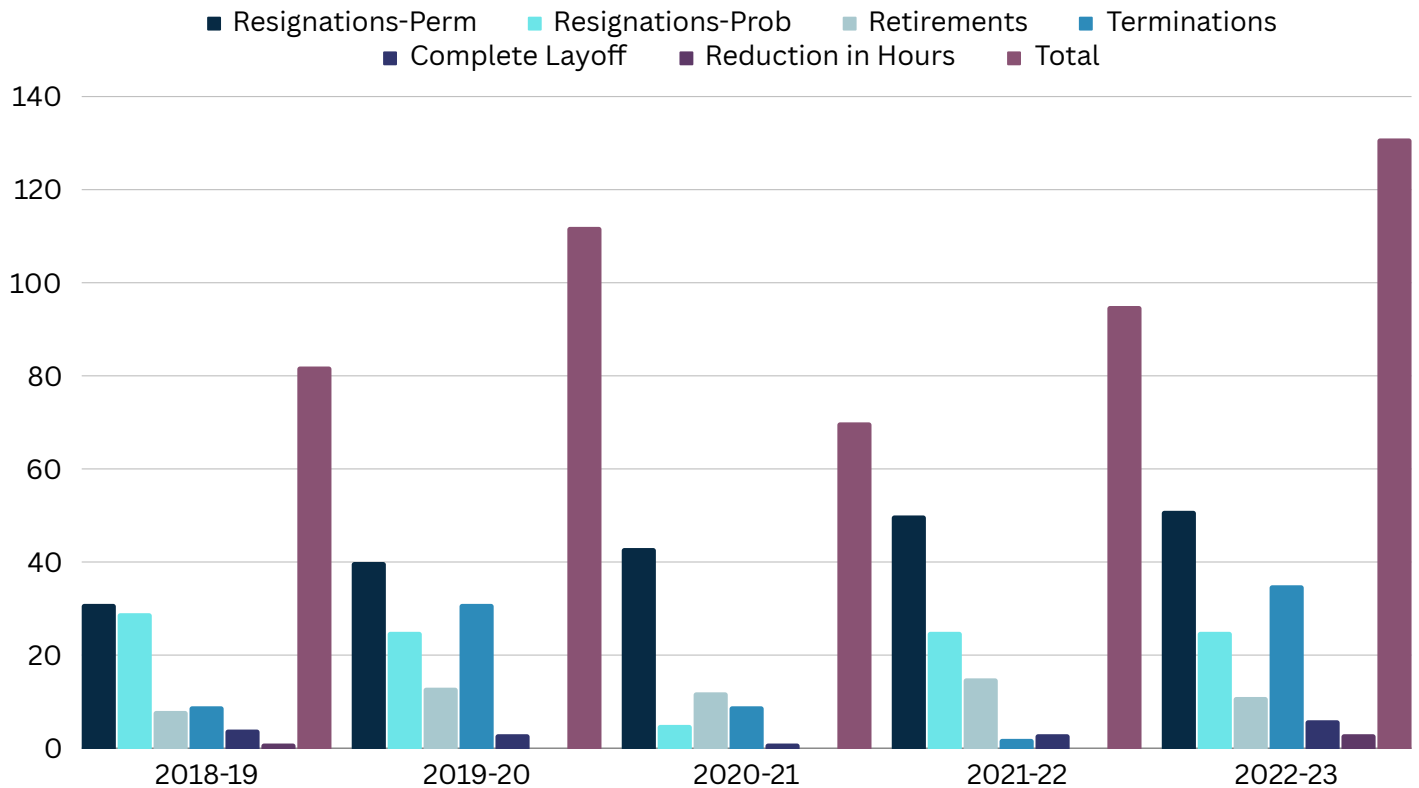


Classified HR is responsible for appointing staff for regular, open and promotional positions, as well as substitute or limited-term/extra hours assignments. A smaller percentage of exempt or summer program assignments are processed annually. As we are seeing with other statistical summaries, the number of transactions processed for the current term far exceeds past years.

Changes in the workforce, culture, and pandemic resultant staffing shortages and great resignation are some contributing factors.

