

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

AGENDA

Thursday, May 30, 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 Nufiez
 - 1.3 Pledge of Allegiance
 - Speaker Cards
- 2.0 Approval of Agenda and Minutes
 - 2.1 Agenda-May 30, 2019
 - 2.2 Unapproved Minutes- April 18, 2019
- 3.0 Reports
 - 3.1 Commissioners' Report
 - 3.2 Director's Report
 - 3.3 Correspondence
 - 3.4 Reports
 - Board reports summary: April 24, 2019; May 8, 2019 and May 22, 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 Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members.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 Classified School Employee Week/
Employee Recognition/Retirement Celebration.....INFORMATION
 - 6.2 Public Hearing 2019/2020 Personnel Commission Annual Budget
 - 6.3 2019/2020 Personnel Commission Annual Budget – 2nd Reading & Adoption.....ACTION
 - 6.4 First Reading – Revised PC Rule and Regulation
 - Chapter 16 LayoffDISCUSSION
 - 6.5 New Class Description-Director, Facilities & Construction.....INFORMATION/ACTION
 - 6.6 New Class Description-Yard Duty Supervisor.....INFORMATION/ACTION
 - 6.7 New Class Description-School Bus Driver Trainee.....INFORMATION/ACTION
 - 6.8 Revised Class Description-Mental Health Clinician.....INFORMATION/ACTION

- 6.9 New Class Description-Physical Therapist.....INFORMATION/ACTION
- 6.10 Personnel Commission Meeting Dates for 2019/2020.....INFORMATION/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

9.0 Next meeting date – June 13, 2019 (revised date)

10.0 Adjournment

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

(Unapproved Minutes)

Thursday, April 18, 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 via phone
 - Member Dr. Manny Nuñez
 - Staff Pam Shanks and Linda Mejia
 - Guests Marissa Hernandez
 - 1.3 Pledge of Allegiance
Speaker Cards
- 2.0 Approval of the Agenda
 - 2.1 4/18/19 Agenda
Motion: Nuñez Second: Bensberg Approved: 3/0
 - 2.2 3/21/19 Minutes
Motion: Bensberg Second: Nuñez Approved: 3/0
- 3.0 Reports
 - 3.1 Commissioners' Reports: *None*
 - 3.2 Director's Report: *Director Shanks started her report by reminding the commissioners about the job fair that was coming up on April 24th at the Fairgrounds. Dr. Rodriguez our Superintendent spends a day in the life of a classified employee and this past month she spent a day in the life of Mary Lou Masters our HR Analyst. She learned a lot about our recruitment processes and the things we do in HR. The Superintendent reports out to the board and public at the board meetings, so she will report about working with Mary Lou at the next board meeting. Director Shanks has also been visiting sites to visit with classified employees and using social media to highlight their positions. She visited with Yolanda Danna, Library Media Tech at MacQuiddy and Ana Herrera, Administrative Assistant II at Pajaro Middle School who is retiring after 44 years. It was great to make connections with the people at the sites. A card with all of the social media handles was given to the commissioners so they can follow the profiles and keep up with our social media communications.*
 - 3.3 Correspondence: Save the Date: CSPCA Annual Conference, February 20-22, 2020 at the Westin St. Francis in San Francisco, California
 - 3.4 Reports: Board reports summary: March 27, 2019
- 4.0 Consent Agenda
 - 4.1 Eligibility List (Established)
Motion: Nuñez Second: Bensberg Approved: 3/0
- 5.0 Old Business: None

6.0 New Business

- 6.1 Second Reading and Adoption: Revised PC Rule and Regulation:
Article 3.1 D "The Commissioner's Appointment" revised to reflect Ed Code 45246
Motion: Nuñez Second: Bensberg Approved: 3/0
- 6.2 Second Reading and Adoption: Revised PC Rule and Regulation:
Article 4.1A "Exemption Overview" revised due to new legislation AB 2160 Part time playground positions are no longer exempt from the classified service.
Motion: Bensberg Second: Nuñez Approved: 3/0
- 6.3 Mary Ann Gomez Scholarship Selections/Budget Information:
Personnel Commissioners had a chance to review the applications that were submitted for the Mary Ann Gomez Scholarship. Each Commissioner shared their top four selections. After learning about the budget for the scholarship, they decided to gift four scholarships of \$1,000 to children of PVUSD classified employees.
- 6.4 2019/2020 Personnel Commission Annual Budget 1st Reading: *Director Shanks presented the 1st reading of the Annual Budget for the 19-20 school year.*

7.0 Public Input (Non-Agenda Items) *None*

8.0 Closed Session

- 8.1 Evaluation of Director Shanks:
The commission went into Closed Session to complete the evaluation of Director Shanks.
- 8.2 Notice of Board's Action to Terminate Employment of classified employee:
The commission was given the notice about the termination of a classified employee, and his request to appeal the termination to the Personnel Commission.

9.0 Items for Discussion at next meeting:
2019-2020 Personnel Commission Budget Public Hearing and Adoption
Personnel Commission Meeting Dates for 2019/2020

10.0 Next meeting date: May 30, 2019 at 5:30 pm

11.0 Adjournment – 6:02 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

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 4/24/19

PROMOTIONS:

None

0 TOTAL

NEW HIRE-PROBATIONARY:

1 IA M/S
1 Custodian
1 Planning Specialist
1 School Bus Driver

4 TOTAL

MISCELLANEOUS ACTION:

2 Lead Custodian I
1 Lead Maintenance Specialist - Carpenter

2 TOTAL

LIMITED TERM-SUBSTITUTE:

None

0 TOTAL

LIMITED TERM PROJECT:

1 Admin Asst III
1 Admin Sec I
2 Admin Sec II
1 Admin Sec III
6 Campus Safety & Security Officer
5 Custodian
13 Family Services Advocate
2 Food & Nutrition Services Assistant
1 Heavy Equipment Mechanic
1 IA Child Dev
4 IA Gen
4 IA Gen
2 IA M/M
2 Lead Custodian I
1 Lead Custodian II
1 Lead Custodian II
1 School Bus Driver
4 School Office Assistant

52 TOTAL

EXEMPT:

2 Childcare
8 Enrichment Specialist
1 Migrant OWE
17 Pupil
3 Student Helper
1 Crossing Guard
32 TOTAL

LEAVES OF ABSENCE:

1 Behavior Technician
1 IA M/S
1 Lead Custodian II
2 School Bus Driver
1 School Office Assistant
1 Sr. Human Resources Analyst
1 Translator/Interpreter
8 TOTAL

SEPARATIONS:

1 Custodian
1 Theater Technician
1 Behavior Technician
1 Director, Maintenance
1 Campus Safety & Security Officer
1 IA Gen
6 TOTAL

GRAND TOTAL: 105

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 5/8/19

PROMOTIONS:

None

0 TOTAL

EXEMPT:

1 AVID Tutor
3 Childcare
2 Crossing Guard
15 Workability

21 TOTAL

NEW HIRE-PROBATIONARY:

0 TOTAL

MISCELLANEOUS ACTION:

1 Admin Asst I
1 Lead Custodian II
1 Planning Specialist
3 TOTAL

LEAVES OF ABSENCE:

None

LIMITED TERM-SUBSTITUTE:

None

0 TOTAL

0 TOTAL

LIMITED TERM PROJECT:

1 Attendance Specialist
5 Behavior Technician
6 Campus Safety & Security Officer
5 Custodian
1 Dispatcher
1 District Translator
3 Food & Nutrition Services Asst
8 IA Gen
2 IA M/M
3 IA M/S
1 Lead Custodian II
1 Lead Maintenance Specialist
1 Library Media Technician
1 Plant Operations Leader
4 School Bus Driver
1 Warehouse Worker/Delivery Driver

44 TOTAL

SEPARATIONS:

1 Admin Asst I
1 Admin Asst II
2 TOTAL

GRAND TOTAL: 70

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 5/22/19

PROMOTIONS:

1 Service Mechanic

1 TOTAL

EXEMPT:

6 Enrichment Specialist
2 Migrant OWE
1 Student Helper

9 TOTAL

NEW HIRE-PROBATIONARY:

1 Administrative Secretary II
2 School Vehicle Driver

3 TOTAL

MISCELLANEOUS ACTION:

1 Lead Custodian I

1 TOTAL

LEAVES OF ABSENCE:

1 Attendance Specialist
1 Custodian
2 Food & Nutritional Services Assistant
1 Health Care Assistant
1 Health Care Assistant
1 IA M/M
1 School Bus Driver
8 TOTAL

LIMITED TERM-SUBSTITUTE:

