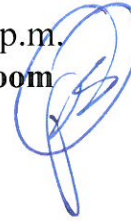


PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
Personnel Commission Meeting

**AGENDA**

Thursday, January 31, 2019 4:30 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-January 31, 2019
  - 2.2 Unapproved Minutes- December 13, 2018
- 3.0 Reports
  - 3.1 Commissioners' Report
  - 3.2 Director's Report
  - 3.3 Correspondence
    - Business Expo Job Fair: April 25, 2019
  - 3.4 Reports
    - Board reports summary: December 12, 2018
- 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 Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members.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-Project Manager, Facilities Bond Program  
.....INFORMATION/POSSIBLE ACTION
  - 6.2 New Class Description-School Vehicle Driver..... INFORMATION/POSSIBLE ACTION
  - 6.3 Merit System Presentation.....INFORMATION
- 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 – February 28, 2019 (revised date)
- 10.0 Adjournment

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

*(Unapproved Minutes)*

Thursday, December 13, 2018

**Human Resources Small Conference Room**

- 1.0 Opening Ceremony
  - 1.1 Call to Order 5:30 p.m. Marci McFadden
  - 1.2 Roll Call
    - Present
    - Member Marci McFadden
    - Member Diane Bensberg
    - Member Dr. Manny Nuñez
    - Staff Pam Shanks, Linda Mejia, Daisy Loza and Claudia Cordova
    - Guests Marisa Hernandez
  - 1.3 Pledge of Allegiance
  - Speaker Cards
- 2.0 Swearing in of Dr. Manny Nuñez as the Joint appointed Commissioner. *Dr. Manny Nuñez was sworn in by Commissioner McFadden.*
- 3.0 Approval of the Agenda
  - 3.1 12/13/18 Agenda
    - Motion: McFadden Second: Nuñez Approved: 3/0
  - 3.2 11/29/18 Minutes
    - Motion: Bensberg Second: McFadden Approved: 2/0/1
- 4.0 Reports
  - 4.1 Commissioners' Reports: *Commissioner Nuñez said he is excited to serve on the commission. Commissioner McFadden thanked staff for all of their hard work.*
  - 4.2 Director's Report: *None*
  - 4.3 Correspondance
    - Mary Ann Gomez Scholarship Announcement: *An email was sent out to all classified, confidential and classified management employees, to let them know of the opportunity to apply for the Mary Ann Gomez Scholarship.*
    - School Bus Drivers Training Class Announcement: *The commissioners watched a news cast from KION on the shortage of bus drivers and the classes that PVUSD offers for people who wish to become bus drivers.*
  - 4.4 Reports: Board Reports summary: November 14, 2018
- 5.0 Consent Agenda
  - 5.1 Eligibility List (Established)
    - Motion: Bensberg Second: Nuñez Approved: 3/0
- 6.0 Old Business: None
- 7.0 New Business
  - 7.1 Personnel Commission Organization

A. Chairperson: *Commissioner Bensberg nominated Commissioner McFadden as the Chairperson and Commissioner McFadden nominated Commissioner Bensberg as Vice Chairperson.*

Motion: Bensberg

Second: Nuñez

Approved: 3/0

7.2 Personnel Commission Governance Calendar; *Director Shanks explained the Governance Calendar to the commission. Commissioner Nuñez said it is helpful to see the year in a snapshot.*

8.0 Public Input: *Marisa Hernandez welcomed Commissioner Nuñez to the Personnel Commission.*

9.0 Items for Discussion at next meeting:  
Merit System Presentation  
Personnel Commission Goals

10.0 Next meeting date: TBD

11.0 Adjournment – 5:53 PM

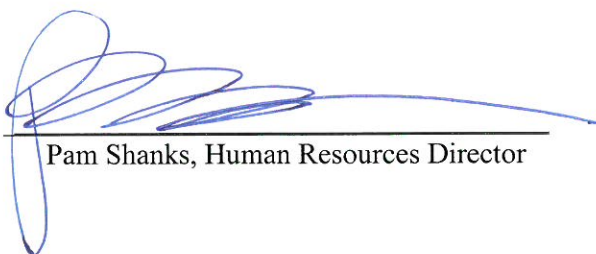
Motion: McFadden

Second: Bensberg

Approved: 3/0

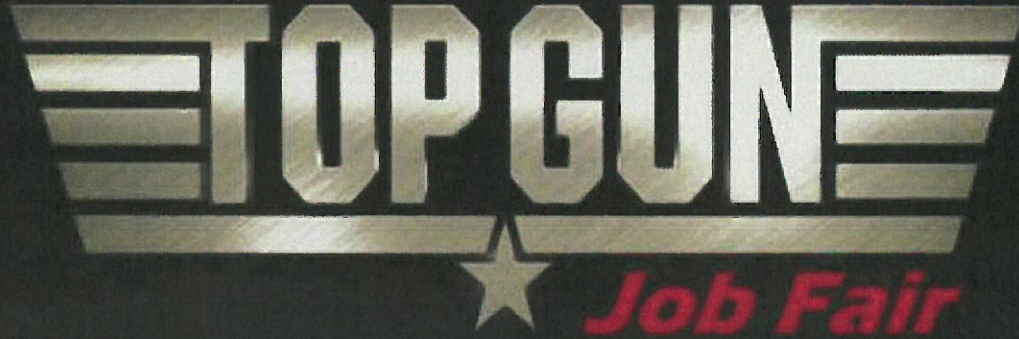
Distribution:  
Personnel Commission  
Dr. Michelle Rodriguez  
Governing Board  
Expanded Cabinet  
CSEA President and Representatives  
PVUSD Schools