The sharp increase in limited term and extra hours is a strong reflection of how the District has utilized all available resources to temporarily cover the holes left by staffing shortages.

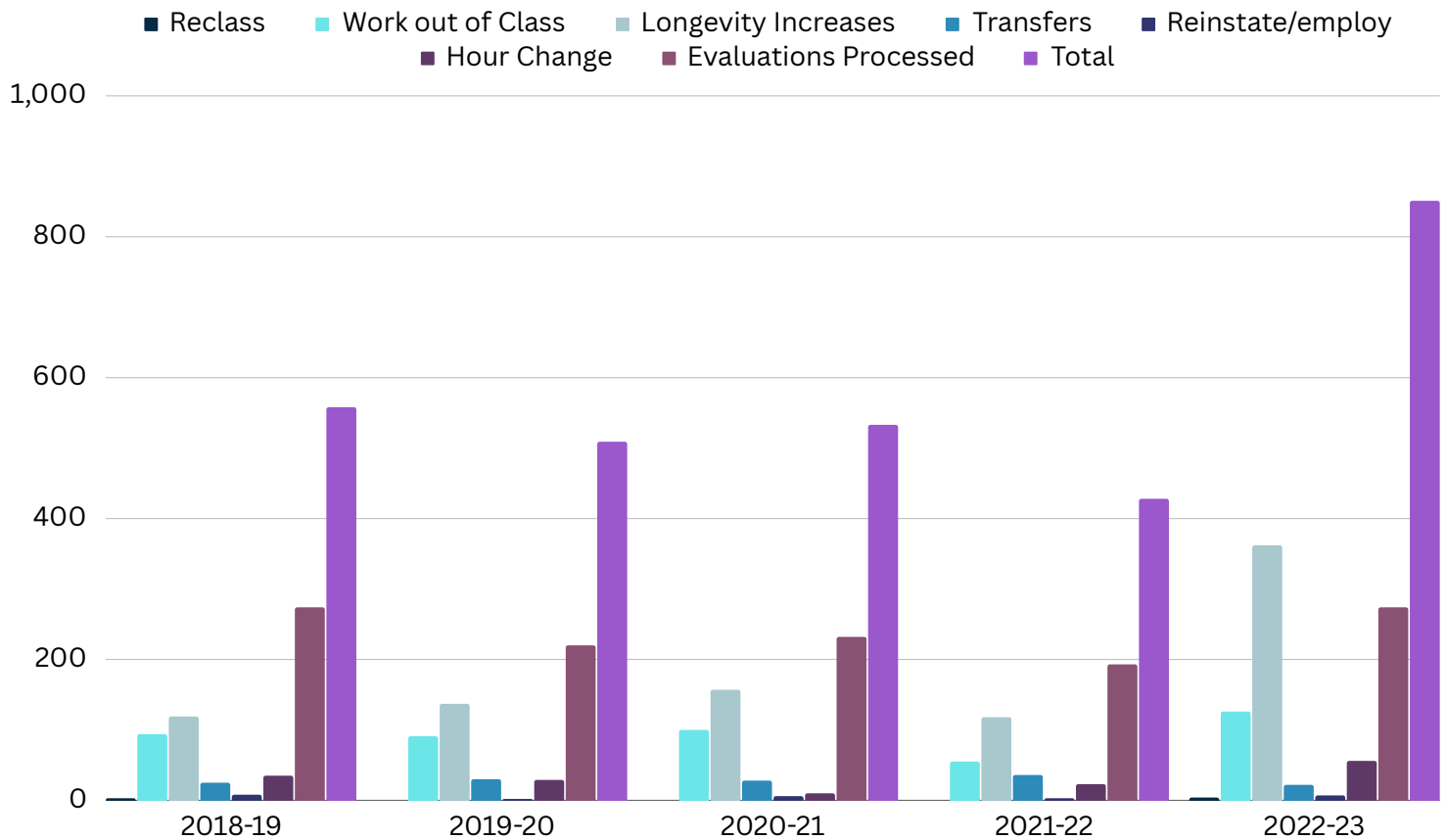
Separations



Employee separations can occur for a variety of reasons. A few important notes to remember when viewing this data is the overall low number of layoffs or reduction in force across the years. Some of the layoffs are a result of funding source, with Title I positions being laid off and rehired as fiscally secured. Also important to note, in nearly all instances, terminations relate to positions ending or being re-assigned, not an adverse response.

