

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

**Regular Meeting**

**Agenda**

District Office, Old Board Room  
519 E. Badillo St, Covina, CA 91723  
4:45 p.m.

January 10, 2023

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	_____
David Bonilla, Vice President	_____
Reggie Alderete, 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 \_\_\_\_\_

2. **Approval of Minutes.** Minutes of the regular meeting of December 13, 2022, are submitted for approval. **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.

3. **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**
4. **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

5. **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**
6. **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- Conference Items

7. **Revised Job Description.** The revised job description, Network Analyst, is presented for information. (Ref. A) **Info**

**V- Action Items**

8. **New Job Description.** Recommendation is made that the position, Athletic Trainer be placed on a Range 160 (\$4,367.25 - \$5,310.73) of the classified salary schedule. (Ref. B) **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

**VI - Closed Session**

9. **Public Employee Discipline/Dismissal/Release** (Gov. Code 54957) **Discussion**

**VII - Adjournment**

10. **Adjournment.** \_\_\_\_\_ p.m. **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

**Revised Job Description**  
**Network Analyst**

Directs and oversees the administration, support, and management of the school's Wide Area Network (WAN) and Local Area Network (LAN). Monitor and maintain the daily operations of the network through technical support and security functions, while meeting the overall technology needs of the district. This includes resolving immediate operational and/or safety concerns, troubleshooting, and resolving complex problems.

This job description is presented for information only as there is no salary change.

(Ref. A)

**Revised Job Description**  
**Board Approval: January 9, 2023**  
**Personnel Commission Approval: January 10, 2023**

**Network Analyst**

**Definition:**

Directs and oversees the administration, support, and management of the school's Wide Area Network (WAN) and Local Area Network (LAN). Monitor and maintain the daily operations of the network through technical support and security functions, while meeting the overall technology needs of the district. This includes resolving immediate operational and/or safety concerns, troubleshooting, and resolving complex problems.

**Essential Duties and Responsibilities:**

1. Administer systems and servers related to district LAN and WAN (e.g. security, e-mail system, IP addressing, DNS, DHCP, filtering, proxies, backups, etc.) for the purpose of optimizing throughput, securing data, overseeing backup and recovery capabilities, and ensuring availability of services to authorized users;
2. Maintain current working knowledge of new and emerging technologies as well as state and federal rules, regulations, and policies for architecting, delivering, and maintaining a reliable and stable technology infrastructure;
3. Manages the formulation, development, and execution of operational processes to ensure network reliability and provide adequate network resources to students and staff;
4. Directs the installation, implementation, configuration, integration, monitoring, and management of the district's network infrastructure;
5. Formulates network policies and practices to improve change, configuration, problem resolution, and release management;
6. Performs analysis and develops pro-active and as-requested qualitative/quantitative analysis of IT operations and services;
7. Conducts the selection and implementation of management and monitoring tools, methodologies, and standardized practices;
8. Maintain district unified communications, including VoIP system;
9. Participates in forecasting and planning IT solutions to meet instructional needs;
10. Attends meetings, as assigned, to convey and/or gather information required to perform functions;
11. Conduct preventive and corrective maintenance on computers;
12. Configure and install new hardware including network equipment;
13. Installs computer equipment, network (client and server) software, and hardware on a variety of platforms (e.g. service packs, application software, operating

software, hardware upgrades, firmware upgrades, etc.) for upgrading and maintaining equipment and software;

14. Prepare written materials to document procedures, providing written references and/or conveying information.

**Required Qualifications:**

1. Bachelor's Degree in Computer Science, Computer Information Systems, or related field preferred.
2. Cisco Certified Network Associate (CCNA) is preferred.
3. Information Technology Infrastructure Library (ITIL) or ISO/IEC 20000 certifications are preferred.
4. Four years of recent experience in an enterprise network environment.

