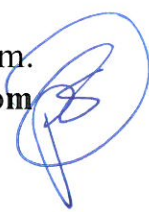


PAJARO VALLEY UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

AGENDA

Thursday, March 21, 2019 5:30 p.m.

Human Resources Conference Room



- 1.0 Opening Ceremony
 - 1.1 Call to Order
 - 1.2 Roll Call
 - Member Marci McFadden
 - Member Diane Bensberg
 - Member Dr. Manny Nuñez
 - 1.3 Pledge of Allegiance
 - Speaker Cards
- 2.0 Approval of Agenda and Minutes
 - 2.1 Agenda-March 21, 2019
 - 2.2 Unapproved Minutes- January 31, 2019
- 3.0 Reports
 - 3.1 Commissioners' Report
 - 3.2 Director's Report
 - 3.3 Correspondence
 - Business Expo Job Fair: April 25, 2019
 - Thank you note from Mary Ann Gomez Scholarship recipient
 - CSPCA Scholarship opportunity
 - 3.4 Reports
 - Board reports summary: January 23, 2019; February 13, 2019; February 27, 2019; March 13, 2019
- 4.0 Consent Agenda ACTION
 - 4.1 Eligibility Lists (Established)

Information concerning the Consent item(s) listed above has been forwarded to each Commission Member prior to this meeting for his/her study. Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members. The action taken in approving Consent items is set forth in the explanation of the individual item(s).
- 5.0 Old Business
 - None
- 6.0 New Business
 - 6.1 Revised Class Description-Service Mechanic.....INFORMATION/POSSIBLE ACTION
 - 6.2 First Reading – Revised PC Rule and Regulation
 - Article 3.1 D The Commissioners' Appointment.....INFORMATION/DISCUSSION
 - 6.3 First Reading - Revised PC Rule and Regulation
 - Article 4.1 A Exemption Overview.....INFORMATION/DISCUSSION
 - 6.4 Personnel Commission Goals for 2019.....INFORMATION/POSSIBLE ACTION

- 7.0 Public Input (Non-Agenda Items)
Public comments will be allowed. The Commission will recognize any member of the audience not on the agenda and wishing to speak on a matter directly related to Personnel Commission business. The Commission may allot time to those wishing to speak, but no action will be taken on matters presented. If appropriate, the Commission may direct that a matter be referred to the Director's Office for further review.
- 8.0 Items for discussion at next meeting
First Reading Personnel Commission Budget for 2019-2020
Second Reading and approval – PC Rules & Regulations 3.1D and 4.1A
Closed Session – Annual evaluation of Director Shanks
Mary Ann Gomez Scholarship selections
- 9.0 Next meeting date – April 18, 2019
- 10.0 Adjournment

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

(Unapproved Minutes)

Thursday, January 31, 2019

Human Resources Small Conference Room

1.0 Opening Ceremony

- 1.1 Call to Order 4:31 p.m. Marci McFadden
- 1.2 Roll Call
 - Present
 - Member Marci McFadden
 - Member Diane Bensberg
 - Member Dr. Manny Nuñez
 - Staff Pam Shanks, MaryLou Masters and Claudia Cordova
 - Guests Marisa Hernandez, Zenaida Castillo
- 1.3 Pledge of Allegiance
- Speaker Cards

2.0 Approval of the Agenda

- 2.1 1/31/19 Agenda
 - Motion: Bensberg Second: Nuñez Approved: 3/0
- 2.2 12/13/18 Minutes
 - Motion: Nuñez Second: Bensberg Approved: 3/0

3.0 Reports

- 3.1 Commissioners' Reports: *Commissioner Nuñez said he is looking forward to the upcoming conference in Anaheim.*
- 3.2 Director's Report: *Director Shanks said she excited about the upcoming conference as well.*
- 3.3 Correspondence: Business Expo Job Fair, April 25, 2019
Director Shanks informed the commissioners about the Business Expo that will be taking place at the Santa Cruz County Fairgrounds on April 25th. Staff was part of the Business Expo last year and it was a very well attended event. It was a great opportunity to recruit, make connections and even get airtime on the local radio stations.
- 3.4 Reports: Board Reports summary: December 12, 2018

4.0 Consent Agenda

- 4.1 Eligibility List (Established)
 - Motion: Bensberg Second: Nuñez Approved: 3/0

5.0 Old Business: None

6.0 New Business

- 6.1 Revised Class Description:
Senior Project Manager, Facilities Bond Program -Director Shanks reported to the commission that this class title is replacing the Supervisor of Planning-Facilities. This employee will be overseeing the Measure L projects at all of our school sites and facilities.
 - Motion: Bensberg Second: Nuñez Approved: 3/0

6.2 New Class Description:

School Vehicle Driver -The transportation Department has requested a new class description for a School Vehicle Driver. There is a need to drive students with unique needs (or circumstances for which they are unable to ride on a school bus) and deliver them to their school site as well as pick them up at the end of the school day to return them home.