None

0 TOTAL

LIMITED TERM PROJECT:

1 Admin Assistant III
2 Admin Secretary II
6 Campus Safety & Security Officer
2 Custodian
1 District Translator
1 Food & Nutrition Services Asst
5 IA Gen
1 IA Migrant Ed
1 Lead Custodian II
1 Project Specialist
1 School Bus Driver-Dlgtd Behind-Wheel Trainer
5 School Office Assistant
27 TOTAL

SEPARATIONS:

1 Planning Specialist
1 School Bus Driver
1 Student Information Specialist
1 Yard Duty
4 TOTAL

GRAND TOTAL: 53

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: May 2019

Eligibility Lists Established

Classification	Open Date	Appls Number	Appl WT/ SQ	Appl Practical/ Oral or Presentation	# on Elig List	Establish Date
1. Site Technology Support Technician	2/27	25	11	6	3	4/19
2. Maintenance Specialist-Painter	3/06	14	12		3	4/24
3. Payroll Analyst	3/14	42	17	7	4	5/7
4. Executive Assistant	3/04	26	10	5	4	5/9
5. Food & Nutrition Services Assistant	3/25	34	34	25	16	5/10
6. Campus Safety & Security Officer	3/29	7			2	5/14
7. Food & Nutrition Service Site Leader III	4/22	12	6		3	5/23
8. Manager, Risk & Safety	11/1	9	6	5	3	1/24
9. Instructional Assistant Mild/Moderate	2/5	14	7		7	3/26
10. Instructional Assistant Moderate/Severe	2/5	14	7		3	3/26
11. Behavior Technician	3/29	25	7		6	3/29
12. Manager, Payroll & Benefits	11/1	8	8	5	3	1/24
13. Licensed Vocational Nurse	10/18	2			2	3/27
14. Library Media Technician	10/16	2	2		2	4/11
15. Instructional Assistant Mild/Moderate	3/29	16	5		3	5/9
16. Instructional Assistant Moderate/Severe	3/29	11	3		3	5/9



Personnel Commission

Item No: 6.1

Date: May 30, 2019

Item: Classified School Employee Week (May 19– May 25, 2019)

Overview: California's Legislature recognizes the important contributions of classified school employees and named the third full week of May "Classified School Employee Week" to honor these contributions.

The Pajaro Valley Unified School District honors Classified School Employee Week and highlights the importance of recognizing classified employees of our district and their valuable work. Classified employees of the District support a positive instructional environment in a variety of ways each day from the time students board a school bus to the time they head home at the end of the day. Every aspect of our students' educational experience is impacted by a classified school employee. From the classroom to the playground; the school cafeteria to the school office; the human resources department to the business office – classified employees make a difference in the daily lives of our students.

The District and Personnel Commission recognize and value all of the work of classified employees working for the PVUSD. The Board of Trustees recognized Classified School Employee Week at their May 8, 2019 meeting.

In addition to honoring classified employees during Classified School Employee Week, the District will also be recognizing employees during that week for the following years of service:


- 10 years
- 15 years
- 20 years
- 25 years
- 30 years
- 35 years
- 40 years

The District will be recognizing over 300 classified, certificated, and management employees. Many classified employees have been with the District over 35 years. This shows a deep commitment to our students and our community from our classified staff.

To honor our employees with the years of service mentioned above, pins and certificates were distributed the week of May 20th, so they can be honored by the staff they work with every day. Thank you to all employees for your years of service with the District.

We also honored district retirees on May 22, 2019.

Prepared by:


Pam Shanks, Director of Classified Human Resources



Personnel Commission

Item No: 6.2/6.3

Date: May 30, 2019

Item: Adoption of the Personnel Commission's Annual Budget -
2019/2020 – 2nd Reading, Public Hearing and Adoption

Overview: As per Education Code 45253 and Personnel Commission Rule 3.7 the Personnel Director shall prepare and submit to the Personnel Commission a proposed operating budget for the next fiscal year.

After the preparation and study of the budget, the Commission shall provide for a public hearing on its proposed budget, such hearing to be held no later than May 30, 2019.

Prior to the public hearing on its budget, the Personnel Commission shall forward a copy of its proposed budget to the Board of Education indicating the time, date, and place of the public hearing, and shall invite the Board and District Administration to attend the meeting. The Personnel Commission budget for 2019/2020 was forwarded to the Board of Trustees with the notification of the public hearing.

Attached is the proposed budget for the 2019/2020 fiscal year. Staff recommends approval of the budget.

Prepared by:


Pam Shanks, Director of Classified Human Resources

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION PROPOSED BUDGET
2019/2020
May 30, 2019 2nd Reading**

	Management 7204-Personnel Commission	Adopted Budget	Proposed Budget
Object		2018/19	2019/20
	STAFF		
	Staff Salaries	322,427.00	387,603.84
2390	Personnel Commissioners' Compensation	1,800.00	1,800.00
3xxx	Total Benefits	238,211.00	264,812.00
	Total Salaries and Benefits	562,438.00	654,215.84
	OPERATIONS		
2418	Office Assistant Temp Salary	6,000.00	6,000.00
3xxx	Office Assistant Temp Benefits	1,988.00	2,107.00
4300	Materials and Supplies	12,500.00	12,005.00
4395	Food for Meetings		200.00
4400	Supplies over \$500	8,000.00	8,000.00
5201	Travel and Conference	13,931.00	13,931.00
5202	Mileage	1,500.00	1,500.00
5300	Dues and Membership	3,400.00	3,400.00
5710	Direct Costs-Print Shop	500.00	500.00
5754	Food Services	200.00	
5801	Legal Services	1,000.00	1,000.00
5804	Technology Services/Licenses		495.00
5812	Advertisement/Recruiting	3,000.00	3,000.00
5904	Postage	409.00	409.00
	Total Operations Costs	52,428.00	52,547.00
	Total Expenditures	614,866.00	706,762.84



Personnel Commission

Item No: 6.4

Date: May 30, 2019

Item: First Reading - Revision of Personnel Commission Rules & Regulations
Chapter 16

Overview: Personnel Commission Rules & Regulations Chapter 16 "Layoff" needs to be revised to reflect changes in the law. Please see revised language on the attached document.

Recommendation: Review Rules & Regulations Chapter 16 revisions as presented.

Prepared by:

Pam Shanks, Director of Human Resources

CHAPTER 16

LAYOFF

16.0 DEFINITIONS

A. **EMPLOYEE:** An employee for the purpose of this article is a person who has gained permanency in the classified service.

B. **LAYOFF:** A layoff is a separation from the classified service for lack of work and/or lack of funds.

C. **SENIORITY:** Seniority for employees hired after July 1, 1971, shall be all hours in paid status while working in their present classification plus higher classifications, excluding overtime.

D. Seniority for employees hired on or after July 1, 1994, shall be based upon date of hire. Seniority for pre-July 1994 continuing employees shall be established based upon hours in paid status including 1994 summer school hours.

~~D~~E. **VOLUNTARY LAYOFF:** Voluntary layoff is employee consent to a reduction of hours or to an assignment to a lower classification in lieu of layoff.

16.1 LAYOFF PROCEDURES

A. **LAYOFF PROCEDURES:** Whenever because of lack of work or lack of funds it becomes necessary to layoff permanent or probationary employees, such layoffs shall be conducted in accordance with the procedures set forth as follows in accordance with E.C. 45117, 45298, and 45308.

1. Classified employees shall be subject to layoff for lack of work and/or lack of funds as determined by the Governing Board.
2. An employee may voluntarily consent to a reduction in hours of employment in order to avoid layoff.
3. The employee with the least seniority in the affected classification plus seniority accrued from serving in a higher classification shall be laid off first.

B. NOTICE

1. A written notice of layoff shall be given to affected employees no later than ~~thirty (30)~~sixty (60) days prior to the effective date of the layoff.
2. Employees employed in specially funded programs terminating at the end of the school year shall be given written notice on or before ~~May 29~~April 29, of their termination effective June 30. Employees employed in specially funded programs terminating at a date other than June 30th shall be given written notice of termination no less than ~~thirty (30)~~sixty (60) days prior to the effective date of their layoff.
3. The notice shall contain: the employee's displacement rights, if any; the employee's reemployment rights; and the employee's right to discuss the layoff with the Director of Personnel.

REFERENCE: Education Code Section 45117

16.2 DISPLACEMENT PROCEDURES

Employees laid off in one classification may bump into the following categories; however, such bumping is permissible provided their seniority is greater than those employees presently serving in the classification, which is being bumped:

1. An equal class.
2. A different class having substantially similar duties, responsibilities, qualifications, and the same salary range.