**Preferred:**

1. Bilingual – Spanish and/or Mandarin

**Knowledges of:**

1. Network management and monitoring, network security, network architecture and infrastructure, data security, operating systems, etc;
2. Project management pertaining to the design, development, and deployment of infrastructure technology solutions;
3. Principles and techniques used in networking equipment, such as enterprise routing and switching;
4. Converged IP technologies;
5. Wireless management and 802.1x authentication;
6. Network security devices/firewalls;
7. Content filtering along with best practices;
8. Basic IP addressing and subnet schemes.

**Ability to:**

1. Ability to manage a network and solve complex networking issues;
2. Recognize, analyze, and deal effectively with problems and issues;
3. Be self-motivated and work in a fast-paced environment;
4. Maintain good working relations and collaborate well with all levels of personnel;
5. Speak and write clearly, concisely, effectively, and convincingly.

**(Salary Schedule: Range 194 - \$6,613.01 - \$8,037.42)**

**New Job Description**  
**Athletic Trainer**

Under the direction of the High School Principal or designee, performs a variety of activities involved in the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; administers preventative or rehabilitative treatment to students and athletes engaged in various school sports; provides information, in-service, and guidance to coaches and faculty; serves as a liaison between the students, parents, coaches, and physicians in evaluation, management, treatment, and long- term rehabilitation of athletic injuries; and works a flexible schedule.

This position will be placed on a Range 160 (\$4,367.25 - \$5,310.73) of the classified salary schedule.

**New Job Description**  
**Board Approval: January 9, 2023**  
**Personnel Commission Approval: January 10, 2023**

**Athletic Trainer**

**Definition:**

Under the direction of the High School Principal or designee, performs a variety of activities involved in the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; administers preventative or rehabilitative treatment to students and athletes engaged in various school sports; provides information, in-service, and guidance to coaches and faculty; serves as a liaison between the students, parents, coaches, and physicians in evaluation, management, treatment, and long- term rehabilitation of athletic injuries; and works a flexible schedule.

**Essential Duties and Responsibilities:**

1. Provides technical services and information for the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries;
2. Evaluates student injuries and determines appropriate treatment methods; develops and implements individualized rehabilitation, therapeutic, and reconditioning programs for injured students in accordance with standard medical protocols and/or with direction from the students' personal physician;
3. Coordinates with coaches to establish and implement a conditioning program for student athletes designed to prevent and minimize injuries;
4. Attends home and away sports events to monitor athletic activities and provide medical treatment services; identifies, evaluates, and provides immediate first aid in response to athletic injuries; responds to medical emergencies; refers student athletes to physicians or the hospital as appropriate;
5. Supports the athletic clearance process by reviewing documentation submitted and reviewing for any conditions requiring special attention;
6. Advises on equipment and environmental safety; recommends and fits protective equipment for injury prevention and safety;
7. Provides assistance to students in the prevention of athletic injuries and prepares students for practice and competition; tapes, stretches, massages, and wraps athletes to prevent injury or re-injury; supplies and assists students with straps, braces, and other adaptive equipment to provide protection from injury;
8. Assists students with special therapeutic exercises by performing demonstrations and ensures students' understanding of proper exercise techniques and procedures; assists in educating students, coaches, parents, and faculty in nutrition, health, weight management, concussions, and heat illnesses;
9. Implements physician instructions related to rehabilitation; consults with physicians and other medical personnel in determining and monitoring appropriate course of treatment for injured students;

10. Evaluates, determines and recommends appropriate time lines for sidelining and returning injured student athletes to playing status; advises student athletes, coaches, and others regarding potential health risks of athletic participation to prevent injury and re-injury;
11. Plans, organizes, and coordinates the transportation and care of athletic safety equipment, uniforms, supplies, and materials for home and away events as it relates to the Athletic Trainer position;
12. Assists in the planning of pre-season athletic physical exams for student athletes;
13. Prepares and maintains a variety of records and reports related to students, injuries, treatment, progress, supplies, and assigned activities; follows Health Insurance Portability and Accountability Act (HIPPA) regulations regarding confidential student information;
14. Orders and maintains adequate inventory levels of first aid, bracing, and other treatment supplies as needed.
15. Inspects and assures safety of athletic equipment, uniforms, and facilities; identifies and provide recommendations for resolving potential hazards;
16. Supervises student assistants and provides work direction and training;
17. May assist in off-season conditioning, rehabilitations, and maintenance of physical fitness;
18. Performs other related duties as assigned.