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**

**CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 12/12/18**

**PROMOTION**

1 Systems Engineer  
**1 TOTAL**

**NEW HIRE-PROBATIONARY:**

1 Behavior Technician  
2 Campus Safety & Security Officer  
1 Database Systems Analyst  
1 Food & Nutrition Services Assistant  
1 Groundskeeper I  
1 IA Gen  
1 IA M/M  
1 IA Migrant  
1 Licensed Vocational Nurse  
1 Office Assistant I  
1 Registration Specialist I  
1 School Office Assistant  
**13 TOTAL**

**MISCELLANEOUS ACTION:**

1 Custodian  
1 Director, Transportation  
1 Food & Nutrition Services Cook/Baker I  
1 Food & Nutrition Services Site Leader III  
1 Heavy Equipment Mechanic  
2 IA M/M  
**7 TOTAL**

**LIMITED TERM-SUBSTITUTE:**

**0 TOTAL**

**LIMITED TERM PROJECT:**

3 Admin Secretary II  
1 Admin Secretary III  
8 Behavior Technician  
6 Campus Safety & Security Officer  
11 Custodian  
13 Family Services Advocate  
2 Food & Nutrition Services Assistant  
1 Heavy Equipment Mechanic  
65 IA Gen  
1 IA M/M  
4 IA M/S  
1 Lead Custodian I  
2 Lead Custodian II  
1 Library Media Technician  
1 Maintenance Specialist  
2 Parent Education Specialist  
2 School Bus Driver  
16 School Office Assistant  
1 Site Technology Support Tech  
1 Translator/Interpreter  
1 Warehouse Worker/Delivery Driver  
**143 TOTAL**

**EXEMPT**

1 AVID Tutor  
4 Childcare  
28 Enrichment Specialist  
7 Student Helper  
1 Workability  
15 Yard Duty  
**56 TOTAL**

**LEAVES OF ABSENCE**

1 Behavior Technician  
1 Library Media Technician

**2 TOTAL**

**SEPARATIONS**

1 Food & Nutrition Services Site Leader III  
1 Administrative Secretary II  
**2 TOTAL**

**RESCINDS**

None  
**0 TOTAL**

**GRAND TOTAL: 224**

# 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: January 2019**

### Eligibility Lists Established

| Classification                 | Open<br>Date | Appls<br>Number | Appl<br>WT/<br>SQ | Appl<br>Practical/<br>Oral or<br>Presentation | # on<br>Elig<br>List | Establish<br>Date |
|--------------------------------|--------------|-----------------|-------------------|---|----------------------|-------------------|
| 1. Utility Worker              | 10/29        | 13              | 11                |   | 6                    | 12/17             |
| 2. Administrative Secretary II | 12/5         | 23              | 15                | 7   | 7                    | 1/14              |
| 3. Communication Technician    | 11/5         | 24              | 16                |   | 10                   | 1/25              |
| 4. Mental Health Clinician     | 12/18        | 20              | 13                |   | 13                   | 1/25              |



## *Personnel Commission*

Item No: 6.1

**Date:** January 31, 2019

**Item:** Revised Class Specification – From Supervisor, Planning to Project Manager-Facilities Bond Program

**Overview:** The attached class specification is presented with some changes due to the current vacancy.

**Recommendation:** Approve the revised class specification as attached. The recommended salary range for the position will be Range 33 on the Classified Management Salary Schedule.

**Prepared by:**



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Pam Shanks, Director of Human Resources

## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROJECT MANAGER - FACILITIES BOND PROGRAM**

#### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance, Operations and Facilities the Project Manager is responsible for supervising and coordinating all district facility improvement projects, including new construction and modernization projects. Assists in the development of project timelines and construction budgets and monitoring of project and construction budgets as the project is undertaken. Responsible for supervising and evaluating the facilities department personnel and individual project supervisors and managing outside contractors/consultants in the following school construction, modernization and deferred maintenance projects areas: planning, fund application(s), Division of State Architect (DSA) approval, design and construction standards dissemination and verification, budget compliance and construction schedule preparation and monitoring; and train and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize, manage and direct the planning of school site projects that require review or approval from the Board of Education, Division of the State Architect, Office of Public School Construction, State Allocation Board, California Department of Education, Department of Industrial Relations, or others; prepare and/or coordinate applications for projects; and submit project information for review and approval; and assure compliance with applicable codes, regulations and laws.