3. Or lower class for which they are competent and qualified to serve. An employee displaced from his/her classification as a result of being bumped shall have the same bumping rights as set forth in this section.

16.3 REEMPLOYMENT RIGHTS

The names of employees laid off shall be placed on reemployment lists in ~~the reverse order of layoff~~ seniority order. Involuntary layoff shall continue for thirty-nine (39) months from the date of layoff. The names of employees who took voluntary reassignments in lieu of layoff shall be placed on reemployment lists for an additional twenty-four (24) months.

Reemployment shall be in ~~the reverse order of layoff~~ seniority order. Offers of reemployment shall be made on the basis of reemployment lists based on the highest seniority.

An employee who is laid off and elects retirement from the Public Employee's Retirement System (PERS) shall be placed on a reemployment list. The District shall notify PERS that retirement was due to layoff. Should the employee subsequently accept, in writing, reemployment, the District shall maintain the vacancy until PERS has properly processed the request for reinstatement from retirement.

An employee who personally receives notice of re-employment shall have ~~seven (7)~~ ten (10) working days ~~after receipt of an offer to accept employment to respond. Failure to do so will indicate rejection of the offer. Employees notified by certified mail shall have eight (8) working days after the notice has been sent, by the District, to their last address of record by certified mail to respond to a notice of re-employment. Failure to do so will indicate rejection of the offer.~~

An employee on a reemployment list may decline three (3) offers of reemployment in his/her former classification. After the third refusal no additional offers need be made and his/her name shall be removed from the employment list.

Refusal of an offer of limited term employment shall not affect the standing of any employee on a layoff list.

Employees on layoff lists shall be eligible to compete in promotional examinations for which they qualify.

REFERENCE: Education Code Sections 45308, 45114, 45117, 45298, and 45115v



Personnel Commission

Item No: 6.5

Date: May 30, 2019

Item: New Class Specification – Director, Facilities & Construction

Overview: The maintenance, operations and facilities departments are beginning to go through a restructure. The attached class description is being presented for approval as the first step in the restructure.

Recommendation: Approve the attached class specification. The recommended salary range for the position will be Range 41 on the Classified Management Salary Schedule.

Prepared by:


Pam Shanks, Director of Human Resources



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR – FACILITIES & CONSTRUCTION

BASIC FUNCTION:

Under the supervision of the Chief Business Official, plan, organize and direct operations and activities involved in the design, construction, implementation and completion of the District's bond program, facility construction, renovation and repair projects; coordinate and direct communications, personnel and resources to meet District needs and assure proper and timely completion of construction and renovation activities; and train, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, control, and direct the facility bond measure, construction and modernization projects and all other facilities projects in collaboration with District administration, staff, architects, contractors, and other consultants, and vendors.

Direct the design, adoption and implementation of District energy efficiency projects including solar, energy management, and utility upgrades projects.

Direct work related to the planning, implementation and monitoring of new construction projects; prepare and provide construction project descriptions, scope and specifications for architects, contractors and maintenance personnel.

Develop and plan projects requiring review or approval from the Board of Trustees, Division of the State Architect, Superintendent's Office, Department of Toxic Substances Control or others.

Develop and prepare project budgets; maintain fiscal controls and cost management; compile and analyze budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer other funding allocations for special projects.

Evaluate resource utilization plans and project progress to assure compliance with established laws, codes, ordinances, regulations, policies, procedures and timelines; inspect completed projects and contractor work for accuracy, completeness and compliance with established contracts, standards and specifications; determine necessary actions to resolve problems.

Direct bid and award process; prepare and issue requests for qualifications for architects, engineers and other contractors for District construction projects; review bids, proposals, contract documents and related materials for compliance with approved plans and specifications; review and analyze contractor qualifications; provide recommendations concerning contractor selection; negotiate with outside contractors.

Review and analyze bid documents and contract language and recommend modifications as appropriate.

Approved by Personnel Commission: TBD

Director, Facilities & Construction

Conduct meetings and provide consultation to District administrators, personnel, contractors and outside agencies concerning construction, renovation and repair projects and related activities.

Provide technical expertise, information and assistance to the Chief Business Official regarding construction processes and procedures.

Formulate and develop policies, procedures and programs in relation to facilities and construction.

Prepare and maintain a variety of narrative and statistical records, reports and files related to projects, contractors, plans, specifications, financial activity and assigned duties.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; analyze daily staffing requirements and make recommendations; schedule and arrange training as necessary.

Work collaboratively with bargaining units regarding compliance with and enforcement of collective bargaining agreements.

Operate a variety of technology devices, programs and applications; drive a vehicle to various sites to conduct work.

Coordinate and direct asbestos abatement and other hazardous waste disposal activities as directed; prepare incident reports and accident investigations.

Coordinate with architects, school officials, and contractors on the design, construction, or major alteration of school buildings, review and assist in making changes in plans and specifications; consult and provide advice in regards to alteration of existing structures; determine cost estimates on construction and repair work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of administration, including office and personnel management and budgetary practices.

Working methods and procedures used in the building trades.

Laws and regulations pertaining to the construction and repair of school facilities.

Principles and practices of administration, supervision and training.

Management skills to direct and organize individuals and crews.

Construction and modernization project management.

Laws, rules and regulations related to assigned activities, including but not limited to: AHERA, ADA, CAL-OSHA, California Public Contract Code.

Terms, procedures and practices used in the planning, design, construction, rehabilitation, remodeling, and operations of school buildings and facilities.

Applicable State and Federal regulations.

Principles, practices, procedures, rules, codes, regulations, techniques and strategies working with

Approved by Personnel Commission: TBD

CDE, OPSC, DGS, DSA, AHERA, ADA, CAL-OSHA and local agencies.
Architectural/engineering design procedures.
Principles of budget preparation and control.
Industry standards and costs.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of technology devices, programs and applications.

ABILITY TO:

Communicate effectively with other administrators, personnel and outside agencies including bidders, architects, contractors and developers to coordinate activities and programs, resolve issues and conflicts and exchange information.
Participate in various construction planning and development activities.
Plan and coordinate the work involved in maintaining school facilities.
Understand requirements of maintaining District buildings in a safe, clean and orderly condition.
Prepare and interpret plans and specifications.
Estimate costs of construction and maintenance work.
Establish and maintain cooperative and effective relationships with those contacted in the course of work.
Use appropriate safety precautions and procedures.
Observe, report, and assign need for maintenance and repair.
Coordinate major construction projects.
Produce oral and written reports.
Operate fluently a variety of technology devices, programs, and applications.
Ability to use work order and project management computer systems.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Speak, read and write English at a level required for satisfactory job performance.
Ability to speak in public.
Drive a vehicle to conduct work.
Attend and participate in various meetings as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in engineering, architecture, public administration or related discipline and five years of progressively responsible experience in facility management and the construction industry as lead construction project manager or similar, or facilities director for large-scale facilities.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor, office and shop environment.
Driving a vehicle to conduct work.
Noise from equipment operation.

Approved by Personnel Commission: TBD

Director, Facilities & Construction

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

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

Seeing to evaluate needed repairs, safety issues and monitor work projects.

Walking over rough or uneven surfaces.

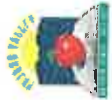
Standing and walking for extended periods of time to conduct inspections.

HAZARDS:

Working around and with machinery having moving parts.

Exposure to potential hazards of inspecting construction sites.

Potential exposure to hazardous substances and materials.