Motion: Bensberg

Second: Nuñez

Approved:3/0

6.3 Personnel Commission Presentation: Director Shanks presented a brief overview of the Personnel Commission and the role it plays in a school district.

7.0 Public Input: *None*

8.0 Items for Discussion at next meeting:
Personnel Commission Goals

9.0 Next meeting date: February 28, 2019

10.0 Adjournment – 5:47 PM

Motion: McFadden

Second: Bensberg

Approved: 3/0

Distribution:

Personnel Commission

Dr. Michelle Rodriguez

Governing Board

Expanded Cabinet

CSEA President and Representatives

PVUSD Schools

Attest:



Pam Shanks, Human Resources Director

Business Expo



Save the Date!

**Are you looking to connect with great customers and
fabulous new employees? JOIN US!**

Thursday, April 25

4:00-7:00pm

Santa Cruz County Fairgrounds

Pajaro Valley Chamber of Commerce and Agriculture

[cspca] Scholarship Opportunity

George Cole cspca01@gmail.com [cspca] <cspca@yahoogroups.com>

Tue, Mar 12, 2019 at 2:55 PM

Reply-To: cspca@yahoogroups.com

To: CSPCA Group <cspca@yahoogroups.com>



California School Personnel Commissioners Association
Supporting Education Through Merit

Do you know a high school senior ready to head off to college or tech school? CSPCA is offering a scholarship for \$1000.00 to help offset the school debt. This scholarship is paid directly to the student. In order to apply, go to our website at www.meritsystem.org and check out the scholarship page for instructions and forms.

This scholarship will be awarded to children of personnel commissioners, directors and classified staff members employed in a Merit System School District whose membership dues are current and paid.

George Cole
CSPCA Executive Director
760-617-4297
www.meritsystem.org



Posted by: George Cole <cspca01@gmail.com>

[Reply via web post](#) • [Reply to sender](#) • [Reply to group](#) • [Start a New Topic](#) • [Messages in this topic \(1\)](#)

**Have you tried the highest rated email app?**

With 4.5 stars in iTunes, the Yahoo Mail app is the highest rated email app on the market. What are you waiting for? Now you can access all your inboxes (Gmail, Outlook, AOL and more) in one place. Never delete an email again with 1000GB of free cloud storage.

[VISIT YOUR GROUP](#)

YAHOO! GROUPS

• [Privacy](#) • [Unsubscribe](#) • [Terms of Use](#)
SPONSORED LINKS

Novak, Mitchell
Villanueva, Eugenia

Communications Technician
IA MS

Technology
Lakeview

Retirement
Retirement

03/29/19
01/31/19

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 1/23/19

PROMOTIONS:

1 Behavior Technician
1 Plant Operations Leader
1 Utility Worker
3 TOTAL

NEW HIRE-PROBATIONARY:

1 Custodian
1 Food & Nutrition Services Asst
1 HR Technician
1 IA Gen
1 IA M/M
1 School Office Assistant
6 TOTAL

MISCELLANEOUS ACTION:

None

0 TOTAL

LIMITED TERM-SUBSTITUTE:

0 TOTAL

LIMITED TERM PROJECT:

1 Accounting Technician
2 Admin Secretary II
1 Administrative Assistant I
2 Administrative Secretary II
1 Behavior Technician
4 Campus Safety & Security Officer
6 Custodian
1 Executive Assistant
3 Food & Nutrition Services Asst
1 Health Care Assistant
3 IA Child Dev
47 IA Gen
3 IA M/M
3 IA M/S
4 Lead Custodian II
1 Office Assistant II
10 School Office Assistant
5 Site Technology Support Technician
1 Translator/Interpreter
99 TOTAL

