

**PERSONNEL COMMISSION
CAJON VALLEY UNION SCHOOL DISTRICT
750 E. MAIN ST., P.O. BOX 1007
EL CAJON, CA 92022-1007
AGENDA**

Education Center
Board Room

Thursday, 4:00 p.m.
January 28, 2016

1. CALL TO ORDER
2. SALUTE TO FLAG
3. WELCOME TO VISITORS
4. APPROVAL OF MINUTES
5. CORRESPONDENCE
6. ROUTINE CLASSIFIED ITEMS
7. MEETING DATES FOR 2016
Reschedule March 24 Meeting
8. APPROVAL OF ANNUAL REPORT 2014-2015
9. REVISE JOB DESCRIPTION
Occupational Therapist
10. DUAL CERTIFICATION
Occupational Therapist
11. DIRECTOR'S REPORT
12. OPEN DISCUSSION
 - 1] Public
 - 2] Commissioners
 - 3] Employee Organization
13. EXECUTIVE SESSION
PERSONNEL:
 - a] Discipline [Gov. Code §54957 (b); Educ. Code §45302, et seq.]
 - b] Commissioners
14. ADJOURNMENT

December 17, 2015

Per Government Code Section 54954.2, requests for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the meeting. Contact the Commission Office at (619) 588-3050 or diazm@cajonvalley.net at least eight hours prior to the scheduled Commission meeting. Additionally, 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 at the above noted address.

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Regular Meeting

PERSONNEL COMMISSION

Date: December 17, 2015 Education Center, District Board Room

MEMBERS PRESENT: John Jarboe, Commissioner Chair
Victor Garcia, Vice Chair
Virginia Levenson, Member

STAFF REPORTING: Stephen Mahoney, Ed.D. Assistant Superintendent/Director
Angela Bishop, Personnel Director
Maritza Diaz, Personnel Specialist

The December 17, 2015 Personnel Commission meeting was called to order at 4:30 p.m., by John Jarboe, Chair. He welcomed the audience and invited their participation. The Pledge of Allegiance was led by John Jarboe.

SWEARING IN OF VIRGINIA LEVENSON- NEW THREE YEAR TERM

Virginia Levenson was sworn in as the Joint Appointee to the Personnel Commission and took the oath of office.

ELECTION OF OFFICERS

Virginia Levenson nominated John Jarboe as Commission Chair.

Moved: Virginia Levenson
Second: Victor Garcia
Motion: John Jarboe abstained from voting.

Victor Garcia nominated Virginia Levenson as Co-Chair.

Moved: Victor Garcia
Second: John Jarboe
Motion: Virginia Levenson abstained from voting.

APPROVAL OF MINUTES:

The minutes of the meeting of November 19, 2015 were presented for approval.

Motion was made to approve minutes of the meeting of November 19, 2015 with corrections.

Motion: Victor Garcia
Second: Virginia Levenson
Vote: Unanimous

ROUTINE CLASSIFIED ITEMS:

No comments.

ESTABLISH MEETING DATES FOR 2015

Angela Bishop presented the new meeting dates for 2016. She suggested that the start time be changed to 4:00 p.m.

Angela Bishop recommended the meeting dates for the 2016 calendar year be approved.

Moved: Virginia Levenson
Second: Victor Garcia
Vote: Unanimous

ANNUAL REPORT 2014-2015

Angela Bishop presented the Annual Report to the Commission and summarized details of the Report of Activities section. The Annual Report is distributed to CSPCA, CSEA, San Diego County Office of Education, and Governing Board members. Angela Bishop thanked Miguel Gonzalez from the Print Shop for assistance with generating the new electronic report.

Moved:
Second:
Vote:

DIRECTORS REPORT:

Angela Bishop reported the following activities for the month of December:

- Attending PeopleSoft Trainings multiple days the month of December. The implementation of the new system will take place January. We are working with the Payroll department to implement changes in our business process. Personnel staff worked on Saturday with Sue Wybraniek from MITI team, who assisted staff in working with "sandbox" training data. Many thanks to Sue for so graciously giving of her free time to support us in our transition.

Steve Mahoney reported the following activities for the month of December:

- Acknowledged Angela Bishop and Maritza Diaz for their hard work and dedication to the Personnel Department.
- Acknowledged our continued relationship with CSEA, working with the team is always wonderful.