Pajaro Valley Unified School District
2018-19
CLASSIFIED MANAGEMENT SALARY SCHEDULE

July 1, 2018

Classified Job Classification	Range	Paid Days	1	2	3	4	5	6	7	Masters
Coordinator/Special Programs	20	261	56,593	58,277	60,035	61,821	63,678	65,604	67,582	1,556
Supervisor, Food & Nutrition Services Operations	25	261	65,604	67,562	69,587	71,684	73,823	76,048	78,329	1,804
Supervisor, Food & Nutrition Services Nutrition Education	25	261	65,604	67,562	69,587	71,684	73,823	76,048	78,329	1,804
Coordinator, Identification and Recruitment	27	261	69,587	71,664	73,823	76,048	78,329	80,670	83,080	1,914
Energy Education Manager	29	261	73,823	76,048	78,329	80,670	83,080	85,586	88,147	2,030
Fleet Maintenance Manager	29	261	73,823	76,048	78,329	80,670	83,080	85,586	88,147	2,030
Supervisor, Custodial Operations	30	261	76,048	78,329	80,670	83,080	85,586	88,147	90,799	2,091
Supervisor, Maintenance	30	261	76,048	78,329	80,670	83,080	85,586	88,147	90,799	2,091
Supervisor, Transportation	30	261	76,048	78,329	80,670	83,080	85,586	88,147	90,799	2,091
Supervisor, Accounting	33	261	83,080	85,586	88,147	90,799	93,531	96,339	99,217	2,285
Senior Project Manager, Facilities Bond Program	33	261	83,080	85,586	88,147	90,799	93,531	96,339	99,217	2,285
Manager, Payroll & Benefits	33	261	83,080	85,586	88,147	90,799	93,531	96,339	99,217	2,285
Public Information Officer	36	261	90,799	93,531	96,339	99,217	102,190	105,252	108,426	2,497
Manager, Risk and Safety	36	261	90,799	93,531	96,339	99,217	102,190	105,252	108,426	2,497
Director, Purchasing	37	261	93,531	96,339	99,217	102,190	105,252	108,426	111,668	2,572
Director, Transportation	37	261	93,531	96,339	99,217	102,190	105,252	108,426	111,668	2,572
Network Engineer	37	261	93,531	96,339	99,217	102,190	105,252	108,426	111,668	2,572
Systems Engineer	37	261	93,531	96,339	99,217	102,190	105,252	108,426	111,668	2,572
Business Information Systems Analyst	37	261	93,531	96,339	99,217	102,190	105,252	108,426	111,668	2,572
Assistant Director, Technology	38	261	96,339	99,217	102,190	105,252	108,426	111,668	115,055	2,849
Director, Food & Nutrition Services	40	261	102,190	105,252	108,426	111,668	115,055	118,474	122,016	2,810
Director, Facilities and Construction	41	261	105,252	108,426	111,668	115,055	118,474	122,016	125,685	2,894
Director, Maintenance & Operations & Facilities	41	261	105,252	108,426	111,668	115,055	118,474	122,016	125,685	2,894
Director, Technology Services	42	261	108,426	111,668	115,055	118,474	122,016	125,685	129,453	2,982
Director, Finance	43	261	111,668	115,055	118,474	122,016	125,685	129,453	133,352	3,071
Director, Human Resources (Classified)	43	261	111,668	115,055	118,474	122,016	125,685	129,453	133,352	3,071
Classified Job Classification	Range		1	2	3	4	5	6	7	Masters
Classified Management Hourly less than 261 days										
Supervisor, MSHS Parent Involvement*	27	219	33,33	34,33	35,36	36,42	37,50	38,64	39,81	0,92
Supervisor, MSHS Health Services*	27	229	33,33	34,33	35,36	36,42	37,50	38,64	39,81	0,92
Supervisor, MSHS Program Operations*	27	229	33,33	34,33	35,36	36,42	37,50	38,64	39,81	0,92
Behaviorist*	35	194	42,21	43,49	44,78	46,13	47,51	48,95	50,42	1,16
Lead Behaviorist*	41	209	50,41	51,93	53,48	55,11	56,73	58,43	60,20	1,39

* Salary does not include vacation. Pro-rata vacation will be added to salary.
Paid days include 15 holidays for all classified management
Masters Stipend = 2.75%/Step 1
Administrators with a PhD receive an additional stipend of 1.0% of the Base Salary
Effective 7/1/16 7% increase in lieu of employees paying their own PERS
Increase 3% 7/1/18
Updated Board Meeting: TBD



Personnel Commission

Item No: 6.6

Date: May 30, 2019

Item: New Class Specification –Yard Duty Supervisor

Overview: Due to a new law AB 2160, Yard Duty Supervisor employees became part of the classified service in Merit Districts effective 1/1/2019. In order to comply with the new law and recruit for these important positions, a new class description has been drafted and is presented for your approval this evening. The positions are paid at the current rate of \$12.00/hour. The class description was approved by the Board of Trustees on May 22, 2019.

Recommendation: Approve the attached class specification.

Prepared by:


Pam Shanks, Director of Human Resources



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: YARD DUTY SUPERVISOR (DRAFT)

BASIC FUNCTION:

Under the direction of the site administrator, actively monitor students in designated school areas during student breakfast, lunch, and recess periods and/or at other assigned times; encourage students to observe fundamental courtesies and all school rules; serve as a role model and develop positive relationships with students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor students in designated school areas during student breakfast, lunch, and recess periods, and/or at other assigned times; encourage students to observe fundamental courtesies and all school rules; serve as a role model and develop positive relationships with students, treating them with fairness, consistency, and professionalism.

Actively monitor assigned area(s) by moving around and visually surveying the entire duty area; encourage students to follow school nutrition policies, dispose of food and wrappers in designated receptacles, and keep immediate eating area neat and clean.

Facilitate positive interactions among students and provide positive reinforcement for student compliance with school rules; redirect students to engage in appropriate behaviors and activities, as needed; intervene to assist students in appropriately resolving disputes between themselves.

Set up and prepare for student recess activities, and monitor student use of equipment and materials; assist with inclement weather schedules and activities.

Communicate with administrators, faculty and staff regarding student behavior and assigned activities; report incidents involving students to appropriate staff or administrator.

Perform minor or light cleaning duties, such as wiping off lunch tables or picking up trash left by students.

Assist in escorting students and/or dissemination of student call slips, as directed.

Assure safety, security and school rules to prevent students from harm or injury; follow established procedures in the case of accidents or injuries; assist staff during emergency situations, as necessary; administer basic first aid and CPR, as necessary.

Maintain routine records related to student misconduct, accidents and assigned activities.

Participate in assigned professional development and training activities; attends meetings as required.

Approved by Personnel Commission: TBD

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic interests, attitudes and emotional development of young child and/or adolescents.
Basic child guidance principles and practices.
Basic methods of individual and group supervision and behavior management strategies.
Oral and written communication skills.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Basic first aid and CPR procedures.

ABILITY TO:

Effectively supervise individual or groups of students during meal periods, on the playground and/or other assigned areas.
Relate well to children of all backgrounds and ethnic groups and gain their cooperation.
Learn and follow the school discipline plan, policies, and related procedures.
Assure student compliance with school rules and policies in an assertive, equitable, and consistent manner.
Use good judgment and discretion in dealing with interpersonal situations and maintain confidentiality of information.
Serve as an appropriate adult role model for students, including being generally well-groomed and wearing appropriate clothing for the assignment.
Be flexible and adapt to changes in routine and duties.
Be reliable in attendance and punctuality.
Prevent or break up student conflicts and fights.
Determine appropriate action within clearly defined guidelines.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Administer first aid and CPR and maintain current certifications.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: the knowledge, skills and abilities listed above; paid or volunteer experience working with children in an organized setting desired.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

Approved by Personnel Commission: TBD

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, covered and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time to monitor and assist students in assigned areas.

Vision sufficient to monitor school grounds and student activities.

Hearing and speaking to exchange information.

Sufficient strength to occasionally lift, carry, push or pull various playground supplies and, in an emergency, to move or assist in moving a child.

Bending, kneeling, squatting or crouching to assist students.

Physical agility and stamina to move rapidly if a situation or emergency situation requires.



Personnel Commission

Item No: 6.7

Date: May 30, 2019

Item: New Class Specification –School Bus Driver Trainee

Overview: In collaboration with the Transportation Department administration and CSEA a new class description for a School Bus Driver Trainee is being proposed.

In recent months, we have been successful in filling our School Bus Driver training classes and there is a need to continue to provide support to those folks who complete the class. The process to obtain their commercial driver's license permit can be overwhelming. We have conducted a needs analysis and found that when these folks go to the DMV and are seeking to obtain the required permits to drive a school bus, they often times have difficulty completing the process on their own.

We are proposing to hire employees as School Bus Driver Trainees in order to provide direct support to complete all the requirements to obtain their commercial driver's license and school bus certificate with the goal of filling our School Bus Driver vacancies once they become fully licensed.

Recommendation: Approve the attached class specification. The recommended salary range for the position will be Range 33 on the Classified Salary Schedule. The classification will be placed in the Transportation/Maintenance Job Family.

Prepared by:


Pam Shanks, Director of Human Resources



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL BUS DRIVER TRAINEE (DRAFT)

BASIC FUNCTION:

Under the direction of the Supervisor-Transportation, participate in a training program to qualify for a School Bus Driver's Certificate; learn to operate a school bus or other passenger vehicle over designated routes within an established time schedule; perform daily and weekly inspections of bus or other transportation equipment; perform simple vehicle maintenance as required. A probationary period not to exceed 130 workdays is allowed to complete the program and obtain a School Bus Driver's Certificate.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Drive a school bus along a designated route; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Learn how to maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students.