Resignations have remained high the last few years, with the combination of the great resignation post pandemic and the generational shifting in the workplace, and with the large population of 'baby boomers' becoming retirement eligible over the next few years. The substantial number of baby boomers leaving the workforce will continue to have employee implications nationwide.

Other Transactions



In addition to the primary task of recruitment, the HR department is occupied with a variety of personnel tasks to support the employee at level of employment. There are training, mentoring, corrective action and employee counseling which is not quantified on our charts, as well as the measured tasks above. The majority of years displayed processing evaluations as a top task, with the exception of the current reported year which reflects the highest numbers with processing longevity and salary increases resulting from study related and negotiated increases.

The multi year analysis shows a dip in overall transactions for the 2021-22 reporting year (428) due to post pandemic recovery, with the current reported year showing a significant increase (851 total 'other' transactions) over the five year snapshot.

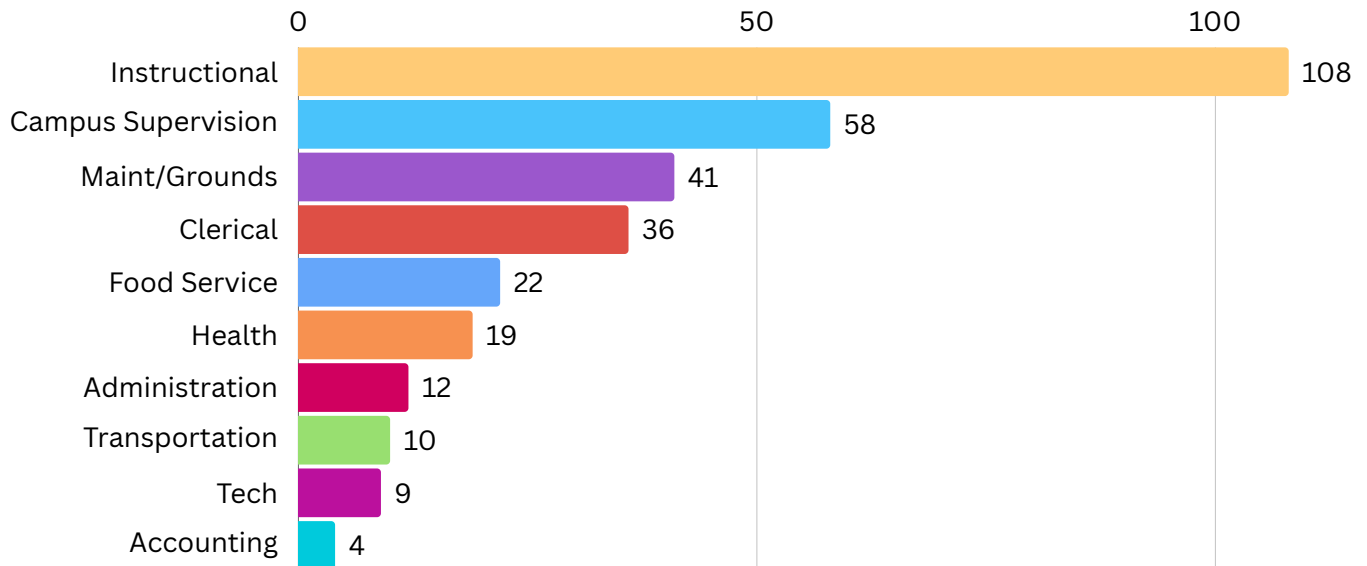
Classifications Established

- Certified Occupational Therapy Assistant
- Director of Child Development Programs
- Executive Director of Technology & Operations
- Human Resources Technician II
- Instructional Assistant V-SPED
- Lead Instructional Assistant V-SPED
- Lead Campus Supervision Assistant
- School Based Social Worker
- Sr. Maintenance Worker II