OPEN DISCUSSION:

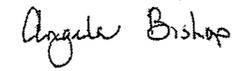
Victor Garcia mentioned that the Citizens' Oversight Committee will be hosting an Open House in the Spring for Lexington School.

Mark Reagles, CSEA 1st President, thanked the Commissioners for their raffle prize donations, and John Jarboe for his attendance at the CSEA meeting. CSEA will be ratifying their agreement for the salary increase after the CSEA field office reviews the new agreement. He shared that the chapter has a new CSEA Labor Relations Representative, Gustavo Padilla, and that a new Executive Board has been elected: Mark Reagles-President; Vickie Hayman-1st Vice President; Kevin Hattax-2nd Vice President; Angela Berry-CPro; Natalie Perez-Secretary; and Richard Hensle-Treasurer.

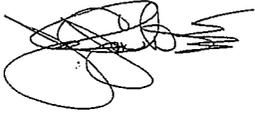
ADJOURNMENT:

The meeting was adjourned at 5:01 p.m.

Respectfully submitted,



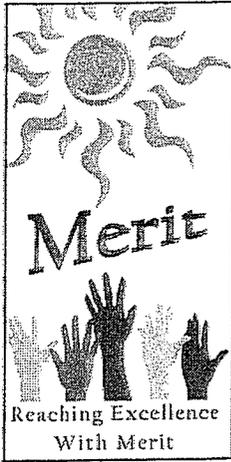
Angela Bishop
Director



John Jarboe
Commission Chair



Maritza Diaz
Recording Secretary



2016 Annual CSPCA Conference

"Reaching Excellence With Merit"

Paradise Pier Hotel, Anaheim, California

Hosted by the PCASC



Presented by
The Board of Directors



**Early Bird Registration extended to
January 15, 2016**

Workshops and speakers may change without notice.

Thursday, February 25, 2016 — 7:00 a.m. - 4:30 p.m.

Support Staff Training Program (open to all) — Refer to Registration Form

Friday, February 26, 2016 — 7:30 a.m. - 5:00 p.m.

Opening Session - Jon Robertson, Human Resources Operations Director, West Region, United Parcel Service

Directors/Staff

- ◆ The How to and Best Practices of Preparing for Discipline Appeal Hearings
- ◆ Are You Making the Most of Social Media Recruiting?
- ◆ Advancing the Case for Civil Service Reform

Reaching Excellence

- ◆ Succession Planning for Your Next Personnel Director
- ◆ Develop Your Own Leadership Talent
- ◆ Understanding Communication Styles with the Myers-Briggs Type Indicator (MBTI)

Personnel Commissioners

Merit 101

- ◆ History and Principles of the Merit System
- ◆ The Functions of the Merit System
- ◆ The Role of the Personnel Commission's Director

Saturday, February 27, 2016 — 7:30 a.m. - 5:30 p.m.

Keynote - Huma Javed, Human Resources Director, CBS Corporation
"Starting Within"

Directors/Staff

- ◆ How Collective Bargaining Impacts Personnel Commission and Merit System
- ◆ Addressing Bullying In The Workplace

Reaching Excellence

- ◆ Leading Through Change and Transition
- ◆ The Art of Online Testing

Personnel Commissioners

- ◆ What is the Commission's Role In Classification Studies?
- ◆ Do You Know The Brown Act?

2016 Legal Update—What's New for Merit Districts? (All Sessions)

Sunday, February 28, 2016 — 8:30 a.m. - 10:00 a.m.

Closing Session



Discount air fares are available for this conference with Southwest Airlines.

Please refer to the website at:
<http://www.swabiz.com/flight/search-flight.html?cid=99355690>



A Super Shuttle discount rate is available for participants at:
<http://www.supershuttle.com/default.aspx?GC=FGBN6>

Make hotel reservations by calling the Paradise Pier Hotel at (714) 520-5005

or log on to the website at:
<https://resweb.passkey.com/go/GPCB16A>
Room Rates are \$165 plus tax & applicable charges, and a \$15/night self-parking fee.