Determine appropriate action in emergency situations according to established guidelines; learn how to administer first aid to passengers as needed.

Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; report mechanical malfunctions or other problems as required; prepare and maintain related records.

Maintain buses in a clean and safe operating condition; wash, sweep and clean buses; refuel, service and prepare vehicle for operation.

Utilize two-way radios for bus to bus and bus to base communications.

Attend safety meetings and programs as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe and defensive driving practices.
Proper operations of school buses.
Applicable traffic and student transportation laws, codes and regulations.
Basic first aid procedures.
Basic record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.

ABILITY TO:

Drive a school bus safely and efficiently.
Learn and apply policies and procedures related to student discipline on buses.
Learn how to maintain a safe discipline level among passengers.
Observe legal and defensive driving practices.
Learn and follow designated routes.
Maintain bus in clean and proper working condition.
Conduct safety inspections and perform routine preventive maintenance.
Administer first aid.
Maintain routine records.
Understand and follow oral and written directions.
Communicate effectively with others.
Meet schedules and time lines.
Operate a two-way radio.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and completion of twenty (20) hours of a driver-training course authorized by the California Department of Education.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and a K4 DMV report (within 30 days).

The following must be obtained during the probationary period:

Valid Class B license with passenger endorsement, School Bus endorsement, and air brake endorsement.

Valid California Special Driver School Bus Certificate.

Valid First Aid Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Evening or variable hours.
Exposure to fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling, crouching or crawling to inspect and wash buses.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.
Lifting moderately heavy children or objects.

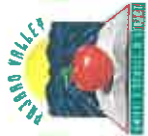
HAZARDS:

Traffic hazards.



PAJARO VALLEY UNIFIED SCHOOL DISTRICT
2018-2019 SCHOOL YEAR
MINIMUM/MAXIMUM SALARY RANGE

Title	Range		Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
	40	41	3,212	18,46	3,372	19,38	3,541	20,35	3,718	21,37	3,905	22,44	4,099	23,56
Accounting Specialist	44	45	3,544	20,37	3,722	21,39	3,908	22,46	4,103	23,58	4,308	24,76	4,524	26,00
Accounting Technician	41	42	3,292	18,92	3,457	19,87	3,630	20,86	3,811	21,90	4,002	23,00	4,202	24,15
Administrative Assistant I	42	43	3,374	19,39	3,543	20,36	3,720	21,38	3,906	22,45	4,101	23,57	4,307	24,75
Administrative Assistant II	43	44	3,457	19,87	3,630	20,86	3,811	21,90	4,002	23,00	4,202	24,15	4,413	25,36
Administrative Assistant III	35	36	2,838	16,31	2,981	17,13	3,130	17,99	3,287	18,89	3,450	19,83	3,623	20,82
Administrative Secretary I	37	38	2,982	17,14	3,132	18,00	3,289	18,90	3,454	19,85	3,626	20,84	3,807	21,88
Administrative Secretary II	40	41	3,212	18,46	3,372	19,38	3,541	20,35	3,718	21,37	3,905	22,44	4,099	23,56
Administrative Secretary III	48	49	3,913	22,49	4,108	23,61	4,313	24,79	4,529	26,03	4,755	27,33	4,994	28,70
Assessment Specialist	40	41	3,212	18,46	3,372	19,38	3,541	20,35	3,718	21,37	3,905	22,44	4,099	23,56
Attendance Specialist	41	42	3,292	18,92	3,457	19,87	3,630	20,86	3,811	21,90	4,002	23,00	4,202	24,15
Behavior Technician	55	56	4,653	26,74	4,886	28,08	5,130	29,48	5,385	30,95	5,655	32,50	5,939	34,13
Benefits Analyst	48	49	3,913	22,49	4,108	23,61	4,313	24,79	4,529	26,03	4,755	27,33	4,994	28,70
Benefits Specialist	46	47	3,724	21,40	3,910	22,47	4,105	23,59	4,310	24,77	4,526	26,01	4,752	27,31
Buyer	34	35	2,768	15,91	2,908	16,71	3,054	17,55	3,207	18,43	3,367	19,35	3,536	20,32
Campus Safety & Security Office	44	45	3,544	20,37	3,722	21,39	3,908	22,46	4,103	23,58	4,308	24,76	4,524	26,00
Career Development Specialist I	46	47	3,724	21,40	3,910	22,47	4,105	23,59	4,310	24,77	4,526	26,01	4,752	27,31
Career Development Specialist II	55	56	4,653	26,74	4,886	28,08	5,130	29,48	5,385	30,95	5,655	32,50	5,939	34,13
Child Welfare & Attendance Analyst	53	54	4,428	25,45	4,649	26,72	4,882	28,06	5,126	29,46	5,382	30,93	5,652	32,48
Communications Technician	33	34	2,700	15,52	2,836	16,30	2,979	17,12	3,129	17,98	3,285	18,88	3,449	19,82
Community Service Liaison I	37	38	2,982	17,14	3,132	18,00	3,289	18,90	3,454	19,85	3,626	20,84	3,807	21,88
Community Service Liaison II	35	36	2,838	16,31	2,981	17,13	3,130	17,99	3,287	18,89	3,450	19,83	3,623	20,82
Custodian	34	35	2,768	15,91	2,908	16,71	3,054	17,55	3,207	18,43	3,367	19,35	3,536	20,32
Data Entry Assistant	54	55	4,540	26,09	4,766	27,39	5,004	28,76	5,255	30,20	5,518	31,71	5,794	33,30
Database Systems Analyst	52	53	4,320	24,83	4,536	26,07	4,762	27,37	5,001	28,74	5,251	30,18	5,514	31,69
Department Staff Accountant	46	47	3,724	21,40	3,910	22,47	4,105	23,59	4,310	24,77	4,526	26,01	4,752	27,31
Dispatcher	33	34	2,700	15,52	2,836	16,30	2,979	17,12	3,129	17,98	3,285	18,88	3,449	19,82
District Receptionist	53	54	4,428	25,45	4,649	26,72	4,882	28,06	5,126	29,46	5,382	30,93	5,652	32,48
District Student Attendance Info. Specialist	40	41	3,212	18,46	3,372	19,38	3,541	20,35	3,718	21,37	3,905	22,44	4,099	23,56
District Technology Support Technician	39	40	3,134	18,01	3,290	18,91	3,456	19,86	3,628	20,85	3,809	21,89	3,999	22,98
District Warehouse Lead	51	52	4,214	24,22	4,425	25,43	4,646	26,70	4,879	28,04	5,123	29,44	5,378	30,91
Energy Management Technician	48	49	3,913	22,49	4,108	23,61	4,313	24,79	4,529	26,03	4,755	27,33	4,994	28,70
Executive Assistant	36	37	2,909	16,72	3,055	17,56	3,209	18,44	3,369	19,36	3,537	20,33	3,715	21,35
Family Services Advocate	39	40	3,134	18,01	3,290	18,91	3,456	19,86	3,628	20,85	3,809	21,89	3,999	22,98
Food & Nutrition Svs Warehouse Lead	28	29	2,387	13,72	2,507	14,41	2,633	15,13	2,765	15,89	2,902	16,68	3,047	17,51
Food and Nutrition Services Assistant	32	33	2,834	15,14	2,967	15,90	3,105	16,70	3,252	17,54	3,405	18,42	3,565	19,34
Food and Nutrition Services Cook/Baker I	34	35	2,768	15,91	2,908	16,71	3,054	17,55	3,207	18,43	3,367	19,35	3,536	20,32
Food and Nutrition Services Cook/Baker II	35	36	2,838	16,31	2,981	17,13	3,130	17,99	3,287	18,89	3,450	19,83	3,623	20,82
Food and Nutrition Services Site Leader I	36	37	2,909	16,72	3,055	17,56	3,209	18,44	3,369	19,36	3,537	20,33	3,715	21,35
Food and Nutrition Services Site Leader II	38	39	3,057	17,57	3,210	18,45	3,370	19,37	3,539	20,34	3,717	21,36	3,903	22,43
Food and Nutrition Services Site Leader III	41	42	3,292	18,92	3,457	19,87	3,630	20,86	3,811	21,90	4,002	23,00	4,202	24,15
Food and Nutrition Services Site Leader IV	36	37	2,909	16,72	3,055	17,56	3,209	18,44	3,369	19,36	3,537	20,33	3,715	21,35
Groundskeeper I	40	41	3,212	18,46	3,372	19,38	3,541	20,35	3,718	21,37	3,905	22,44	4,099	23,56
Groundskeeper II														
Guidance Specialist	41	42	3,292	18,92	3,457	19,87	3,630	20,86	3,811	21,90	4,002	23,00	4,202	24,15



