

Personnel Commission for the Pleasant Valley School District



57th
Annual Report
2023-24
fiscal year



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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 as well as the business and operational functions necessary to meet the critical goals of developing 21st century learners.

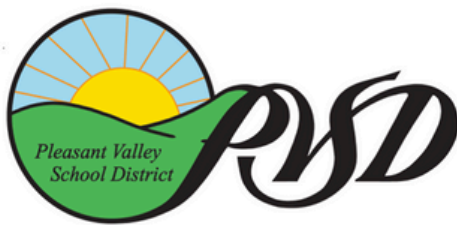


Pleasant Valley School early 1900s



Vision And Mission

Excellence for All



MISSION

The Pleasant Valley School District prepares 21st century learners who are responsible members of our global society.

VISION



Excellence for all.

CORE VALUES



- Student Centered
- Equity
- Teamwork
- Integrity
- Embracing & Celebrating Diversity



GOALS

1. Increase student academic achievement and academic engagement through a cohesive instructional program centered on high-quality instruction and support
2. Provide safe, supportive, and inclusive schools that foster a sense of belonging and connectedness for all students
3. Promote meaningful collaboration through clear and ongoing communication with opportunities for input and feedback
4. Allocate and monitor budget resources focusing on equity, transparency, and responsiveness to state fiscal conditions

Pleasant Valley School District



Role of the Commission

The Personnel Commission strives to provide quality support and service to the District and all classified employees in relation to personnel functions to promote and adhere to 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 the Personnel Commission to develop and maintain a merit system for the classified employees of the District.