Support Staff Training Program February 25, 2016 Registration Form

Hosted by the PCASC



Presented by
The Board of Directors



- 7:00 am Registration
- 7:30 am — 9:00 am Continental Breakfast
- 8:30 am — 9:00 am Welcome
- 9:15 am — 10:30 am Hidden Keys to Personal Success — SchoolsFirst Federal Credit Union — Part 1
- or -
How do you promote within the HR field? — Anil Muhammed
- 10:30 am — 10:45 am Break
- 10:45 am — 12 Noon Hidden Keys to Personal Success — SchoolsFirst Federal Credit Union — Part 2
- or -
Setting Minimum Qualifications and Preparing Interview Panels — CODESP
- 12 Noon — 1:15 pm Lunch — Pacific Ballroom
- 1:30 pm — 2:45 pm Hidden Keys to Personal Success — SchoolsFirst Federal Credit Union — Part 1
- or -
How do you promote within the HR field? — Anil Muhammed
- 2:45 pm — 3:00 pm Refreshment Break
- 3:00 pm — 4:15 pm Hidden Keys to Personal Success — SchoolsFirst Federal Credit Union — Part 2
- or -
Setting Minimum Qualification and Preparing Interview Panels— CODESP
- 4:30pm — 5:30 pm Reception hosted by PCASC

Please use **one** form per attendee and type or print legibly.

I am registered for the conference (there is no fee to attend).

I am not registered for the conference. I will return this form with my payment of \$25.

Name: _____ Title: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

This program will be held at the Paradise Pier Hotel, at 1717 S. Disneyland Drive, Anaheim CA
 Phone: (714) 999-0990. Self-parking is free for this day.
 Make the check or money order (sorry, no purchase orders) payable to: CSPCA 2016 Conference.
 Mail by February 15, 2016 to: Joan Stiegelmar, Director, Rowland Unified School District
 1830 Nogales Street, Rowland Heights, CA 91748
 Questions? Phone: (626) 854-8380 or Email: jstiegelmar@rowland.k12.ca.us

Angela Bishop, Personnel Director
Personnel Commission

Phone: (619) 588-3050
Fax: (619) 588-3663
E-mail: bishopa@cajonvalley.net



Children Are First

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750 E. Main Street, El Cajon, CA 92020

Mailing Address:
PO Box 1007, El Cajon, CA 92022-1007
www.cajonvalley.net

January 22, 2016

Eyal Bergman
Manager, Grants and Community Engagement
Education Services

Dear Eyal:

Thank you for agreeing to speak at the Personnel Commission meeting next month about your new position with the District.

Since Personnel Commissioners are responsible for classifying positions, usually based on reading job descriptions, and accepting my research, they find it very beneficial to hear from the individuals responsible for supervising and/or performing those job duties on a daily basis.

As I shared, you do not have to prepare a "formal" presentation, but rather just spend a 5-10 minutes introducing yourself, discussing the exciting activities taking place in your program and a "typical" day for the classified staff you manage.

The meeting information and time is as follows:

PERSONNEL COMMISSION MEETING
February 24, 2016
4:00 p.m.
DISTRICT OFFICE
BOARD ROOM

Once again, Eyal, thank you for agreeing to share with us about your position. We appreciate your willingness to give so freely of your free time.

Sincerely,

Angela Bishop
Angela Bishop
Personnel Director

VAB

**Certificated and Classified Personnel Report
January 19, 2016**

CLASSIFIED

New Hires

1. **Roshna Abdullah**, Variable Extended Day Program Assistant / Chase, effective 12/14/15
2. **Marie Acosta**, Variable Extended Day Program Aide / Hillsdale, effective 01/11/16
3. **Avinne Bahro**, Office Assistant I / Vista Grande, effective 01/11/16
4. **Rachel Cabrera**, Special Education Classroom Assistant Trainee / Sevick, effective 12/11/15
5. **Janelle Damico**, Bus Attendant / Transportation, effective 01/12/16
6. **Roxana Diaz**, Behavioral Support Assistant / Flying Hills, effective 12/11/15
7. **Cathleen Dinha**, Special Education Classroom Assistant Trainee / Lexington, effective 01/12/16
8. **Emily Love**, Special Education Classroom Assistant Trainee / Greenfield, effective 12/14/15
9. **Marissa Ortega**, Accounting Assistant II / Special Education, effective 01/04/16
10. **Harry Reeve**, Special Education Classroom Assistant Trainee / Johnson, effective 01/11/16
11. **Zinah Saeed**, Special Education Classroom Assistant -Bilingual Arabic / Cajon Valley Middle, effective 01/11/16
12. **James Tyler**, Bus Attendant / Transportation, effective 01/11/16
13. **Veronica Walters**, Special Education Classroom Assistant Trainee / Magnolia, effective 12/08/15