Prepare project descriptions, definitions, and specifications for contract architects or other contractors and District architectural, engineering, or maintenance personnel.

Prepare, review, and evaluate project schedules, scope, and budgets, and determine the actions necessary to resolve problems.

Manage and supervise the use of the financial program/project software data systems, data entry, and development of management reports related to District and State-approved projects.

Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.

Communicate with other administrators, personnel and outside organizations to coordinate the planning and construction of properties, resolve issues and conflicts and exchange information; serve as a liaison between the site and State and federal planning, regulatory and governmental agencies.

Prepare preliminary project budgets; analyze and review budgetary and financial data; fiscal controls; cost management and authorize expenditures in accordance with established limitations.

Approved by Personnel Commission: TBD



Conduct Design and Construction Consultant and Contractor Procedural Orientations to the Management and Administrative Requirements specific to PVUSD standards, guidelines and communications.

Develop and conduct individual project(s) pre-bid and pre-construction meetings for the benefit of participating consultants, contractors and subcontractors.

Provide performance and objective reports on project progress and submit reports to Director and Chief Business Official, including monthly board reports for assigned projects.

With Construction Manager (CM), conduct weekly construction phase meetings with the contractor and consultants, record meeting minutes in absence of CM, expedite RFI and RFP responses to contractor(s) by consultant(s), administer overall documentation compliance with construction phase management guidelines and schedules.

Oversee on-site observations of construction projects to verify conformance with construction documents and programs, including but not limited to, material testing, overhead inspections, air-balancing, fire inspections, and conformance to technical design specifications.

Attend various project development and construction meetings or partnering sessions and assist in identifying methods to expedite the development process.

Manage and monitor the project architect(s) relative to the various phases of their responsibilities and ensure that they comply with policies and procedures.

Work collaboratively with district personnel and general contractors to supervise warranty correction work, conduct walk-through inspections, and make final warranty check prior to end of warranty periods.

Verify compliance of final close-out procedures for the general contractors, engineers, and job order contractors (i.e., new schools, additions, renovations, demolitions, and hazmat).

Operate with fluency a variety of technology devices, programs, and applications; drive a vehicle to conduct work as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and direction of planning facilities and school sites.

Planning functions of City, County and State agencies.

Construction methods, building codes and standards.

Cost estimates and specifications.

Approved by Personnel Commission: TBD

Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a variety of technology devices, programs and applications.

**ABILITY TO:**

Organize, control and direct the planning of facilities and school sites.  
Plan and oversee the selection, purchase and development of properties.  
Coordinate and monitor architectural selection, planning and design.  
Supervise, train and evaluate the performance of assigned personnel.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate with fluency a variety of technology devices, programs and applications.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in architecture, engineering, construction management or related field. Five years increasingly responsible experience in the administration of planning construction projects of a K12 school district, municipality or equivalent organization or any equivalent combination of training and experience which provides the required knowledge, skills and abilities to perform the principle functions of the position, including supervision of personnel, in a relevant field such as Facilities Design and Engineering, Architecture or Construction Project Management.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.

Approved by Personnel Commission: TBD

Hearing and speaking to exchange information and make presentations.  
Walking to visit construction sites.

**HAZARDS:**

Climb ladders to inspect construction sites.



## *Personnel Commission*

Item No: 6.2

**Date:** January 31, 2019

**Item:** New Class Specification –School Vehicle Driver

**Overview:** 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.

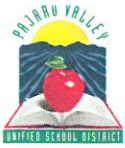
In recent months, we have been successful in filling our School Bus Driver training classes and there is a need to continue to provide support to those folks who complete the class. The process to obtain their commercial driver's license permit can be overwhelming. We have conducted a needs analysis 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 looking to utilize this pool of applicants to drive our students with unique needs, while at the same time provide them direct support to complete all the requirements to obtain their commercial driver's license and school bus certificate with the hope of filling our School Bus Driver vacancies.

**Recommendation:** Approve the attached class specification. The recommended salary range for the position will be Range 32 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 VEHICLE DRIVER**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor, Transportation, safely operates a school vehicle on designated routes to transport students/passengers to and from school sites, designated services and to maintain school vehicles in a clean and orderly condition. Provide transportation from neighborhood pick-up site to school and return, or from home addresses to school sites for special education or students who require services outside District boundaries. Ensures the safety of all passengers and ensures the vehicle is in safe operating conditions at all times.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Drive a school vehicle safely along designated routes transporting students to and from schools or other authorized assignments; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Maintain order and discipline of students/passengers; resolve disputes; document and report disciplinary cases; prepare related reports as necessary.

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

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

Maintain vehicles in a clean and safe operating condition including exterior/interior of school vehicles; refuel vehicle as needed, report mechanical repairs needed to assigned vehicles; service and prepare vehicle for operation.

Maintain a variety of records and reports, including but not limited to mileage, routing, maintenance, time schedules, daily inspection reports, and/or time cards.

Attend mandatory meetings, programs and in-service training as assigned.