Personnel Commission



DR. VALERIE BARROSO

JOINT APPOINTEE TO THE COMMISSION

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



VICKIE BRATCHER

BOARD APPOINTEE TO THE COMMISSION

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

Reappointed: 12/1/2023 to 11/30/2026



MARIA REDEKOPP

CLASSIFIED REPRESENTATIVE TO THE COMMISSION

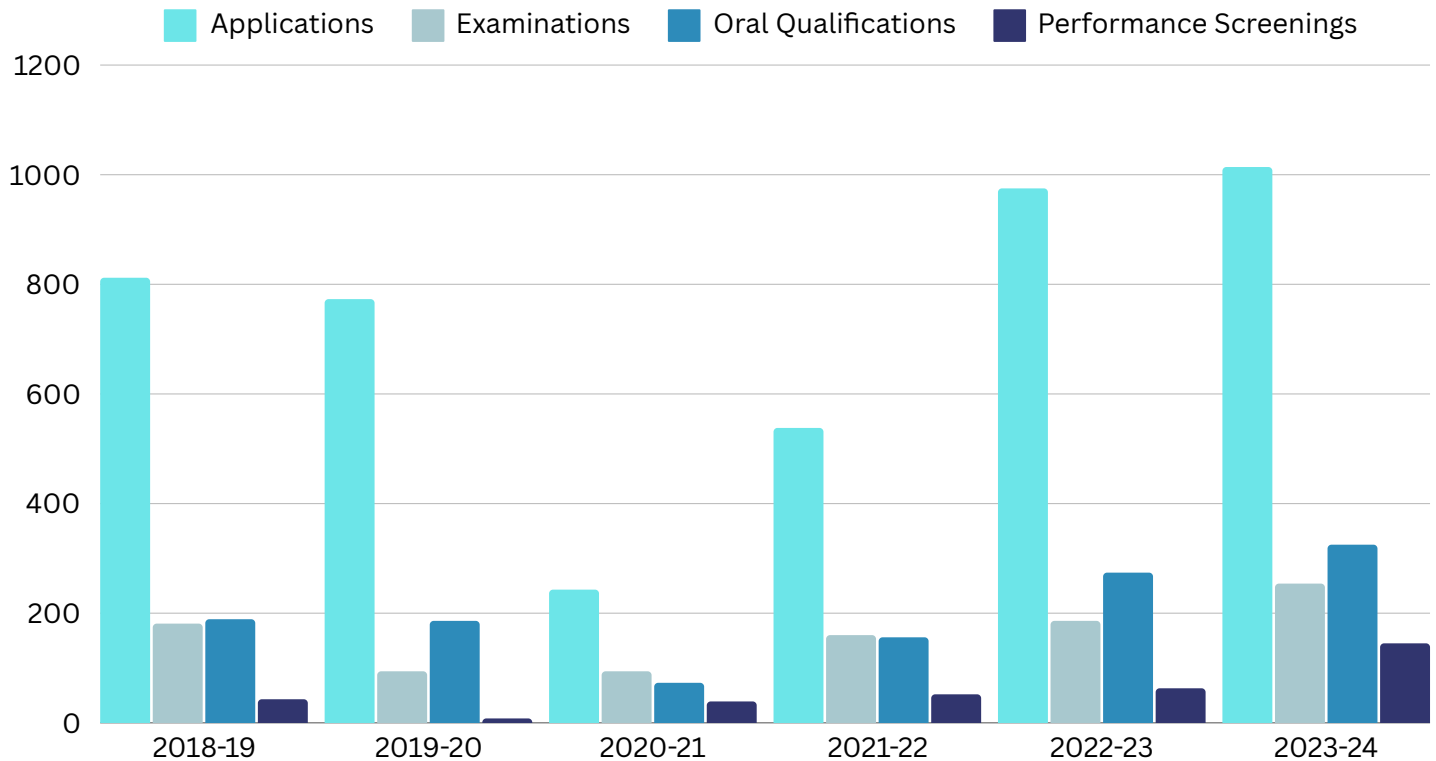
Term : 12/1/22 to 11/30/25

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.**



Recruitment & Testing

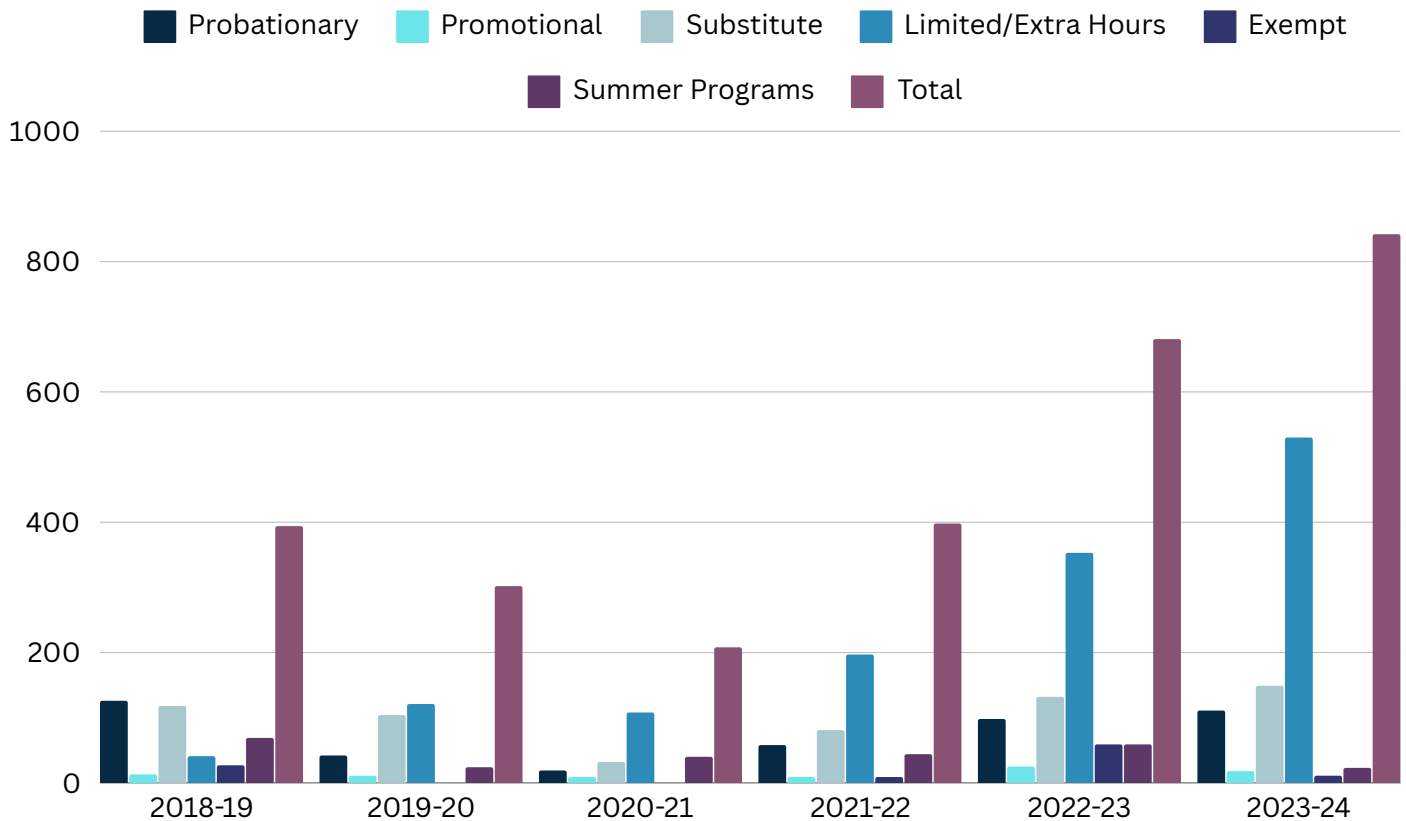


Recruitment is one of the most time intensive processes for the department. The chart references the key components of the testing phase, however there is still internal and external postings, advertising, ensuring proper requisition cycle, working with hiring managers to determine need, review and revision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

The statistics show the expected dip from the pandemic years and the strong rebound in the number of applications processed over the last two fiscal years far surpasses prior years.

It is important to note that although the application number is high, there are still challenges in finding qualified, skilled personnel for some positions; often translating into increased recruitment activities for lower output. In addition, human resources trends show higher turnover and employees less likely to remain with one company.