PAJARO VALLEY UNIFIED SCHOOL DISTRICT
2018-2019 SCHOOL YEAR
MINIMUM/MAXIMUM SALARY RANGE

<u>Title</u>	<u>Range</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Health Care Assistant	35	2,838 / 16,31	2,981 / 17.13	3,130 / 17.99	3,287 / 18.89	3,450 / 19.83	3,623 / 20.82
Heavy Equipment Mechanic	47	3,818 / 21.94	4,009 / 23.04	4,209 / 24.19	4,420 / 25.40	4,641 / 26.67	4,872 / 28.00
Human Resources Analyst	55	4,653 / 26.74	4,886 / 28.08	5,130 / 29.48	5,385 / 30.95	5,655 / 32.50	5,939 / 34.13
Human Resources Specialist	48	3,913 / 22.49	4,108 / 23.61	4,313 / 24.79	4,529 / 26.03	4,755 / 27.33	4,994 / 28.70
Human Resources Technician	44	3,544 / 20.37	3,722 / 21.39	3,908 / 22.46	4,103 / 23.58	4,308 / 24.76	4,524 / 26.00
Information Systems Technician I	48	3,913 / 22.49	4,108 / 23.61	4,313 / 24.79	4,529 / 26.03	4,755 / 27.33	4,994 / 28.70
Information Systems Technician II	53	4,428 / 25.45	4,649 / 26.72	4,882 / 28.06	5,126 / 29.48	5,385 / 30.95	5,652 / 32.48
Instructional Asst. Child Development	29	2,446 / 14.06	2,588 / 14.76	2,833 / 15.50	3,087 / 16.28	3,352 / 17.09	3,627 / 17.94
Instructional Asst. General Education	28	2,387 / 13.72	2,507 / 14.41	2,633 / 15.13	2,765 / 15.89	2,902 / 16.68	3,047 / 17.51
Instructional Asst. Migrant Education	30	2,507 / 14.41	2,633 / 15.13	2,765 / 15.89	2,902 / 16.68	3,047 / 17.51	3,200 / 18.39
Instructional Asst. Mid/Moderate	34	2,768 / 15.91	2,908 / 16.71	3,057 / 17.55	3,217 / 18.43	3,387 / 19.35	3,566 / 20.32
Instructional Asst. Moderate/Severe	38	3,057 / 17.57	3,210 / 18.45	3,370 / 19.37	3,539 / 20.34	3,717 / 21.36	3,903 / 22.43
Instructional Asst. Speech	38	3,057 / 17.57	3,210 / 18.45	3,370 / 19.37	3,539 / 20.34	3,717 / 21.36	3,903 / 22.43
Interpreter Tutor/Sign Language	45	3,633 / 20.88	3,814 / 21.92	4,005 / 23.02	4,206 / 24.17	4,416 / 25.38	4,637 / 26.65
Language Support Liaison I	31	2,570 / 14.77	2,699 / 15.51	2,834 / 16.29	2,975 / 17.10	3,125 / 17.96	3,282 / 18.86
Language Support Liaison II	36	2,909 / 16.72	3,055 / 17.56	3,209 / 18.44	3,369 / 19.36	3,537 / 20.33	3,715 / 21.35
Lead Custodian I	39	3,134 / 18.01	3,290 / 18.91	3,456 / 19.86	3,628 / 20.85	3,809 / 21.89	3,999 / 22.98
Lead Custodian II	41	3,292 / 18.92	3,457 / 19.87	3,630 / 20.86	3,811 / 21.90	4,002 / 23.00	4,202 / 24.15
Lead Groundskeeper	47	3,818 / 21.94	4,009 / 23.04	4,209 / 24.19	4,420 / 25.40	4,641 / 26.67	4,872 / 28.00
Lead Heavy Equipment Mechanic	50	4,112 / 23.63	4,317 / 24.81	4,533 / 26.05	4,759 / 27.35	4,997 / 28.72	5,248 / 30.16
Lead Maintenance Specialist Carpenter	50	4,112 / 23.63	4,317 / 24.81	4,533 / 26.05	4,759 / 27.35	4,997 / 28.72	5,248 / 30.16
Lead Maintenance Specialist Electrician	50	4,112 / 23.63	4,317 / 24.81	4,533 / 26.05	4,759 / 27.35	4,997 / 28.72	5,248 / 30.16
Lead Maintenance Specialist HVAC	50	4,112 / 23.63	4,317 / 24.81	4,533 / 26.05	4,759 / 27.35	4,997 / 28.72	5,248 / 30.16
Lead Maintenance Specialist Painter	50	4,112 / 23.63	4,317 / 24.81	4,533 / 26.05	4,759 / 27.35	4,997 / 28.72	5,248 / 30.16
Lead Maintenance Specialist Plumber	50	4,112 / 23.63	4,317 / 24.81	4,533 / 26.05	4,759 / 27.35	4,997 / 28.72	5,248 / 30.16
Library Media Technician	35	2,838 / 16.31	2,981 / 17.13	3,130 / 17.99	3,287 / 18.89	3,450 / 19.83	3,623 / 20.82
Licensed Vocational Nurse	46	3,724 / 21.40	3,910 / 22.47	4,105 / 23.59	4,310 / 24.77	4,526 / 26.01	4,752 / 27.31
MAA/LEA Special Projects Accountant	55	4,653 / 26.74	4,886 / 28.08	5,130 / 29.48	5,385 / 30.95	5,655 / 32.50	5,939 / 34.13
Mail/Delivery Driver	28	2,387 / 13.72	2,507 / 14.41	2,633 / 15.13	2,765 / 15.89	2,902 / 16.68	3,047 / 17.51
Maintenance Specialist	45	3,633 / 20.88	3,814 / 21.92	4,005 / 23.02	4,206 / 24.17	4,416 / 25.38	4,637 / 26.65
Migrant Outreach Specialist	39	3,134 / 18.01	3,290 / 18.91	3,456 / 19.86	3,628 / 20.85	3,809 / 21.89	3,999 / 22.98
Office Assistant I	28	2,387 / 13.72	2,507 / 14.41	2,633 / 15.13	2,765 / 15.89	2,902 / 16.68	3,047 / 17.51
Office Assistant II	32	2,634 / 15.14	2,767 / 15.90	2,906 / 16.70	3,052 / 17.54	3,205 / 18.42	3,365 / 19.34
Office Manager-Adult Education	44	3,544 / 20.37	3,722 / 21.39	3,908 / 22.46	4,103 / 23.58	4,308 / 24.76	4,524 / 26.00
Paraprofessional-Dual Language Immersion Prgm	30	2,507 / 14.41	2,633 / 15.13	2,765 / 15.89	2,902 / 16.68	3,047 / 17.51	3,200 / 18.39
Parent Education Specialist	36	2,909 / 16.72	3,055 / 17.56	3,209 / 18.44	3,369 / 19.36	3,537 / 20.33	3,715 / 21.35
Payroll Analyst	50	4,112 / 23.63	4,317 / 24.81	4,533 / 26.05	4,759 / 27.35	4,997 / 28.72	5,248 / 30.16
Payroll Technician	44	3,544 / 20.37	3,722 / 21.39	3,908 / 22.46	4,103 / 23.58	4,308 / 24.76	4,524 / 26.00
Planning Specialist	51	4,214 / 24.22	4,425 / 25.43	4,646 / 26.70	4,879 / 28.04	5,123 / 29.44	5,378 / 30.91
Plant Operations Leader	44	3,544 / 20.37	3,722 / 21.39	3,908 / 22.46	4,103 / 23.58	4,308 / 24.76	4,524 / 26.00
Pool Maintenance Technician	36	2,909 / 16.72	3,055 / 17.56	3,209 / 18.44	3,369 / 19.36	3,537 / 20.33	3,715 / 21.35
Print Production Operator	41	3,292 / 18.92	3,457 / 19.87	3,630 / 20.86	3,811 / 21.90	4,002 / 23.00	4,202 / 24.15
Project Specialist	48	3,913 / 22.49	4,108 / 23.61	4,313 / 24.79	4,529 / 26.03	4,755 / 27.33	4,994 / 28.70
Purchasing Specialist	42	3,374 / 19.39	3,543 / 20.36	3,720 / 21.38	3,906 / 22.45	4,101 / 23.57	4,307 / 24.75
Registrar	39	3,134 / 18.01	3,290 / 18.91	3,456 / 19.86	3,628 / 20.85	3,809 / 21.89	3,999 / 22.98