EXEMPT

7 Childcare
18 Enrichment Specialist
1 Migrant OWE
1 Spectra Artist
3 Student Helper
4 Workability
7 Yard Duty
41 TOTAL

LEAVES OF ABSENCE

1 Administrative Secretary III
1 Department Staff Accountant
2 Food & Nutrition Services Asst
2 IA M/M
1 IA M/S
1 School Office Assistant
8 TOTAL

SEPARATIONS

1 Administratgve Secretary II
1 Communications Technician
1 IA M/S
3 TOTAL

GRAND TOTAL: 160

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 2/13/19

PROMOTIONS:

None

0 TOTAL

NEW HIRE-PROBATIONARY:

1 Behavior Tech
1 Groundskeeper I
1 IA M/M
2 School Bus Driver

5 TOTAL

MISCELLANEOUS ACTION:

1 Communications Technician
1 Energy Management Technician
1 Heavy Equipment Mechanic
1 HR Analyst
1 IA M/S
1 Plant Operations Leader
1 Supervisor, Planning-Facilities
1 Utility Worker

8 TOTAL

LIMITED TERM-SUBSTITUTE:

0 TOTAL

LIMITED TERM PROJECT:

2 Accounting Technician
1 Administrative Assistant II
1 Attendance Specialist
5 Behavior Tech
2 Behaviorist
5 Campus Safety & Security Officer
1 Community Services Liaison I
3 Custodian
2 Food & Nutrition Services Assistant
1 Health Care Assistant
1 HR Specialist
1 IA Child Dev
17 IA Gen
4 IA M/S
2 Lead Custodian I
2 Lead Custodian II
2 Migrant Outreach Specialist
1 Parent Education Specialist
1 Plant Operations Leader
1 Registrar
6 School Bus Driver
3 School Office Assistant
1 Student Information Specialist
3 Translator/Interpreter
13 Yard Duty

81 TOTAL

EXEMPT

1 AVID Tutor
4 Childcare
3 Crossing Guard
4 Enrichment Specialist
1 Spectra Artist
9 Student Helper
2 Workability

24 TOTAL

LEAVES OF ABSENCE

1 Attendance Specialist
1 Behavior Technician
1 Food & Nutrition Services Assistant
1 IA M/S
1 Instructional Assistant Speech
1 Lead Custodian I
1 Registration Specialist I
1 School Office Assistant

8 TOTAL

SEPARATIONS

1 Behavior Technician
1 IA M/M
1 Planning Specialist
1 Supervisor, Planning-Facilities

4 TOTAL

GRAND TOTAL: 130

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 2/27/19

PROMOTIONS:

1 Behavior Technician

1 TOTAL

NEW HIRE-PROBATIONARY:

1 IA M/S

1 Behavior Technician

2 TOTAL

MISCELLANEOUS ACTION:

1 Groundskeeper II

1 TOTAL

LIMITED TERM-SUBSTITUTE:

0 TOTAL

LIMITED TERM PROJECT:

1 Administrative Assistant I

2 Administrative Secretary II

1 Behavior Technician

4 Campus Safety & Security Officer

1 Department Staff Accountant

1 Executive Assistant

3 Food & Nutrition Services Assistant

6 IA Gen

1 IA M/S

1 Registration Specialist I

2 School Bus Driver

1 School Office Assistant

8 Yard Duty

32 TOTAL

EXEMPT

1 AVID Tutor

1 Childcare

1 Enrichment Specialist

1 Pupil

6 Student Helper

10 TOTAL

LEAVES OF ABSENCE

1 Migrant Outreach Specialist

1 IA M/S

2 TOTAL

SEPARATIONS

1 IA M/M

1 TOTAL

GRAND TOTAL: 49

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 3/13/19

PROMOTIONS:

None

0 TOTAL

NEW HIRE-PROBATIONARY:

None

0 TOTAL

MISCELLANEOUS ACTION:

- 1 1A Child Dev
- 1 Plant Operations Leader

2 TOTAL

LIMITED TERM-SUBSTITUTE:

- 1 Yard Duty

1 TOTAL

LIMITED TERM PROJECT:

- 2 Campus Safety & Security Officer
 - 3 Custodian
 - 1 Dept. Staff Accountant
 - 4 Food & Nutrition Services Assistant
 - 3 Groundskeeper
 - 2 1A Child Dev
 - 7 1A Gen
 - 2 1A M/S
 - 2 1A Migrant Ed
 - 1 Safety Monitor
 - 1 School Bus Driver
 - 2 School Office Assistant
 - 1 Translator/Interpreter
- 31 TOTAL**