Appointments

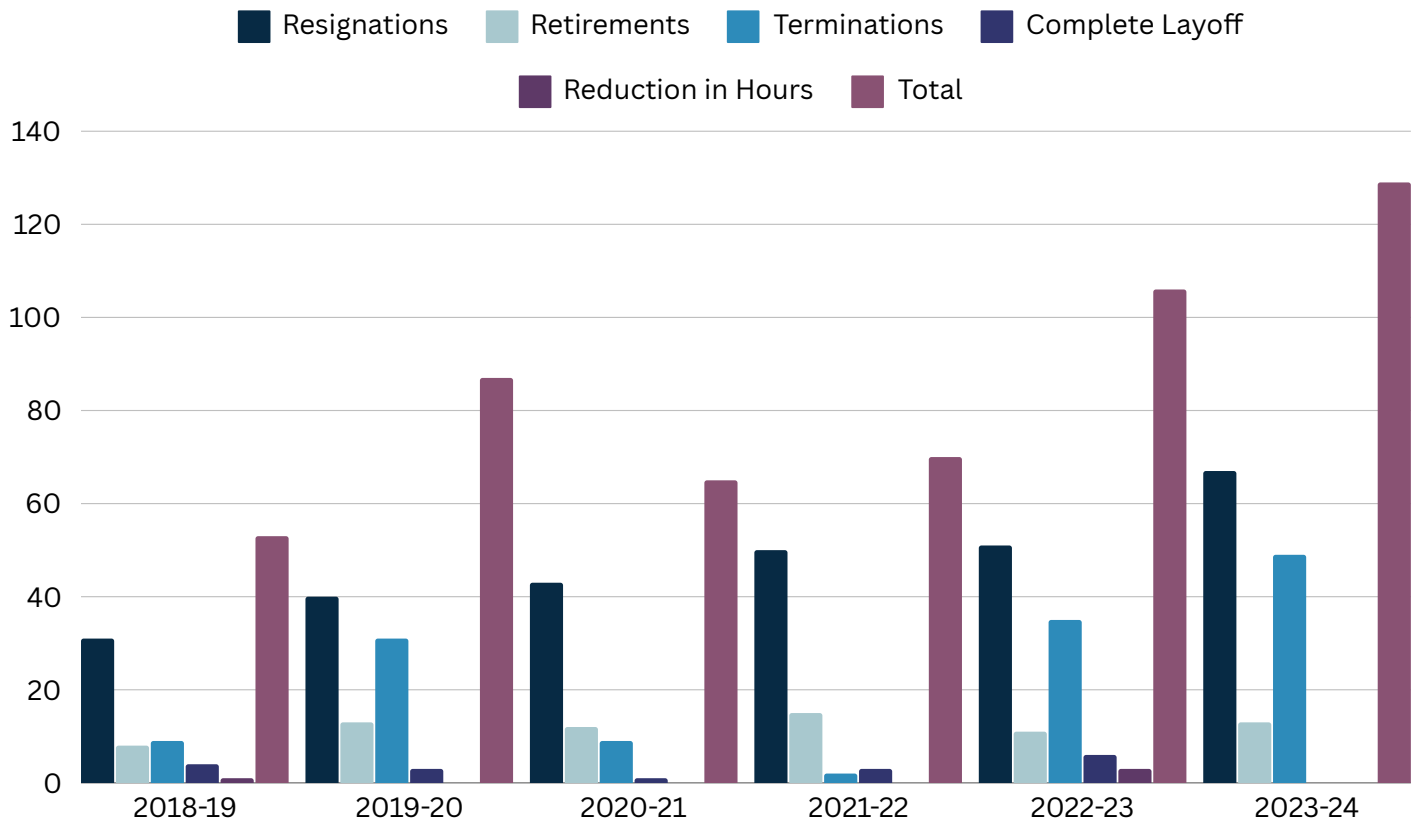


Classified HR is responsible for appointing staff for regular, open and promotional positions, as well as substitute or limited-term/extra hours assignments. A smaller percentage of exempt or summer program assignments are processed annually. As we are seeing with other statistical summaries, the number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

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

The sharp increase in limited term and extra hours over the past two fiscal cycles is a strong reflection of how the District has pivoted to utilize all available resources to temporarily cover the holes left by staffing shortages and difficult to fill positions.