**Required Qualifications:**

1. Bachelor's degree from an accredited college or university in physical education, athletic training, health, or a related field;
2. Six months of paid or volunteer experience working in an athletic training environment;
3. Valid National Athletic Trainers Association Certification;
4. Valid First Aid and CPR certificate;
5. Valid California Class C Driver's License and auto insurance coverage which meets or exceeds the California legal liability insurance requirement at time of appointment and throughout employment;
6. Use of a personal automobile to conduct work.

**Knowledge of:**

1. Principles, practices, procedures, techniques, and equipment used in the prevention, treatment, and rehabilitation of athletic injuries;
2. Diagnostic symptoms of various athletic injuries and appropriate methods of treatment;
3. Practices, procedures, and techniques involved in taping, stretching, massaging, and wrapping athletes to prevent injury or re-injury;
4. Medical practices, procedures, and terminology related to athletic training;
5. Principles and theories of anatomy, physiology, kinesiology, nutrition, and diet;
6. General principles of return to play protocols;
7. Operation of a variety of first aid, therapeutic, and adaptive equipment;
8. Safety guidelines and regulations in athletic and therapeutic activities;
9. Individualized rehabilitation and reconditioning techniques and procedures for injured students. First Aid and CPR techniques;
10. Oral and written communication skills;

11. Interpersonal skills using tact, patience, and courtesy;
12. Record-keeping and report preparation techniques;
13. Inventory methods and practices;
14. Disinfectant and clean and sterile equipment techniques;
15. General codes of supervision and training.

**Ability to:**

- Identify, evaluate, and provide immediate first aid in response to athletic injuries;
- Understand, recognize and carry out directions issued by physicians and physical therapists related to concussions and other related injuries;
- Analyze situations accurately and adopt an effective course of action;
- Learn, interpret, and apply applicable laws, codes, rules, regulations, policies, and procedures;
- Assist students with specialized therapeutic exercises;
- Recognize and correct safety hazards;
- Provide information, education, and guidance to students, parents, coaches, and faculty;
- Work flexible hours as needed by the assignment;
- Provide work direction and guidance to student assistants;
- Plan and organize work;
- Maintain records and prepare reports;
- Communicate effectively orally and in writing;
- Promote team building and a positive work environment;
- Work confidentiality with discretion;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with little direction;
- Exercise good judgment.

**Work Environment:**

Employees in this classification work in an indoor and outdoor work environment in seasonal heat and cold or adverse weather conditions.

- Have direct contact with students, staff and public;
- Exposure to adverse weather conditions;
- Continuous interruptions and changing priorities;
- Respond to emergency medical situations;
- Drive an automobile to conduct work;
- May work alone without guidance from supervisor;
- May work over 40 hours a week, and work a flexible schedule which may include evenings, weekends and/or holidays.

**Physical Requirements:**

- Stand and sit for extended periods of time;
- Have mobility to walk, kneel, crouch, stoop/bend repeatedly;
- Lift, carry, push and/or pull up to 50 pounds unassisted, and over 50 pounds with assistance; Use both hands and legs simultaneously, reach overhead, pull hand over hand, use fingers repetitively twisting or applying pressure with wrists or hands;

- Have rapid mental/muscular coordination;
- Maintain balance;
- Depth perception and ability to see and read small print and distinguish shades;
- Dexterity of hands and fingers needed to operate a variety of specialized health care equipment, adaptive tools, and a computer keyboard;
- Speak clearly and hear normal voice conversation;
- Use telephone and a computer;
- Physically able to provide rapid response to emergency situations.

**(Salary Schedule: Range 160 - \$4,367.25 (\$25.19 hr.) - \$5,310.73 (\$30.65 hr.)**