EXEMPT

- 4 Childcare
- 2 Enrichment Specialist
- 3 Student Helper
- 1 Workability

10 TOTAL

LEAVES OF ABSENCE

- 1 Behavior Technician
- 1 Campus Safety & Security Officer
- 1 Library Media Technician
- 1 Plant Operations Leader

4 TOTAL

SEPARATIONS

- 1 Behavior Tech
- 1 1A Gen
- 1 Planning Specialist

3 TOTAL

GRAND TOTAL: 51

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Classified Personnel

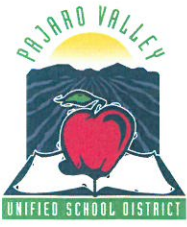
Examinations Conducted During the Period of
July 2018 – June 2019

Personnel Commission Agenda Back-up Item # 4.0

DATE: March 2019

Eligibility Lists Established

Classification	Open Date	Appls Number	Appl WT/ SQ	Appl Practical/ Oral or Presentation	# on Elig List	Establish Date
1. Heavy Equipment Mechanic	11/21	12	5		4	2/4
2. Food & Nutrition Services Site Leader-II	1/18	11	8		8	2/22
3. Campus Safety & Security Officer	9/27	32	22	6	6	2/25
4. Planning Specialist	1/31	17	9	8	3	3/8



Personnel Commission

Item No: 6.1

Date: March 21, 2019

Item: Proposed Revised Class Description – Service Mechanic

Overview: The attached class specification is a revision to the Service Mechanic class description. The Service Mechanic is currently a vacant position, so staff took the opportunity to review the description with Transportation Administration and found there needed to be a revision to the required license to ensure that we have the correct licensure listed in order to recruit and hire.

Recommendation: Approve the Service Mechanic revised class description with the changes presented.

Prepared by:

Pam Shanks, Director of Human Resources



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: SERVICE MECHANIC

BASIC FUNCTION:

Under the direction of the Director-Transportation, maintain school buses and other vehicles and grounds maintenance equipment in proper and safe operating condition by servicing, performing minor repairs and conducting safety checks.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintain school buses and other vehicles and grounds maintenance equipment in proper and safe operating condition by servicing, performing minor repairs and conducting safety checks; monitor and replenish fluid levels including water, oil, coolant and fuel.

Perform required safety inspections according to established procedures; check and repair tires; repair brakes and perform tune-ups; change belts and hoses as needed; inspect and maintain car batteries.

Inspect brakes to assure proper operation; replace pads, drums, wheel bearings, rotors and seals as necessary.

Maintain routine records related to servicing, maintenance, repairs, inspections, inventory, mileage and assigned activities.

Operate a variety of hand and power tools such as ratchets, wrenches, sockets, drills, impact wrenches, tire buffers, hoists, tire changers, analyzers, steam cleaners, battery chargers, wheel balancers, air compressors and lathes; operate a variety of technology devices, programs and applications; drive a vehicle to conduct work.

Assist Heavy Equipment Mechanics in the diagnosis and repair of vehicle malfunctions; receive and investigate complaints from drivers concerning problems with vehicle operation; refer vehicle and equipment problems and malfunctions to the Heavy Equipment Mechanics.

Respond to emergency requests as assigned by the position; travel to various sites to make repairs to vehicles such as changing tires; use a map to locate disabled vehicles; deliver vehicles to other shops for repair as requested; road test cars as needed.

Wash and clean vehicles utilizing a variety of cleaning methods as required; maintain shop area, equipment and tools in a safe, clean and orderly condition.

Open garage and service facilities as assigned; close garage and assure security of garage and equipment.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Assist in monitoring inventory levels of parts and supplies; assist in ordering, receiving and maintaining inventory of parts and supplies.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced operating principles of diesel, gasoline-powered internal combustion engines.
Methods, tools, equipment and materials used in repair and maintenance of automotive equipment.
Engine rebuilding and machine shop skills, including methods, materials, tools and equipment.
State motor vehicle regulations.
The use of a variety of technology devices, programs, and applications.
Proper lifting techniques.
Health and safety regulations and procedures.