Operate a two-way radio to maintain communication to and from Dispatcher's office; notify Dispatcher of delays or changes that occur in schedule route; may assist with other routes when breakdown or other unusual circumstances occur.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**Approved by Personnel Commission: TBD**



**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

Drive a school vehicle safely and efficiently.  
Learn and apply policies and procedures related to student discipline and safety.  
Maintain a safe discipline level among passengers.  
Observe legal and defensive driving practices.  
Learn and follow designated routes.  
Maintain vehicles 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 sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and an H6 DMV report (within 30 days).  
Valid First Aid Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School vehicle 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.

**Approved by Personnel Commission: TBD**

**PHYSICAL DEMANDS:**

Sitting for extended periods of time while operating school vehicles.

Hearing and speaking to exchange information.

Reaching, pulling and pushing to open vehicle doors.

Bending at the waist, kneeling, crouching or crawling to inspect and wash vehicles.

Reaching overhead, above the shoulders or horizontally.

Seeing to monitor passengers and operate a vehicle.

Lifting and carrying moderately heavy children or objects as assigned by the position.

**HAZARDS:**

Traffic hazards

Driving a vehicle during adverse weather conditions

Fumes from chemical cleansers and vehicle operation

Potential for exposure to bodily fluids



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

## *Personnel Commission*

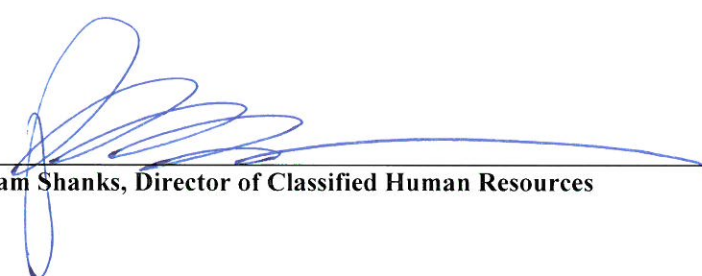
Item No: 6.3

**Date:** January 31, 2019

**Item:** Personnel Commission Presentation

**Overview:** A brief overview of the Personnel Commission and the role it plays in a school district will be presented.

**Prepared by:**

  
Pam Shanks, Director of Classified Human Resources



# The Merit System

**Presented by:**  
**Pam Shanks, Classified Director**

January 31, 2019

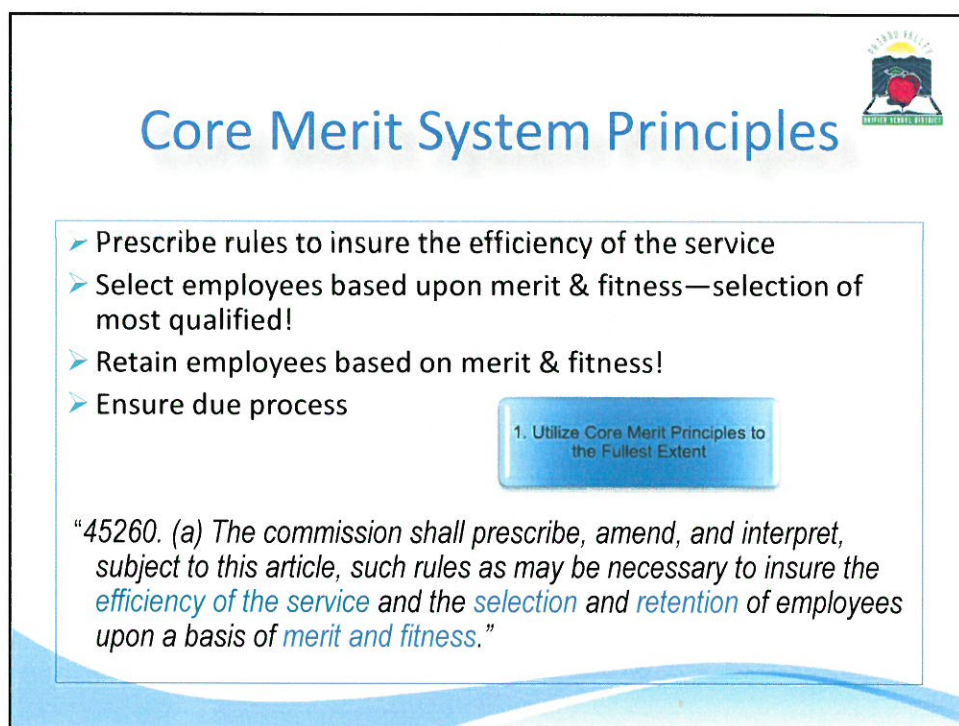
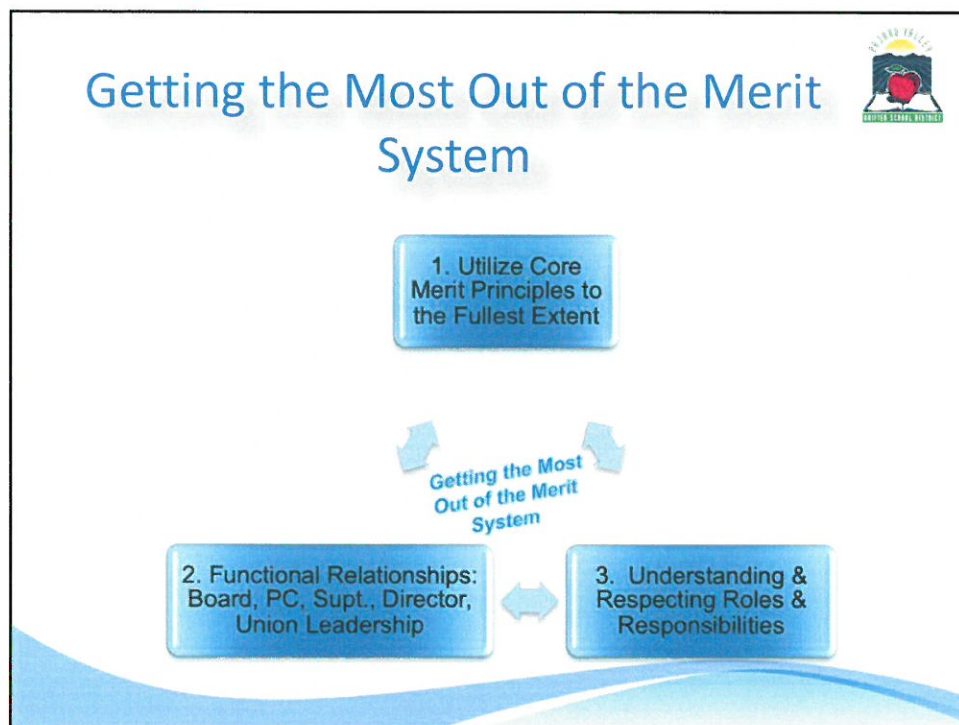
**Personnel Commissioners:**