Separations

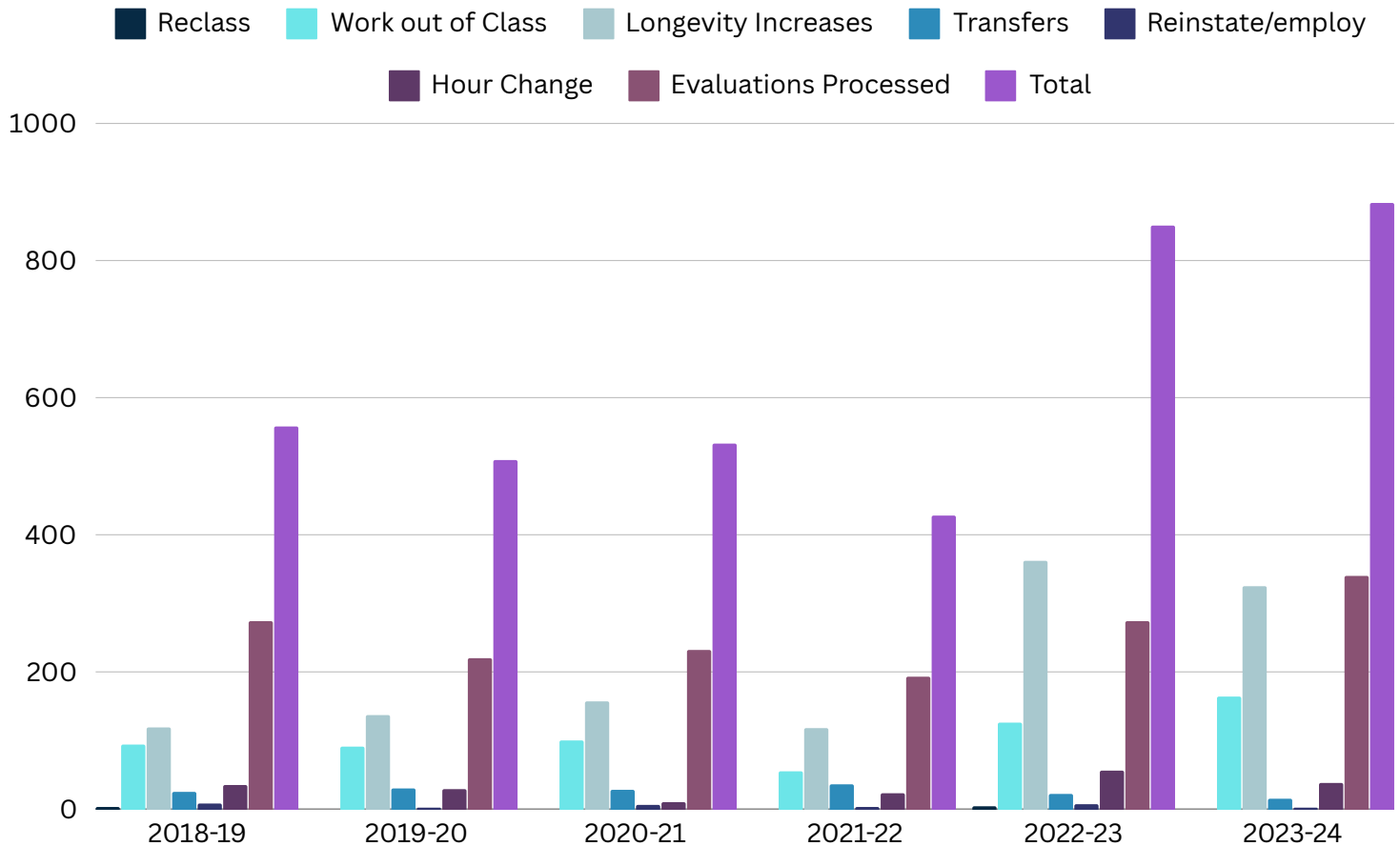


Employee separations can occur for a variety of reasons. PVSD has traditionally had low numbers of layoffs or reduction in force across the years; many times it was a result of funding source, with Title I positions being laid off and rehired as fiscally secured. Due to the number of vacancies, it was not necessary to lay off the few number of Title I positions because other placements were available if funding ceased.

Also important to note, in nearly all instances, terminations relate to positions ending or being re-assigned, not an adverse employee response.

Resignations have remained high the last few years, with the combination of the great resignation post pandemic, trends for career mobility, and the generational shifting in the workplace, resulting in a high number 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



While the primary task of the HR department is recruitment, staff is also occupied with a variety of personnel tasks to support the employee at every level of employment. In addition to the measured tasks represented above, there are other areas not quantified on our charts, which include: leave processing, engagement, training, mentoring, corrective action and employee counseling.

The increase in the number of evaluations processed reflects the targeted focus on coaching and mentoring employees, which is critical with high turnover and a less experienced workforce.

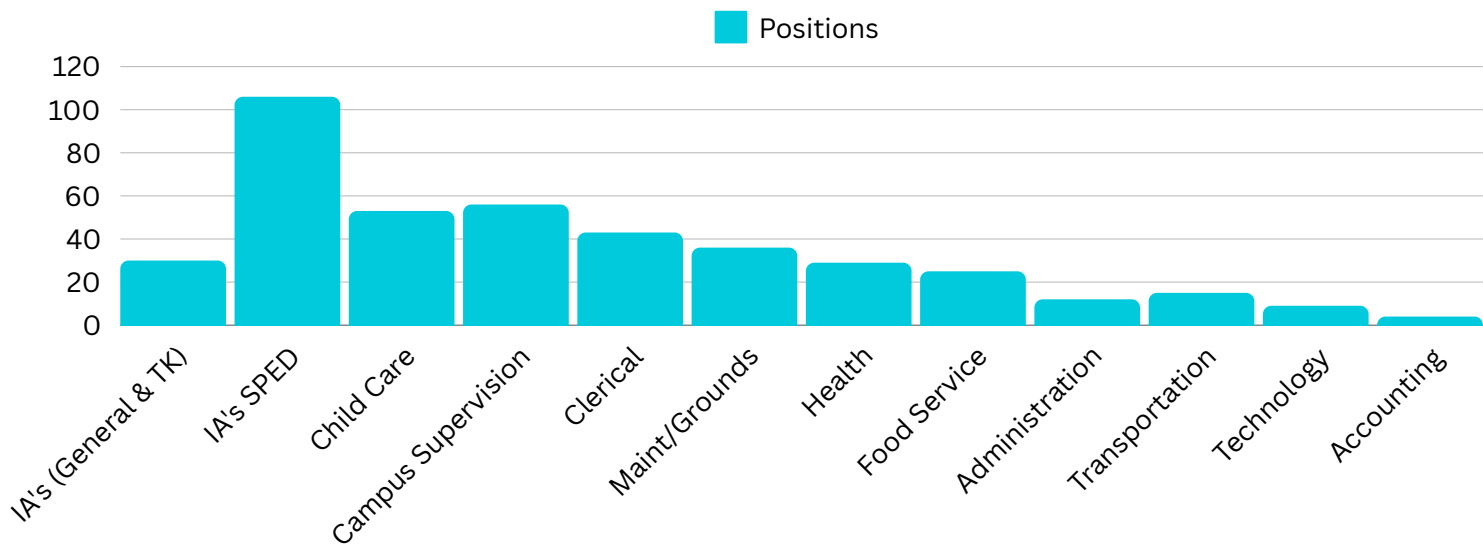
Consistent with other statistics presented, the multi-year analysis shows a dip in overall transactions for the 2021-22 reporting year (428) due to post pandemic recovery, with the current and last year reported showing a significant increase of total 'other' transactions (884) for the last two fiscal periods, as well as compared to pre-pandemic heights.

This increased volume of work keeps the HR office busy all year long!



