

**Covina-Valley Unified School District
Personnel Commission**

Special Meeting

Dr. Mary Hanes Professional Development Center
220 West Puente Avenue, Covina, CA 91723
4:45 p.m.

September 29, 2021

The Personnel Commission welcomes residents of the community to attend its meetings. Members of the public have the opportunity to address the Personnel Commission at each meeting. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject. If you wish to address the Personnel Commission, please complete the "Request to Speak" card and hand it to the clerk prior to the start of the meeting.

The Personnel Commission does not censor public comment, which may include criticisms about a specific employee, nor does the Commission require that such discussion not take place in public. The Commission encourages members of the community to make their public comments in a courteous and respectful manner so as to facilitate the resolution of disputes involving matters under the Commission's jurisdiction.

Reasonable Accommodations for Individuals with a Disability

Any individual with a disability who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the office of the Director, Personnel Services, 519 E. Badillo St., Covina, California 91723; (626) 974-7000; Fax (626) 974-7073.

Meeting called to order by the presiding officer at _____ p.m.

Flag Salute

Roll Call:

Judith C. North, President _____

Reggie Alderete, Vice President _____

Dennis McNaught, Member _____

Michele Doll, Assistant Superintendent, Personnel Services _____

Rod Zerbel, Director, Personnel Services _____

I - Preliminary

1. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**

Motion by _____, Seconded by _____, Vote _____

II - Public Comments

At this time members of the public may address the Personnel Commission. State law prohibits the Commission from acting on any issue not included on the agenda. Due to time limits imposed for public comment, the Commissioners do not answer questions or respond to statements made during the public comment.

2. **Public Comments on Non-Agenda Items.** Any person wishing to speak to any item **not** on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

3. **Public Comments on Agenda Items.** Any person wishing to speak to any item **on** the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

III - Director/Commission Member Comments

4. **Director's Report.** At this time the Director may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

5. **Commission Members' Comments.** At this time Commission Members may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

IV - Action Items

6. **Certification of New Eligibility Lists.** Recommendation is made that following eligibility list(s) be certified (Ref. A): **Action**

a) Assistant Director - Fiscal Services

Motion by _____, Seconded by _____, Vote _____

7. **New Job Description.** Recommendation is made that the position, Workability Job Specialist, be placed on Range 145 (\$3,479.61 - \$4,225.91) of the classified salary schedule (Ref. B). **Action**

Motion by _____, Seconded by _____, Vote _____

V - Adjournment

8. **Adjournment.** _____ p.m.

Action

Motion by _____, Seconded by _____, Vote _____

Certification of Eligibility List

Recommendation is made that the eligibility list for the position, Assistant Director, Fiscal Services, be certified.

(Ref. A)

New Job Description
Workability Job Specialist

Under the direction of the Director of Special Education, the Workability Job Specialist is responsible for implementing portions of the Workability program with secondary students; perform a variety of tasks facilitating students' transition from high school to career; perform related work as required.

This position will be paid on the classified salary schedule, Range 145, and will be a full-time, twelve month position.

Personnel Commission Approval: September 28, 2021
Board Approval: September 20, 2021

Workability Job Specialist

Definition

Under the direction of the Director of Special Education, the Workability Job Specialist is responsible for implementing portions of the Workability program with secondary students; perform a variety of tasks facilitating students' transition from high school to career; perform related work as required.

Essential Duties and Responsibilities

- Interviews and surveys students to determine employment interests and career opportunities;
- Provide training in pre-employment skills including but not limited to: goal setting, understanding behaviors needed in the work setting, job searching, resume writing, completing job applications, interview techniques, etc.;
- Assist students with research on future career options in areas of interest;
- Monitor the performance of students at the worksite and in the classroom; provide specific job training and worksite job coaching; report behaviors and performance to certificated staff and parents as appropriate;
- Participate in evaluations with employers and employees;
- Assists students to develop career-oriented skills (writing resumes, completing applications, etc.);
- Work with students to improve job performance and gain necessary job skills or reviews other employment options;
- Counsel students in desirable work ethics;
- Prepare and maintain student records, case notes, and observations; prepare assigned reports;
- Assist students with matriculation process;
- Communicate with teachers, parents, and community personnel as needed;
- Participate in IEP's and/or meetings with students, parents, teachers, and other support service providers as required or requested;
- Perform other related duties as assigned.

Required Qualifications

- Valid California Driver's License;
- The equivalent of graduation from high school and either completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education or attainment of an Associate of Arts degree or higher or three years of work experience in a classroom setting;
- Related college coursework is desirable.

Preferred Qualifications

- Bilingual, Spanish speaking preferred

Training and Experience

- Three (3) years of successful experience in job development or job coaching;
- Working with students with a variety of disabilities;
- Awareness of current practices in transition and Workability.

Knowledge of

- General academic and behavior needs of students in special instructional programs;
- Behavior management strategies of students;
- Work experience programs;
- Job development, job coaching, and placement techniques;
- Characteristics and developmental stages of secondary age students;
- Instructional strategies utilized with Special Education students.

Ability to

- Perform routine clerical tasks;
- Establish work priorities and timelines;
- Demonstrate an empathetic, patient, receptive attitude with students who have disabilities;
- Operate a variety of office equipment, including computers;
- Understand and carry out oral and written directions;
- Participate in in-service education, conferences, or formal classes related to the assignment;
- Instruct students in work skills and behavior;
- Demonstrate appropriate reading, writing, and language proficiency;
- Communicate clearly with students, parents, employers, and the public;
- Maintain cooperative, effective relationships with students, parents, coworkers, employers, and the local community.

Physical Requirements

Employees must be physically able to perform essential duties of a position with or without reasonable accommodation and without hazard to themselves or others.

This position will be paid on the appropriate step of the classified salary schedule (12 Months - Range 145, \$3,479.61 - \$4,225.91)