Marci McFadden, District Appointee/Chairperson  
Diane Bensberg, CSEA Appointee/Vice-Chairperson  
Dr. Manny Nuñez, Joint Appointee

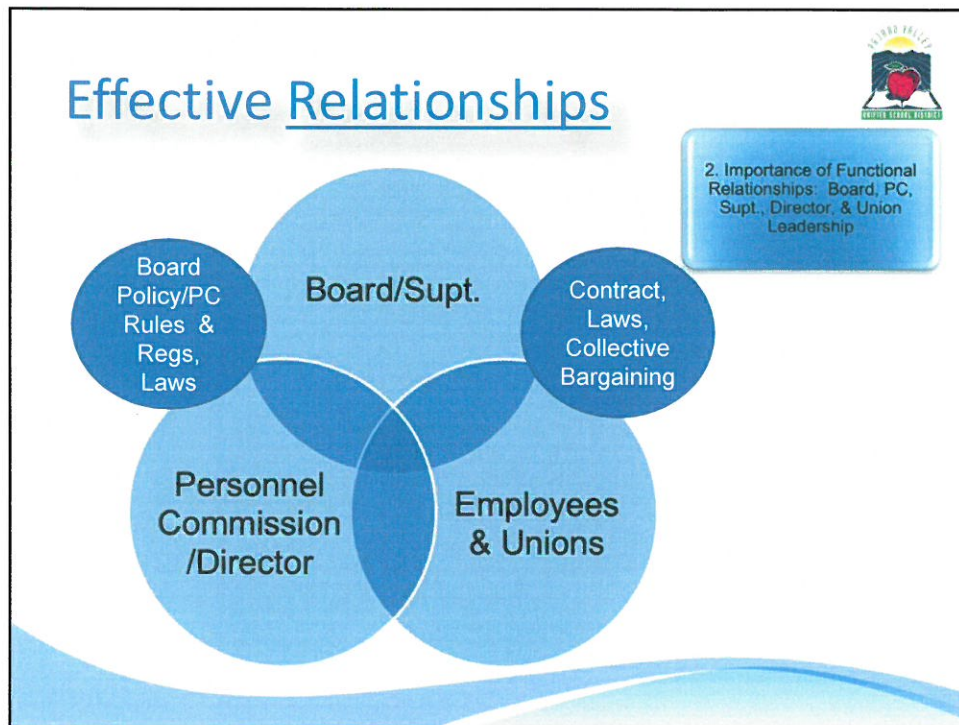


## Today's Agenda

- **Getting the Most Out of the Merit System**
- **Personnel Commission Annual Report**
- **Personnel Commission Guiding Principles & Goals**
- **Personnel Commissioners' Comments**
- **Questions/Discussion**