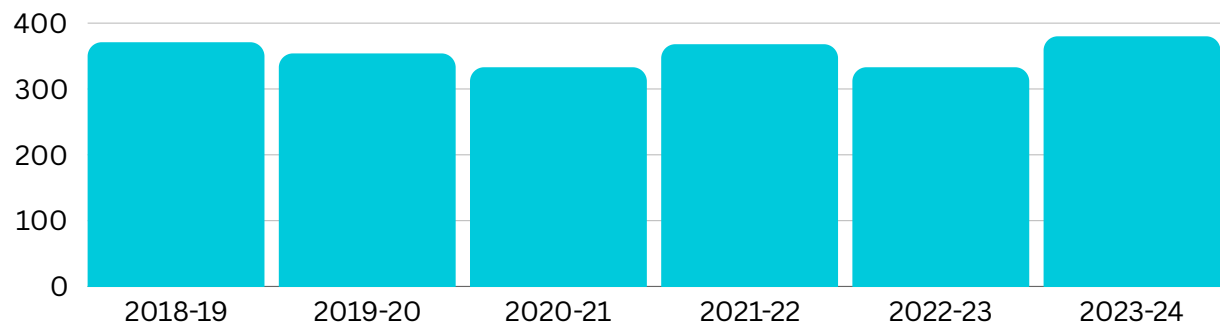
Employment Data

Employees by Job Family



Special Education Assistants constitute the highest number of employees by job family. Other specialized areas of skilled support complete the remainder of the classified service. It is important to note that positions are higher than employee count as many of our classified employees hold more than one permanent assignment.

Annual Employee Count



Employees counts do not include vacancies, provisional or limited term assignments.

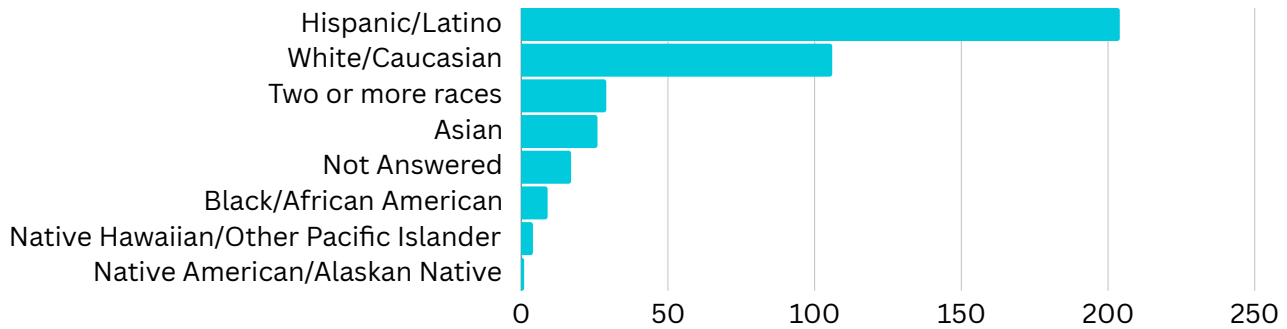
2018-19 (371) 2019-20 (354) 2020-21 (333) 2021-22 (368) 2022-23 (333) 2023-24 (380)