Rehire

1. **Vanessa Gonzalez**, English Language Development Assistant - Bilingual Spanish / Montgomery, effective 01/18/16

Promotions

1. **Steven Nelissen**, Special Education Classroom Assistant / Naranca to Behavioral Support Assistant / Rancho San Diego, effective 01/13/16

Resignations

1. **Marlene Barajas**, English Language Development Assistant - Bilingual Spanish / Montgomery, effective 01/15/16
2. **Kristine Booth**, Special Education Classroom Assistant Trainee / Greenfield, effective 12/17/15
3. **Andrew Hess**, Computer Support Technician / Information Technology Services, effective 11/30/15
4. **Shaelynn La Madrid**, Child Nutrition Worker I / Child Nutrition, effective 12/18/15

Voluntary Demotion

1. **Patricia Leon**, English Language Development Assistant – Bilingual Spanish / Johnson to Special Education Classroom Assistant Trainee / Lexington, effective 01/12/16
2. **Olga Mercado**, Special Education Classroom Assistant / Sevick to Variable Extended Day Program Aide / Chase, effective 12/14/15

Granting of Permanent Status

1. **Christian Baltazar**, Special Education Classroom Assistant / Anza, effective 12/21/15
2. **Maribel Calderon**, Special Education Classroom Assistant / Johnson, effective 12/30/15
3. **Julie Chapin**, Special Education Classroom Assistant / Madison, effective 12/30/15

Return from Leave of Absence

1. **Denise McKie**, Child Nutrition Worker I / Child Nutrition, effective 01/11/16

Reinstatement

1. **Naghm Basheer**, English Language Development Assistant- Bilingual Arabic / Anza, effective 12/14/15
2. **Eva Kisgyorgy**, Bus Attendant / Transportation, effective 12/17/15
3. **Olga Mercado**, Variable Extended Day Program Aide / Chase, effective 12/14/15

**UPDATE JOB DESCRIPTION
OCCUPATIONAL THERAPIST**

To ensure consistent support to students receiving occupational therapy services, the Special Education and Pupil Services Department has received approval to fill a position for Occupational Therapist.

A review of the current job description was conducted and changes to the minimum qualifications are required to reflect industry standards. Additionally, a salary survey was conducted to ensure the salary allocation is competitive and aligns with the District's compensation philosophy. Based on the results, no change in salary is being recommended.

The updated job description for Occupational Therapist is presented your approval.

DIRECTOR'S RECOMMENDATION:

In accordance with Commission Rule 30.200.3, the Director recommends approval of the job description as presented.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: OCCUPATIONAL THERAPIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, develop, implement, oversee and provide occupational therapy services and treatment to enhance fine motor, gross motor, sensory processing and other functional abilities and development among identified students with disabilities; observe, evaluate and develop occupational therapy treatment plans in response to student needs and disabilities; provide consultation and training to teachers, staff, parents and others concerning the development of student motor skills and related programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develop, implement, oversee and provide occupational therapy and treatment to enhance fine motor, gross motor, sensory processing and other functional abilities and development among identified students; provide occupational therapy services to facilitate student access to educational opportunities; oversee and participate in conducting motor therapy activities with students.

Formulate, develop and implement treatment plans, programs and sessions for individual and groups of students according to student needs and disabilities; monitor, evaluate and adjust individual treatment plans and therapy activities in response to the needs and progress of individual students; oversee the implementation of therapeutic and treatment activities in the school and classroom.

Confer and collaborate with educational team including teachers, support staff, parents, administrators, psychologists, outside agencies and others in conducting assessments and observations, providing therapy, and developing and implementing treatment programs, therapy services and related goals and objectives to enhance student progress and meet student needs.

Conduct observations, review student records and administer and score assessments in the identification of developmental needs and areas of suspected disability; develop and implement strategies to resolve issues limiting student participation in the school environment; reassess sensory-motor development and other developmental needs using a variety of tools.

Provide consultation and training to teachers, staff, parents and others regarding occupational therapy and related students, treatment, interventions, assessments, principles, theories, standards, guidelines, requirements, practices and procedures

Attend and present information concerning student needs, disabilities, assessments and test results at Individualized Education Plan (IEP) and a variety of other meetings; collaborate with other personnel in the development and implementation of IEP goals and objectives.