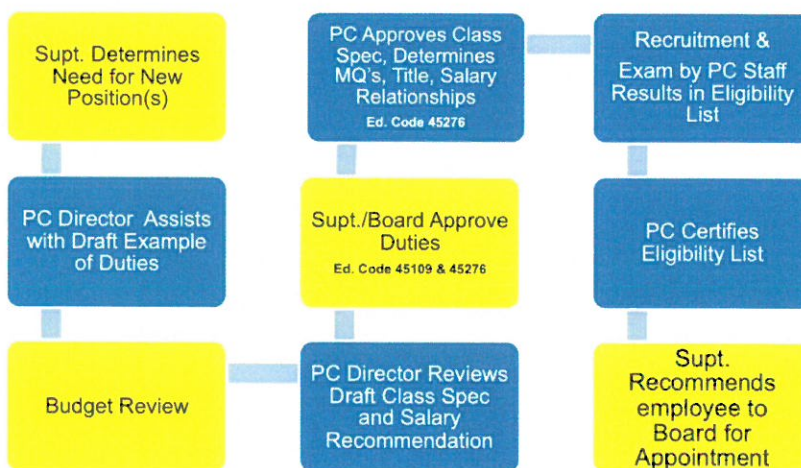




## Classification

- EC 45276 The governing board **shall fix the duties of all** positions... the **board may recommend** the minimum educational and work experience requirements for classified positions to the personnel commission. **Minimum qualification** requirements shall be subject to the **approval of the commission**.
- EC 45256 (a) The commission **shall classify all** employees and positions within the jurisdiction of the governing board or the commission...

## Creating a New Classification



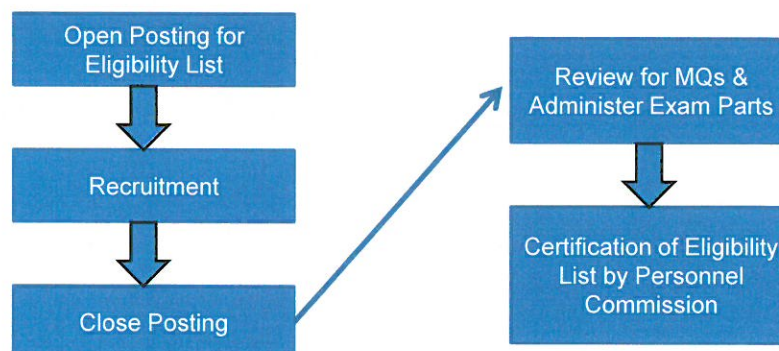


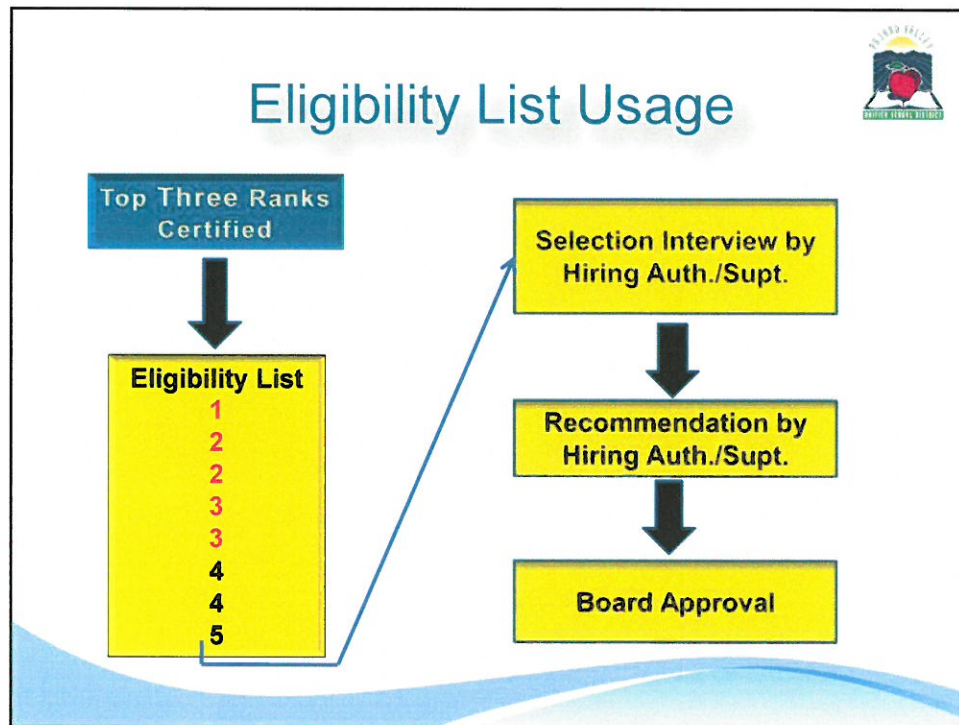
## Recruitment & Exam Process

- EC 45273: Examinations shall be administered objectively, and shall consist of test parts that relate to job performance
- EC 45272: All vacancies in classified service shall be filled from applicants on eligibility lists