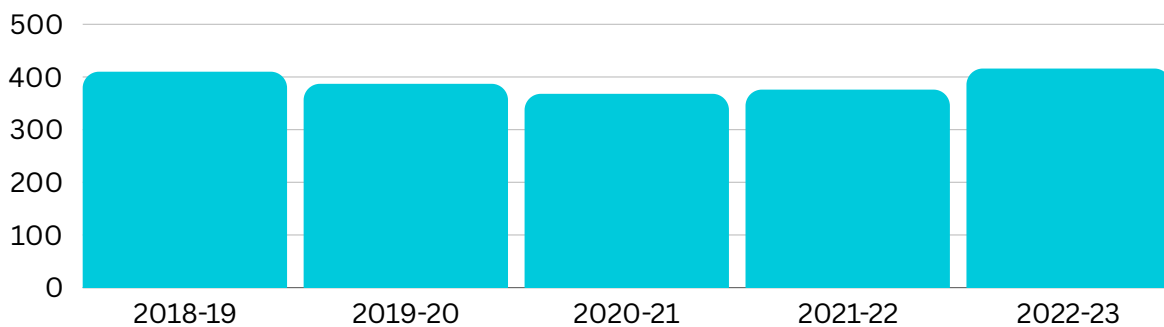
Employee Counts

Employees by Job Family



Incumbents in the Instructional Job family, which consists of all levels of Instructional and Special Education Assistants, Child Care & Music support account for the majority of the classified service. Other specialized areas of skilled support complete the remainder of the classified service.

Employees by Year



Employees numbers are based on permanent assignments and vacancies, not including provisional or limited term assignments.

2018-19 (410) 2019-20 (387) 2020-21 (368) 2021-22 (376) 2022-23 (416)



Projects & Staff Engagement

Many changing factors in the workplace, in tandem with the intense review of the classified service during the class & comp study, have highlighted areas to develop and expand services, as well as new opportunities to engage and develop staff.

Community Engagement-Job Fairs



Expanded Onboarding & Orientation



Engagement -HR Hour

Human Resources Hour

SANTA ROSA
WEDNESDAY
SEPTEMBER 27TH
3-4PM

Open Recruitment

- Campus Supervisor
- Instructional Assistants
- Substitute Positions

Employee Assistance

- Mandated Training
- Frontline
- Email
- Employee Concerns

SANTA ROSA TECHNOLOGY MAGNET SCHOOL
EAGLE PRIDE

spote@pleasantvalleysd.org
promero@pleasantvalleysd.org
volmos@pleasantvalleysd.org

Incorporating the basic principles of merit to assure fair treatment of all

Targeted Training Events

OCTOBER 19TH
6:30-8:00PM
EEC-MPR
550 TEMPLE AV.
CAMARILLO, CA 93010

DE-ESCALATION TECHNIQUES
Guest Speaker
Chris Caetano

STRESS MANAGEMENT RESOURCES

PIZZA & PROGRAM OVERVIEW
Stefanie Lawson
Beth Harris

OPTIONAL PAID TRAINING OPPORTUNITY

Child Care, Preschool, Instructional Assistants- TK, Community Partners

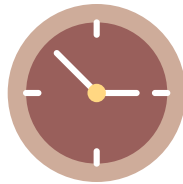
RSVP:
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bharris@pleasantvalleysd.org



Human Resources Trends & Topics

If it seems like a lot going on, its because the workforce is rapidly changing everyday!

- Generational Shifts in the Workplace
- Work/Life Balance
- Mental Health focus/Burnout
- Shorter Work Times/ Flexible Schedule
- Talent Shortages
- Skill Gaps
- Increased Need for Training
- Salary Demands
- Changing Expectations on Work Styles, Communication, Culture, & Tech Reliance
- Change Management



Contact Us



805-389-2100



humanresources@pleasantvalleysd.org



www.pleasantvalleysd.org

Operating on the Basis of Merit & Serving with Integrity



Classified HR
Technician II



Classified HR
Specialist



Classified HR
Director

Classified employees provide crucial support services for the District, operating in a variety of fields to handle the business side of education. Classified employees serve in a variety of capacities, from food service, maintenance, grounds, technology, human resources, administrative, transportation, health or student support.

Come join the PVSD Team!