PAJARO VALLEY UNIFIED SCHOOL DISTRICT
2018-2019 SCHOOL YEAR
MINIMUM/MAXIMUM SALARY RANGE

Title	Range	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6							
Registration Specialist I	34	2,768	/	15,91	2,908	/	16,71	3,054	/	17,55	3,207	/	18,43	3,367	/	19,35	3,536	/	20,32
Registration Technician-Healthy Start	37	2,982	/	17,14	3,132	/	18,00	3,289	/	18,90	3,454	/	19,85	3,626	/	20,84	3,807	/	21,86
School Bus Driver Trainee	33	2,700	/	15,52	2,836	/	16,30	2,978	/	17,12	3,129	/	17,98	3,285	/	18,88	3,449	/	19,82
School Bus Driver	37	2,982	/	17,14	3,132	/	18,00	3,289	/	18,90	3,454	/	19,85	3,626	/	20,84	3,807	/	21,88
School Bus Driver/Fueler	40	3,212	/	18,46	3,372	/	19,38	3,541	/	20,35	3,718	/	21,37	3,905	/	22,44	4,099	/	23,56
School Bus Driver/Parts Technician	40	3,212	/	18,46	3,372	/	19,38	3,541	/	20,35	3,718	/	21,37	3,905	/	22,44	4,099	/	23,56
School Bus Driver-Digtd Behind-Wheel Trainer	41	3,292	/	18,92	3,457	/	19,87	3,630	/	20,86	3,811	/	21,90	4,002	/	23,00	4,202	/	24,15
School Bus Driver-Instructor/Trainer	43	3,457	/	19,87	3,630	/	20,86	3,811	/	21,90	4,002	/	23,00	4,202	/	24,15	4,413	/	25,36
School Office Assistant	33	2,700	/	15,52	2,836	/	16,30	2,979	/	17,12	3,129	/	17,98	3,285	/	18,88	3,449	/	19,82
School Vehicle Driver	33	2,700	/	15,52	2,836	/	16,30	2,979	/	17,12	3,129	/	17,98	3,285	/	18,88	3,449	/	19,82
Senior Accountant	57	4,889	/	28,10	5,135	/	29,51	5,392	/	30,99	5,682	/	32,54	5,946	/	34,17	6,243	/	35,88
Senior Buyer	48	3,913	/	22,49	4,108	/	23,61	4,313	/	24,79	4,529	/	26,03	4,745	/	27,33	4,994	/	28,70
Service Mechanic	44	3,544	/	20,37	3,722	/	21,39	3,908	/	22,46	4,103	/	23,58	4,308	/	24,76	4,524	/	26,00
Site Technology Support Technician	50	4,112	/	23,63	4,317	/	24,81	4,533	/	26,05	4,759	/	27,35	4,997	/	28,72	5,248	/	30,16
Special Education Program Support Technician	40	3,212	/	18,46	3,372	/	19,38	3,541	/	20,35	3,718	/	21,37	3,905	/	22,44	4,099	/	23,56
Staff Accountant	55	4,653	/	26,74	4,886	/	28,08	5,130	/	29,48	5,385	/	30,95	5,655	/	32,50	5,939	/	34,13
Student Data Technician-SELPA	41	3,292	/	18,92	3,457	/	19,87	3,630	/	20,86	3,811	/	21,90	4,002	/	23,00	4,202	/	24,15
Student Information Specialist	45	3,633	/	20,88	3,814	/	21,92	4,005	/	23,02	4,206	/	24,17	4,416	/	25,38	4,637	/	26,65
Student Services Specialist	48	3,913	/	22,49	4,108	/	23,61	4,313	/	24,79	4,529	/	26,03	4,755	/	27,33	4,994	/	28,70
Testing Technician I	31	2,570	/	14,77	2,699	/	15,51	2,834	/	16,29	2,975	/	17,10	3,125	/	17,96	3,282	/	18,86
Testing Technician II	38	3,057	/	17,57	3,210	/	18,45	3,370	/	19,37	3,539	/	20,34	3,717	/	21,36	3,903	/	22,43
Textbook Technician	38	3,057	/	17,57	3,210	/	18,45	3,370	/	19,37	3,539	/	20,34	3,717	/	21,36	3,903	/	22,43
Theater Technician	43	3,457	/	19,87	3,630	/	20,86	3,811	/	21,90	4,002	/	23,00	4,202	/	24,15	4,413	/	25,36
Translator/Interpreter	38	3,057	/	17,57	3,210	/	18,45	3,370	/	19,37	3,539	/	20,34	3,717	/	21,36	3,903	/	22,43
Utility Worker	37	2,982	/	17,14	3,132	/	18,00	3,289	/	18,90	3,454	/	19,85	3,626	/	20,84	3,807	/	21,88
Warehouse Delivery Worker (FS)	32	2,634	/	15,14	2,767	/	15,90	2,906	/	16,70	3,052	/	17,54	3,205	/	18,42	3,365	/	19,34
Warehouse Worker/Delivery Driver	33	2,700	/	15,52	2,836	/	16,30	2,979	/	17,12	3,129	/	17,98	3,285	/	18,88	3,449	/	19,82
Workers' Compensation Analyst	55	4,653	/	26,74	4,886	/	28,08	5,130	/	29,48	5,385	/	30,95	5,655	/	32,50	5,939	/	34,13

18-19 3% Increase

Effective 07/01/18

Board Approved: XXXX/2019



Personnel Commission

Item No: 6.8

Date: May 30, 2019

Item: Revised Class Specification – Mental Health Clinician

Overview: The Mental Health Clinician class description was established in 2012. Since that time, additional licensing has been approved by the State of California, which may be used as a minimum qualification to provide mental health services to students. The class description is revised to reflect those changes by adding two additional licenses as minimum qualifications: Licensed Clinical Social Worker (LCSW) and Licensed Professional Clinical Counselor (LPCC).

Recommendation: Approve the revised class specification as presented.

Prepared by:


Pam Shanks, Director of Human Resources



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: MENTAL HEALTH CLINICIAN (DRAFT)

BASIC FUNCTION:

Under the direction of an assigned administrator, provide a variety of mental health services to individuals, groups, and families as a member of a public school mental health team to qualifying students and families as assigned; supports adolescents and their families, including socio-emotional counseling, assessing students, writing goals and /or assisting in the implementation of appropriate treatment, programs or services.

DISTINGUISHING CHARACTERISTICS:

This is a professional level position requiring specialized certification, education and knowledge in working with at-risk students and families, providing mental health services, and integrated service delivery approaches.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide a variety of mental health services to individuals, groups, and families as a member of a public school mental health team to qualifying students and families as assigned; supports adolescents and their families, socio-emotional counseling, and /or assisting in the implementation of appropriate treatments, programs or services.

Utilize clinical skills that are outcome and goal focused; apply strong assessment and diagnostic skills utilizing the DSM (Diagnostic and Statistical Manual of Mental Disorders) criteria. Keep clear log of contract and treatment notes.

Demonstrate competence in the assessment of and intervention in crises; demonstrate proficiency in completing behavioral assessments and treatment plans; demonstrate cultural competency in relationships with students, families and staff.

Provide socio-emotional counseling support services to adolescents and their families in a school or home setting.

Gather and analyze information on students' present circumstances, social and psychiatric history, and or immediate services.

Communicate and/or consult with a variety of organizations and/or agencies in obtaining additional services for students and families.

Participate in staff meetings, in-service trainings, conferences and workshops. Participate in a variety of administrative and community meetings as assigned. Complete required reports for data

Approved by Personnel Commission TBD

collection, dissemination, and presentation. Provide training to staff and clients according to program need as assigned. Develop program specific resources as needed.

Participate as a team member in case management conferences; participate in student specific educational and or mental health meetings as required (ie: SST and IEP meetings).

Maintain case files and submit clear and accurate records and forms as required by CAMFT (*California Association of Marriage and Family Therapists*) professional and ethical standards and can refer students with a medical necessity to outside agencies or organizations as appropriate.

Complete behavioral health assessments and treatment plans and be able to create clinical interventions.

Establish and maintain collaborative and supportive internal and external partnerships with staff.

Maintain flexibility to meet scheduling needs of students/families as needed, which may include evenings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, procedures, techniques, trends of evidence based practices of current professional clinical management techniques.

Social aspects and characteristics of mental and emotional disturbances.

Principles and methods of interviewing, socio-emotional counseling, crisis intervention and assessing psychosocial behaviors.

Principles of mental health education.

Diagnostic and Statistical Manual of Mental Disorders (DSM) criteria.

Theories and causes of substance abuse.