## Recruitment/Selection Steps

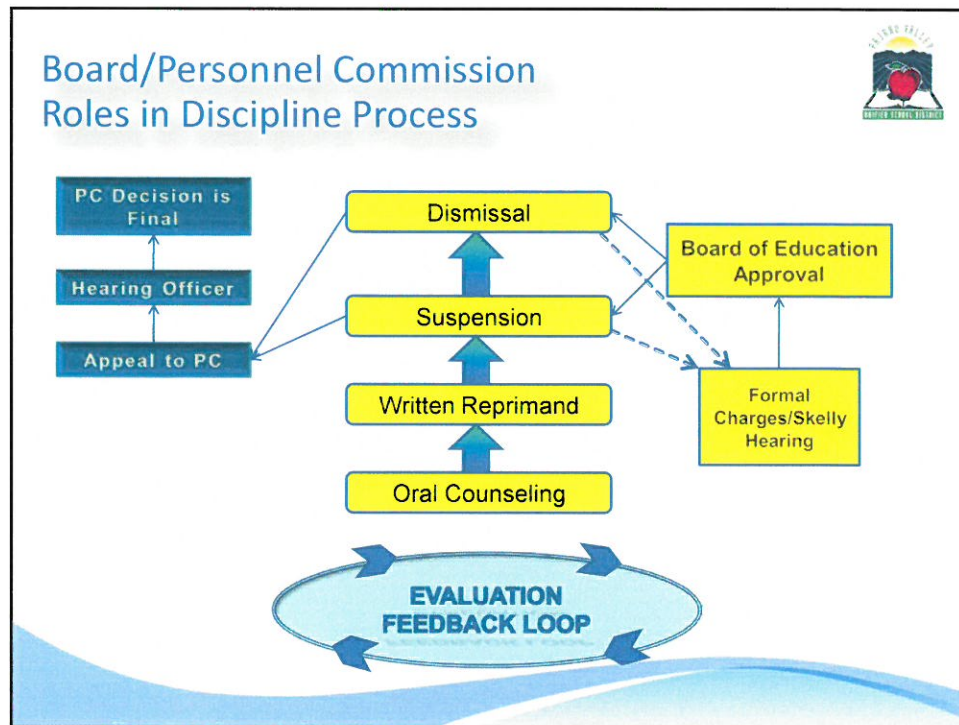




### The Board Is the Employer

- EC 45241 ...the governing board shall employ, pay, and otherwise control the services of persons in positions not requiring certification qualifications only in accordance with the provisions of this article.
- The Superintendent/Board make the decision to discipline employees

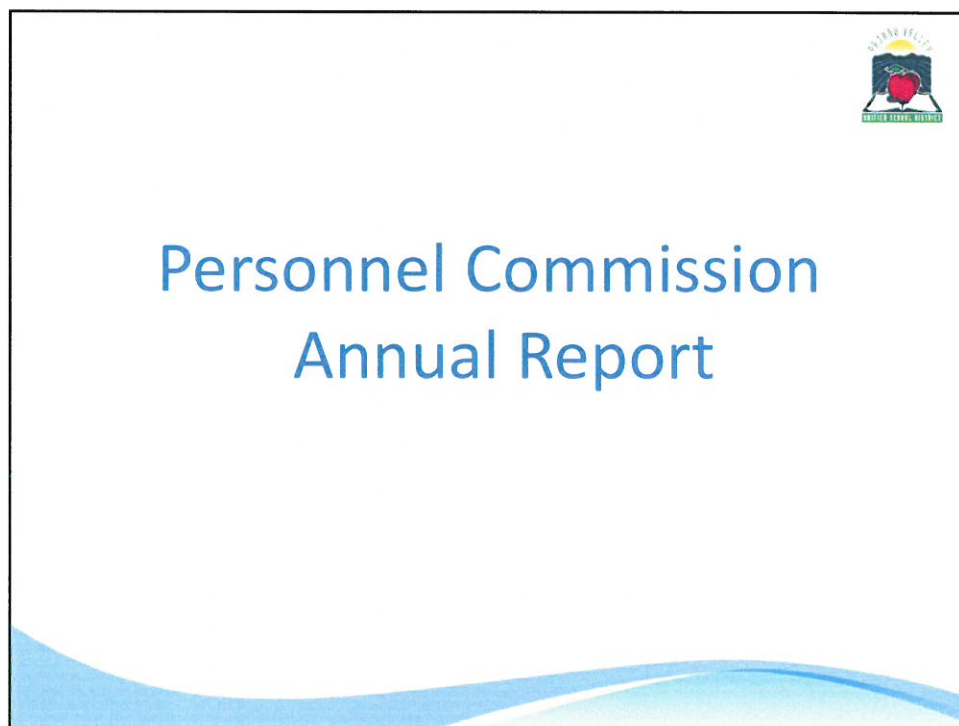
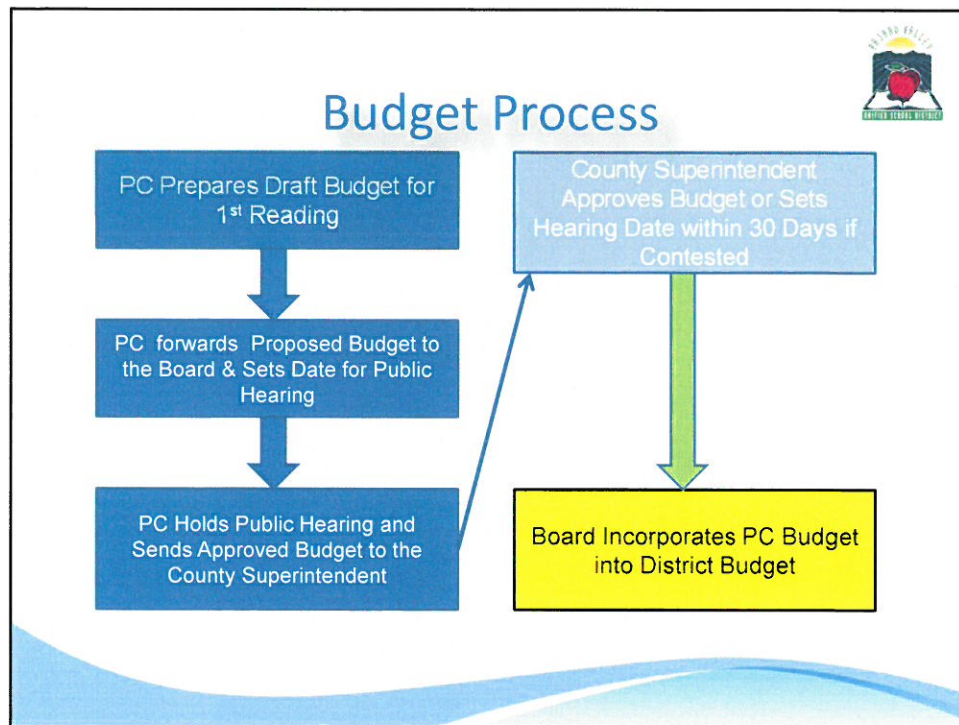