ABILITY TO:

Diagnose and perform repair, maintenance and servicing to school buses and other automotive and grounds maintenance equipment.
Perform repair of mechanical and electrical malfunctions and defects.
Operate shop equipment and tools including ARC and gas welding equipment, jacks and power tools.
Read, interpret, explain and apply mechanical diagrams, repair manuals and parts catalogues.
Perform major repairs to automotive vehicles.
Maintain records related to assigned activities.
Plan and organize work.
Estimate labor and cost of materials for repairs as needed.
Use a variety of technology devices, programs, and applications.
Understand and follow oral and written directions.
Work cooperatively with others.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years' experience in diesel and gasoline internal combustion engines.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with air brake endorsement and passenger endorsement must be obtained during the probationary period.
H6 DMV Report (within 30 days)

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor, vehicle and equipment repair shop environments.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

Seasonal heat, cold or adverse weather conditions.

PHYSICAL DEMANDS:

Pulling, pushing, lifting and carrying heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Dexterity of hands and fingers to operate power tools and equipment.

Seeing to observe and perform repairs.

Hearing and speaking to exchange information.

HAZARDS:

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.

Working in a cramped or restrictive work chamber.

Working around or with machinery having moving parts.

Traffic hazards.

Hazardous materials.



Personnel Commission

Item No: 6.2


Date: March 21, 2019

Item: First Reading - Revision of Personnel Commission Rule 3.1 D

Overview: Personnel Commission Rule 3.1D "The Commissioners' Appointment" needs to be revised to reflect Education Code 45246.

Recommendation: Review and discuss the Rule revision, which will be brought back in April for a second reading and approval.

Prepared by:



Pam Shanks, Director of Human Resources

Personnel Commission Rule and Regulations

Chapter 3.1 D

D. THE COMMISSIONERS' APPOINTMENT: By September 30th, the appointee of the Board of Education and the appointee of the classified employees ~~(or the appointee of the Executive Officer of the State Personnel Board if that is the situation)~~ shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after thirty (30) and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a new appointment, the commissioners' prior appointee ~~shall may~~ continue to discharge the duties of the in-office and to function as a member of the District's Personnel Commission until a successor is appointed, but for no more than 90 calendar days. such time as the commissioners take the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position. If the reason for the lack of appointment is an inability to agree upon a joint appointee by September 30, the appointment shall be made by the Executive Officer of the State Personnel Board the Superintendent of Public Instruction shall make the appointment within 30 days, if no agreement is reached by December 15th.



Personnel Commission

Item No: 6.3

Date: March 21, 2019

Item: First Reading - Revision of Personnel Commission Rule 4.1 A

Overview: Personnel Commission Rule 4.1A "Exemption Overview" needs to be revised due to new legislation AB 2160. Part-time playground positions are no longer exempt from the classified service. Upon the passage of AB 2160, part-time playground positions are now part of classified service, so Personnel Commission Rule 4.1 A has been revised to reflect the new law.

Recommendation: Review and discuss the Rule revision, which will be brought back in April for a second reading and approval.

Prepared by:


Pam Shanks, Director of Human Resources

4.1 EXEMPTED POSITIONS

A. **EXEMPTION OVERVIEW:** Positions required by law to have certification qualifications, ~~part-time playground positions~~, full-time day students employed part-time, part-time students employed part-time in any college work-study program or in a legally authorized work experience program conducted by a community college district, apprentices, community representatives (as provided by law), and professional experts employed on a temporary basis for a specific project by the Board of Education or by the Personnel Commission provided that the Commission has agreed to designate such persons as professional experts, shall be exempt from the classified service.

REFERENCE: Education Code Sections 44065, 44066, 44068, 44069, 45103, 45204, 45205, 45205.1, 45106, 45108, 45256, 45256.5, 45257, 45258, 45259, 51760, 51760.3, and 51764.



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.4

Date: March 21, 2019

Item: Proposed Personnel Commission Goals

Overview: Following are the proposed Personnel Commission Goals for 2019/20:

1. Work with administration and the Board on the role of the Personnel Commission and the importance of the Merit System
2. Provide training for both employees and the public on how to apply for positions in the District
3. Continue review and revision of the Rules & Regulations
4. Expand the promotion of vacancies and the Merit System through a variety of social media platforms.

Recommendation: Discuss, amend and approve proposed goals. Discuss a plan of action to accomplish our goals.

Prepared by:


Pam Shanks, Director of Classified Human Resources