

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

Agenda

District Office, Personnel Department
519 E. Badillo St.
Covina, CA 91723
4:45 p.m.

March 10, 2026

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:

Sonia Frasquillo, President _____

Nicholas Sanchez, Vice President _____

Elizabeth Reyes-Aceytuno, Member _____

Michele Doll, Assistant Superintendent, Personnel Services _____

Brock Jacobsen, 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 February 10, 2026, 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 items **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 Item

7. **Recruitment and Hiring Process Overview.** Dr. Jacobsen will provide a brief overview of The recruitment and hiring process within the Merit System, including key steps and the role of the Personnel Commission supports merit-based hiring practices. **Info**

V - Action Item

8. **New Job Description.** Recommendation is made that the new position of MOFT Energy and Facility Use Manager be placed on Range 193X, \$7,702.63 - \$9,362.31 per month of the Classified Management salary schedule. (Ref. A) **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 _____

New Job Description
MOFT Energy & Facility Use Manager

Under the general direction of the Director of Maintenance, Operations, Facilities, and Transportation (MOFT), plans, coordinates, and manages two primary functions: the District's comprehensive energy conservation and sustainability program, and the administration of all District and community use of facilities activities; develops, implements, and maintains energy conservation strategies across all district facilities; serves as primary liaison for facility use scheduling, verification, billing, and compliance; monitors and analyzes energy consumption data; performs regular energy audits; ensures proper permitting and authorization of after-hours facility usage; coordinates with site administrators, athletic programs, and community users; seeks grant and incentive funding related to energy and sustainability; assists the MOFT department with various projects and initiatives as needed; performs other duties as assigned.

This position will be placed on Range 193X of the Classified Management salary schedule, \$7,702.63 - \$9,362.31 per month.



MOFT Energy & Facility Use Manager

Definition

Under the general direction of the Director of Maintenance, Operations, Facilities, and Transportation (MOFT), plans, coordinates, and manages two primary functions: the District's comprehensive energy conservation and sustainability program, and the administration of all District and community use of facilities activities; develops, implements, and maintains energy conservation strategies across all district facilities; serves as primary liaison for facility use scheduling, verification, billing, and compliance; monitors and analyzes energy consumption data; performs regular energy audits; ensures proper permitting and authorization of after-hours facility usage; coordinates with site administrators, athletic programs, and community users; seeks grant and incentive funding related to energy and sustainability; assists the MOFT department with various projects and initiatives as needed; performs other duties as assigned.

Essential Duties and Responsibilities

Energy Management

- Develops, implements, and maintains the District's energy management, conservation, and sustainability program; monitors and analyzes consumption data using 15-minute interval data; prepares and presents regular reports on energy usage, costs, and conservation achievements;
- Schedules and manages the Energy Management System (EMS) for all district facilities, including programming updates for weekends, holidays, and special events; performs regular audits to identify unauthorized equipment operation and energy waste;
- Ensures the District is on the appropriate utility rate schedule, that billings are correct, and that the District participates in available rebate and incentive programs; seeks grant funding for energy and sustainability initiatives;
- Researches and recommends energy-efficient technologies and systems; trains district staff on conservation practices; advises on alternate energy sources and general conservation measures;
- Works with maintenance personnel on proper operation of building systems and the computerized energy management system; provides input on capital projects and purchases affecting energy consumption.

Facility Use Management & Scheduling

- Approves and processes all District and community facility use requests; coordinates scheduling, permitting, billing, security, and cleaning activities; verifies liability insurance compliance;
- Serves as primary liaison between site administrators, athletic departments, community groups, and city Parks and Recreation departments; mediates appeals and resolves scheduling conflicts;
- Conducts evening and weekend verification of facility activities; monitors and documents unauthorized facility use; works directly with the District's contracted security personnel to coordinate response and implements appropriate EMS adjustments;
- Coordinates District use of outside facilities and processes payment for outside facilities used by the District.

MOFT Support

- Assists the MOFT department with projects, initiatives, and backup support as directed by the Director; participates in department meetings, planning sessions, and professional development activities;
- Maintains records and prepares reports, invoices, facility use contracts, and board agenda items; responds to emergencies and performs other related duties as assigned.

Required Qualifications

- Possession of a valid California Motor Vehicle Operator's License;
- Insurability by District's liability insurance carrier.

Preferred Qualifications

- Certified Energy Manager (CEM), Energy Manager in Training (EMIT), or Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP) certification, Building Operator Certification (BOC), preferred;
- Facility management-related certifications a plus;
- Bilingual, Spanish-speaking preferred.

Training and Experience

Any combination of education and experience that would provide the required knowledge may be qualifying. A typical way to obtain the required knowledge and skill would be:

- Graduation from high school or equivalent required; bachelor's degree from an accredited college or university in engineering, business or public administration, recreation and community services administration, or a related field preferred;
- Four (4) to five (5) years of increasingly responsible experience managing energy or utility management systems, facilities systems, electrical systems, low voltage systems, building automation, or HVAC required;
- Experience with building automation systems and energy management software preferred;
- Experience with Microsoft Excel, Google Sheets is required;
- Experience administering and supervising public and/or private facilities usage programs preferred;
- Experience in a K-12 educational environment preferred;
- Formal education in related fields beneficial but not required in lieu of relevant experience.

Knowledge of:

- Principles and practices of energy management systems, building automation, water conservation, and sustainability;
- Building systems including HVAC, lighting, and controls; methods, materials, and equipment used in energy management;
- Applicable State Education Code, federal, state, and local laws, codes, and regulations related to energy utilization and facility use;
- Budgetary, financial management, and record-keeping practices; statistical analysis and report preparation;
- Principles of supervision, training, and personnel management; safe working methods and procedures;
- Project management.

Ability to:

- Plan, organize, and administer comprehensive energy conservation and community use of facilities programs, including developing and implementing management standards, goals, and budgets;
- Analyze energy consumption data, identify conservation opportunities, and schedule and manage complex Energy Management Systems across multiple facilities;
- Review, approve, and process facility use requests, contracts, and agreements, ensuring compliance, equitable use, and accurate billing;
- Train, supervise, assign work schedules, and evaluate assigned staff;
- Interpret, apply, and enforce District Board policies, rules, and regulations related to both facility use and energy conservation; mediate disputes and resolve scheduling conflicts diplomatically;
- Prepare and deliver clear and concise reports, presentations, and board agenda items based on data analysis;
- Establish and maintain effective working relationships with staff, site administrators, community groups, and city agencies; communicate effectively in oral and written form with diverse audiences;
- Exercise sound judgment, work independently without close monitoring, manage competing priorities, and meet deadlines;
- Work flexible hours including evenings and weekends for facility use verification and energy audits;
- Respond to after-hours and weekend phone calls as an on-call management employee.

Physical Requirements

The requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:

- Ability to access all areas of school facilities, including rooftops, mechanical rooms, and crawlspaces; frequent walking, standing, climbing ladders, and exposure to varying weather conditions during site inspections;
- Ability to lift up to 25 pounds; operate office equipment and tools with manual dexterity.

Reasonable accommodations may be made to enable a person with a disability to perform the job's essential functions.

Work Schedule

- Tuesday through Saturday work schedule;
- Evening hours required for facility use verification and energy audits;
- On-call status for after-hours and weekend emergency response;
- Required to respond to phone calls after regular business hours and on weekends.

Salary

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 193X
- 12 Months