### Personnel Commission Budget Process

➤ EC 45253 (a) The **commission** shall prepare an annual budget for its own office which, upon the approval of the **county superintendent of schools**, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.





## Personnel Commission Guiding Principles




- Fair treatment in all personnel administration matters
- Equal pay for work of equal value
- Recruitment from all segments of society & advancement on the basis of ability, knowledge, & skill under fair & open competition
- High standards of integrity, conduct, & concern for the public interest
- Retention of employees who perform well
- Improved performance through effective education & training

## Personnel Commission General Goals




- Ensure that the Personnel Commission and the District is in compliance with California State Education Code, and related federal, State and local laws, guidelines and court decisions.
- Create selection exams that measure essential core competencies for the classification.
- Promote a customer-focused climate that is characterized by trust, inclusiveness, fairness, and open communication.
- Provide training and development opportunities for classified employees to enable them to acquire competencies needed to achieve District goals.
- Communicate and develop strong relationships within and outside the District.
- Ensure that all classifications are reflective of the work being performed by incumbents.



## Valid Selection Process

|                               | <u>2016/17</u> | <u>2017/18</u> |
|-------------------------------|----------------|----------------|
| ➤ Recruitments conducted..... | 78             | 75             |
| ➤ Applications Received ..... | 1,680          | 1,772          |
| ➤ Eligibility lists .....     | 78             | 75             |
| ➤ Positions filled.....       | 93             | 109            |
| • Promotions.....             | 37             | 34             |
| • Rehires/Reemployment.....   | 1              | 3              |
| • Transfers.....              | 45             | 41             |



## Valid Selection Process

|   |
|---|
| ➤ Practical Computer Testing  |
| MS Windows, MS Word, MS Excel, MS Outlook, Publisher, Filing, Data Entry, Proofreading, Editing & Formatting, & many others |
| ➤ Develop and revise job related examinations   |
| • Written Exams   |
| • Practical Exams   |
| • Oral Exams  |
| • Presentations   |
| • Supplemental Questionnaires   |
| • IT Configuration Practical Tests  |
| • Bilingual Testing   |
| • Comprehensive School Bus Driver Certification Classes   |



## Customer-Focused Climate

- Provide opportunities for candidate feedback
  - Meeting with applicants to answer questions
- Examination information available on website
  - Application & Exam Process
  - Tips to Increase Test Taking Skills
  - Interview Tips
- Inform hiring authorities about the exam process
  - Meet with hiring authorities to determine needs
  - Include hiring authorities in process as appropriate



## Training & Development Opportunities

- Promoting from within at PVUSD
- New Hire Onboarding
- “How to Apply for a Job at PVUSD” Workshops
- Summer School online application assistance
- Administrative Assistant Training
- School Bus Driver Training Hours



## Develop Strong Relationships



- Create a website to provide information to administrators, employees, & prospective candidates (in progress)
- Continue good working relationships with District administration, unions, & employees
- Network with community and state wide organizations ex. California School Personnel Commissioners' Association (CSPCA); Association of California School Administrators (ACSA)
- Personnel Commission presentation to the Board of Trustees

## Classifications are Reflective of the Work Being Performed



- Classification Studies conducted periodically
- Reclassifications – gradual accretion of higher level of duties of a position over a period of two years
- Reorganization-sudden change or assignment of completely new duties





Thank you!  
Any Questions?