Employee Demographics

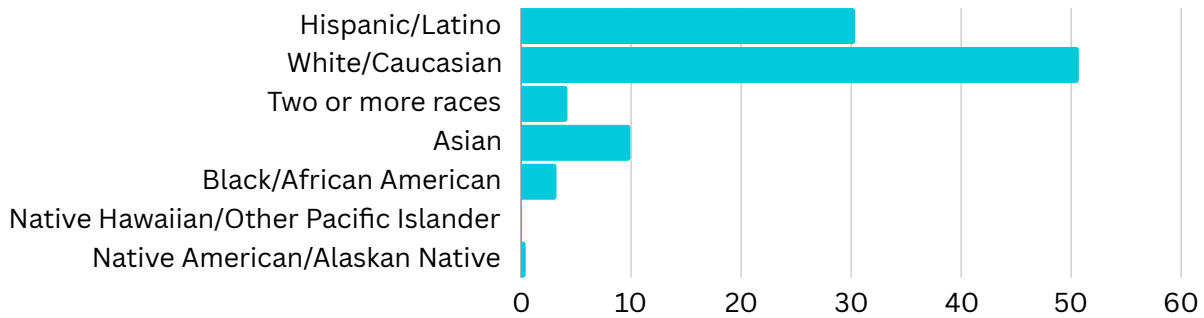
Applicant Ethnicity

* School Jobs 1/1-6/30

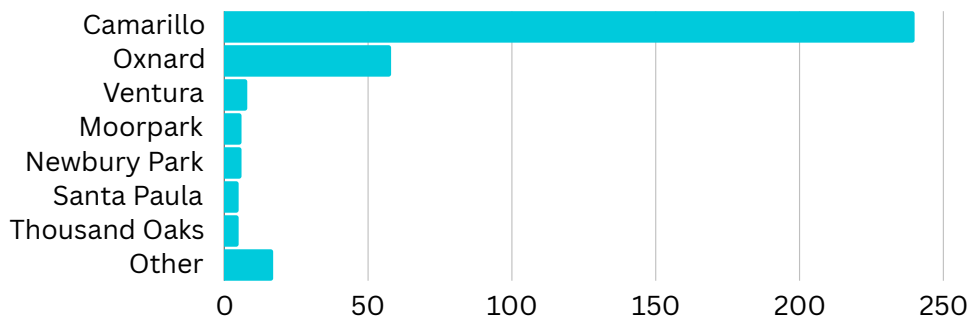


Camarillo Ethnicity

* Data USA 2022



Employee Residence

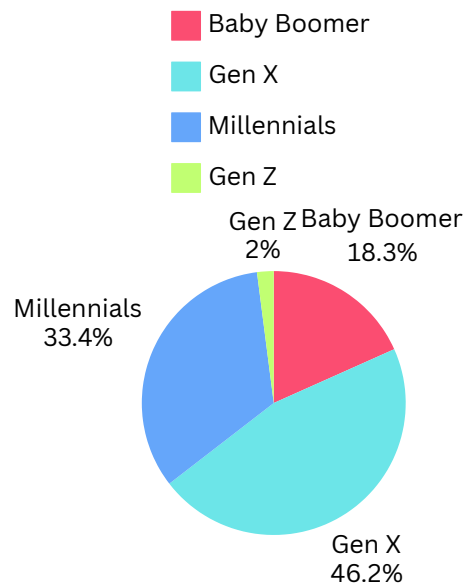


Applicant data was collected through new software implemented April 2023 and only shows a snapshot of the reporting period. This applicant pool snippet reflects the general distribution of the city of Camarillo, with White/Caucasian and Hispanic/Latino comprising the majority of both city of Camarillo residents and PVSD applicants during the reported period; other races are represented at much lower percentages.

The vast majority of current employees reside within the city of Camarillo.

Employee Demographics

Employees by Generation



Baby Boomer (1946-1964) PVSD currently has just over 18% of classified employees who either currently exceed the typical retirement age (62-67) or who will be retirement eligible by 2026.

Gen X (1965-1980) Nearly half of PVSD classified employees fall in this category.

Millennial (1981-2000) This generation represents the second largest percentage of classified employees.

Gen Z (2001-2020) Gen Z is new to the workforce and represents just 2% of PVSD classified employees.

We have been discussing generational shifting in the workplace for a few years now. The multi-generational workforce has a vast realm of characteristics, values, work ethics, skillsets, work experience, communication styles and preferences, and ideas about how the workplace should operate. Calculations show employee age range from 74 to 19 years of age, a 55 year age span! Imagine the difference in life experiences, values, personalities, employment needs and styles that arise with that large of a span.

This places a greater responsibility on employers to create multi-faceted approaches to recruitment, evaluations, training, communicating, and building a work culture that appeals to individuals from very different phases of life, respects different priorities and values, and manages to bring a diverse workforce together to reach unified operational goals.

Classifications Established

- SPED Assistant I (non-instructional)
- SPED Assistant II (non-instructional)
- SPED Instructional Assistant VI
- SPED Instructional Assistant Lead
- SPED Instructional Assistant Senior Lead
- Registered Behavior Technician
- Manager of Food Services



Projects & Staff Engagement

New Hire orientation has expanded to include Anti-Hate Speech & Bias Prevention training to promote the inclusive culture PVSD models and expects. Other topics include but are not limited to District organizational structure, policies, merit rules, professional standards, promotional opportunities and employee expectations.


Expanded Onboarding & Orientation

Interrupt
Speak up against others' biased comments
"I don't like words like that" or "That phrase is hurtful."

Question
Ask simple questions to find out why the person made the offensive comment:
"Why did you say that?" or "What does that mean?"