Prepare detailed and concise notes concerning daily therapy activities and student responses and progress; compile information and prepare and maintain various records and detailed written reports and forms concerning students, treatment plans, goals, objectives, progress, assessments and assigned activities.

Utilize and adapt a variety of assistive technology, treatment tools, equipment and materials during therapeutic activities; adjust and demonstrate the use of various therapeutic equipment as needed; evaluate and identify adaptive equipment needs and make adaptations to equipment to meet individual student needs as appropriate.

Develop, implement and conduct in-services and training activities concerning occupational therapy services and related principles, theories, standards, guidelines, practices, procedures, goals, objectives and techniques for staff, faculty, parents and others; prepare and deliver oral presentations.

Communicate with students, staff, faculty, outside agencies and others to exchange information and resolve issues or concerns.

Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Monitor inventory levels of therapeutic supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment.

Coordinate, schedule and arrange treatments, meetings and other functions in support of assigned occupational therapy services and activities; attend and participate in in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, equipment and techniques of occupational therapy.

Theory of physical and mental rehabilitation related to occupational therapy practices.

Practices, procedures and techniques involved in the development and implementation of treatment plans, programs and sessions for individual students according to student needs and disabilities.

Child growth and developmental disabilities, diagnosis and syndromes and applicable treatment, assessment and techniques.

Developmental foundations and neurodevelopmental implications related to learning, behaviors and educational success.

Policies and objectives of assigned programs and activities.

Motor and reflex development.

Skeletal anatomy, neuromuscular function and dysfunction.

Proper operation and adaptation of therapeutic equipment.

Kinesiology and occupational therapy modalities.

Oral and written communication skills.

Record-keeping and report writing techniques.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Develop, implement, oversee and provide occupational therapy services and treatment to enhance fine motor, gross motor, sensory processing and other functional abilities and development among identified students with disabilities

Administer student assessments and reassessments.

Formulate, develop and implement treatment plans, goals, objectives, programs and sessions for individual and groups of students according to student needs and disabilities.

Conduct observations, review student records and administer assessments in the identification of developmental needs and areas of suspected disability.

Identify and analyze areas of development and sensory motor dysfunction.

Monitor, evaluate and adjust individual treatment plans, programs and therapy activities in response to student needs and progress.

Provide consultation and training activities concerning student developmental needs, treatment plans, and related educational activities.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

~~Type or input data at an acceptable rate of speed.~~

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain various records, reports and files.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: ~~bachelor's degree in occupational therapy or related field and one year experience working with students with various disabilities in a rehabilitative setting.~~ **graduation from an accredited school of occupational therapy and registration by the American Occupational Therapy Association certifying clinical competence as a Registered Occupational Therapist. Experience working with students with a variety of disabilities and in an education setting is preferred.**

LICENSES AND OTHER REQUIREMENTS:

Valid Occupational Therapist Certification issued by the National Board of Certification for Occupational Therapy.

Valid State Occupational Therapist license.

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

Possession of a certificate in cardiopulmonary resuscitation (CPR), and first aid.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a personal vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office and therapeutic equipment.

Seeing to monitor student progress and read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.

Sitting or standing for extended periods of time.

Lift and/ or move up to 50 pounds.

**TYPE OF EXAMINATION FOR
OCCUPATIONAL THERAPIST**

With the approval for a position, it will be necessary to begin the process to recruit and establish an eligibility list for Occupational Therapist. The position oversees and participates in conducting occupational therapy services for students, which requires specialized certification and skill. After reviewing the internal candidate pool, and to ensure the strongest, most viable eligibility list, it is recommended that the recruitment be designated Dual Certification.

The Commission rule, for your reference, is as follows:

50.200.2 Dual Certification

When an open competitive examination and a promotional examination for a particular class are held at the same time the Commission may, prior to the examination, authorize dual certification from the resultant eligibility list. The three ranks certified shall be those of open and promotion eligibles who have the highest examination scores, without veterans' credit and including seniority credit for promotional eligibles. When all promotional eligibles have been removed from the list through appointment or otherwise, veterans' credit shall be added to the scores of the remaining open eligibles, and their rank shall be adjusted accordingly.

DIRECTOR'S RECOMMENDATION

In accordance with Rule 50.200.2, the Director recommends the examination for Occupational Therapist be designated as a Dual Certification.