Medical, educational and other community resources and agencies.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Policies and objectives of assigned program and activities

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Health and safety regulations.

Proper lifting techniques.

Technical aspects of field of specialty.

First aid and CPR techniques.

ABILITY TO:

Stay current with effective interventions, innovations, and practices related to educationally related mental health services.

Approved by Personnel Commission TBD

- Assess and intervene in a crisis.
- Create and facilitate group and recreation therapy activities.
- Effectively engage students.
- Communicate effectively both orally and in writing.
- Develop and implement appropriate treatment plans.
- Develop and conduct parent interviews.
- Maintain a flexible schedule in order to meet the needs of families and other staff.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and maintain various narrative and statistical records, reports and files.
- Operate a variety of technology devices including but not limited to copiers, computers and assigned software.
- Prioritize and schedule work.
- Meet schedules and timelines.
- Learn department and program objectives and goals.
- Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in social work, marriage and family therapy, psychology or related field and one-year experience in a school setting or serving school aged students.

LICENSES AND OTHER REQUIREMENTS:

Valid license issued by the State of California as a Licensed Marriage and Family Therapist (LMFT).
OR valid license issued by the State of California as a Licensed Clinical Social Worker (LCSW)
OR valid license issued by the State of California as a Licensed Professional Clinical Counselor (LPCC)
Valid First Aid and CPR Certification issued by an authorized agency.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate equipment.
Reaching overhead, above the shoulders and horizontally.
Sitting or standing for extended periods of time while working with students.
Bending at the waist, kneeling or crouching to assist students.
Hearing and speaking to exchange information.
Carrying, pushing or pulling equipment.
Lifting and carrying moderately heavy objects and equipment.



Personnel Commission

Item No: 6.9

Date: May 30, 2019

Item: New Class Specification – Physical Therapist

Overview: Physical Therapy is one of the related services under Part B of the Individuals with Disabilities Education Act (IDEA) and is provided to support the Individualized Education Program (IEP) for students ages 3-21, who have a disability that interferes with their educational performance and ability to benefit from their education program. When the student's IEP identifies PT as a needed resource, physical therapists will be integrated as members of a multidisciplinary school team. Using their unique expertise in movement and function, PTs ensure a free and appropriate public education (FAPE). We have been working with agencies to provide this service and would like to recruit for this position through PVUSD.

Recommendation: Approve the new class specification as presented with placement on the Professional Services salary schedule.

Prepared by:



Pam Shanks, Director of Human Resources



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: PHYSICAL THERAPIST (DRAFT)

BASIC FUNCTION:

Under limited supervision of a school administrator or designee, provides school based physical therapy assessment and treatment to students with special needs enrolled in the educational programs of the District; determines levels of function relative to the student's age and educational placement in such areas as fine/gross motor skill development, sensory motor integration, self-care and activities of daily living; consults with many different educational team members within a framework of special education policies and procedures; exercise independent clinical judgment and well-developed communication skills.

DISTINGUISHING CHARACTERISTICS:

This is a professional level position requiring specialized certification, education and knowledge in working with students and families, providing physical therapy services, case-management, and integrated service delivery approaches.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide physical therapy services to students with special needs enrolled in the educational programs of the District.

Asses student performance in activities that are meaningful, curriculum oriented, and applicable to daily life and school routines.

Develop and implement in appropriate settings and curricula a therapy intervention plan that supports student IEP goals, objectives and outcomes.

Assist in the development of student transition plans, programs and goals.

Write assessment reports identifying student needs and proposed treatment strategies; write individual student goals and objectives as part of the IEP plan and maintain progress records; participate in IEP meetings.

Document findings, actions taken, and/or recommendations made regarding areas of service; maintain records log of contact and treatment notes as required by the Department of Special Education.

Provide students with individual treatment and group therapy sessions to correct specific physical areas.

Approved by Personnel Commission TBD

Monitor therapy programs and educational staff trained to incorporate appropriate physical therapy treatment strategies into the educational program; evaluate the effectiveness of the established program and makes modification within the framework of the IEP process as necessary.

Participate in meetings between District staff and families on the appropriate implementation of educational programs; collaborate and coordinate physical therapy goals with the educational program.

Demonstrate educational and developmental strategies to students and families for successful home management of physical therapeutic programs.

Provide on-site interpretation and summarize assessment report results to families; recommend appropriate activities and materials designed to accomplish goals.

Provide formal and informal in-services to educational staff and families in relevant areas focusing on physical therapy treatment principles as they relate to the development and education of children with special needs.

Consult and collaborate with medical and community agencies who interact with District special schools and early intervention programs regarding physical therapy services for students; participate in local and state presentations to large and small groups.

Adapts equipment to assure proper positioning and to enhance functional performance of the student, addressing the student's neuromuscular deficits and needs; may include design and fabrication of equipment, or recommendations for purchase of adaptive equipment as need for the individualized special education program.

Coordinate physical therapy program within the total educational system, including involvement with transition planning when appropriate.

Maintain an in-depth knowledge of the laws and policies governing Special Education and Early Intervention in California, particularly as they pertain to the delivery of physical therapy services; consult with other members of the educational team regarding the mandated and best-practice roles of physical therapy.

Supervise/provide direction of any support staff or others (i.e. student interns) assigned to the physical therapy program.

Refer students and families to related services, which will assist the student's development.

Recommend future physical therapy services to administration

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Intellectual, sensory, and physical development of children and young adults.
The application of physical therapy techniques utilized in the assessment and treatment of children with disabilities in the school setting.
The educational and developmental needs of children.
Theory of physical and mental rehabilitation underlying the practices of physical therapy.
Principles, methods and objectives of physical therapy treatment, services and techniques.
Neuromuscular function and dysfunction, kinesiology, skeletal anatomy, basic pathology involved in neuromuscular and orthopedic disabilities and the objective of physical therapy treatment of children with physical disabilities as it applies to the Individual Education Plan.
Principles of training and supervision.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Policies and objectives of assigned program and activities.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Health and safety regulations.
Proper lifting techniques.
First aid and CPR techniques.

ABILITY TO:

Accurately assess the developmental status and educational needs of children and young adults.
Identify and analyze areas of developmental sensory-motor dysfunction.
Develop and implement treatment plans, goals, and objectives to correct sensory-motor dysfunction as it relates to educational goals and objectives.
Collaborate with District staff, families and other physical therapists.
Provide consultation for classroom management of motor, sensory, perceptual and self-care programs.
Explain and provide training on physical therapy and rehabilitative principles.
Provide direction to staff.
Communicate effectively both orally and in writing and make presentations to small and large groups.
Maintain records and prepare complex reports.
Work as a strong member of the IEP team, using current best practice clinical skills for working with children and adolescents with moderate to severe physical, mental and emotional disabilities.
Provide therapy in a variety of settings such as classrooms, schools and early intervention facilities.
Lift and move adaptive equipment.
Maintain a flexible schedule in order to meet the needs of families and other staff.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of technology devices including but not limited to copiers, computers and assigned software.
Prioritize and schedule work.
Learn department and program objectives and goals.
Maintain current knowledge of technical advances in the field.

Approved by Personnel Commission TBD

Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from an accredited school of physical therapy with a minimum of a master's degree and one-year experience in a school setting or serving school aged students with disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid license from or eligibility for licensing with the Physical Therapy Board of California to practice as a Physical Therapist in the State of California in accordance with the Physical Therapy Act.

Valid First Aid and CPR Certification issued by an authorized agency.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate therapy equipment.

Reaching overhead, above the shoulders and horizontally to utilize therapy equipment.

Sitting or standing for extended periods of time while working with students.

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

Hearing and speaking to exchange information.

Carrying, pushing or pulling wheelchairs, mobility toys and other equipment.

Lifting and carrying moderately heavy objects and adaptive equipment.



2018-2019

1.0 FTE is based on 8 Hours a day 215 Days per year

Masters is 2.75% of Step 7



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.10

Date: May 30, 2019

Item: Personnel Commission Meeting Dates for 2019/2020

Overview: Attached are the proposed meeting dates of the Personnel Commission for the 2019/2020 school year.

Recommendation: Approve the meeting dates of the Personnel Commission

Prepared by:


Pam Shanks, Director of Human Resources



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Meeting Dates for 2019/2020
4:30 p.m.
Human Resources Conference Room

July 18, 2019
August 15, 2019
September 19, 2019
October 17, 2019
November 14, 2019
December 12, 2019
January 16, 2020
February 20, 2020
March 19, 2020
April 16, 2020
May 21, 2020
June 18, 2020

Please call 831-786-2145 should you have any questions.