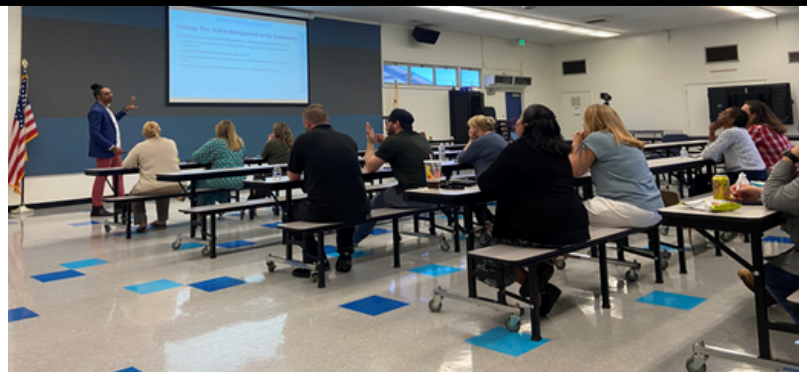
Educate
Hate isn't behind all hateful speech. Sometimes ignorance is at work, or lack of exposure to diverse populations.
A good first step is to explain why the term is offensive.

Echo
If someone else speaks up against a hateful comment, thank the person and echo the message:
"I agree—that word is offensive, and we shouldn't use it."



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Community Engagement-Job Fairs



HR Hour - Guest Speaker Terrence Taylor

Mr. Taylor joined us again for a presentation on behalf of our Employee Assistance Program to help staff understand the impact of stress and offer strategies and tools to avoid burnout.

Derrick Tennant was invited to help kick-off the school year with his story of overcoming his own physical hardships, and working with his sister who thrives with Downs Syndrome to teach others how to "Turn Obstacles into Opportunities".



Guest Motivational Speaker - Derrick Tennant



Forecast & Focus in Personnel Management



Uncertainty of Economy & Job Market

As we enter a new year, new leadership at the highest national level in conjunction with a variety of factors impacting the world and the workplace causes uncertainty for both employers and the workforce.

We have seen inflationary cost, increased reliance on artificial intelligence, high resignations, competition of hybrid or remote positions in private sector, employee turnover, unskilled applicants, and long-term vacancies requiring certain skills or characteristics.

Forecast shows a leveling of new hiring, however the continued retirements of baby boomers are expected to keep the unemployment numbers similar to recent years.

Employers are recognizing the need for reskilling to fill gaps in performance and to be able to utilize current staff to meet operational demands.

Understanding these factors help guide the actions and goals of the Human Resources Department. The District has demonstrated a commitment to training to help bridge skill gaps for recruitments that did not yield qualified, experienced candidates. PVSD has worked with part-time employees to add secondary assignments to help staff hard to fill vacancies.

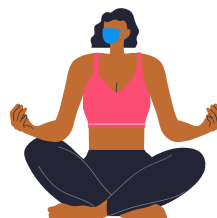
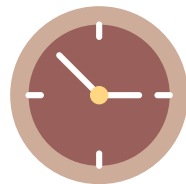
The District has experienced difficulty in fully staffing our Special Education program, resulting in continual recruitments and agency supports. In an effort to fill this very specific need, we have joined forces with Oxnard Union High School on a committee to form a Paraeducator Apprenticeship Program to build a pipeline of interested high school students to gain experience in our special education programs for eligibility to hire upon graduation. We also promote our tuition reimbursement program and partner with colleges to continue the pipeline from Paraeducator/Instructional Assistant to SPED Teacher, and encourage employee retention through career pathways.



Human Resources Trends & Topics

*We are in a time of rapid changes
in the workforce....*

- Artificial Intelligence in the Workplace
- Generational Shifts
- Work/Life Balance
- Improved Efforts to Create Diversity
- Mental Health Focus/Burnout
- Talent Shortages
- Upskilling to fill Gaps in Experience
- Salary Transparency & 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



Vanessa Olmos
HR Technician II

Classified employees provide crucial support services for the District, operating in a variety of fields to handle the business side of education.

They serve our students and the educational community in many capacities, such as: food service, maintenance, grounds, custodial, technology, human resources, management, accounting, clerical, administrative, transportation, health services, childcare, supervision or special education.



Pilar Romero
HR Specialist

The Classified Service has a vital role in creating smooth operations to ensure a positive, welcoming environment for all students to learn, grow and succeed.



Shellie Pote
HR Director

Come join the PVSD Team!

