



Thursday, August 13, 2020, 4:00 p.m.

Pursuant to Governor Newsom’s Executive Order N-71-20, the Personnel Commission’s regular meeting will be held virtually, and all Commissioners will attend the meeting via teleconference. Members of the public may participate in the meeting via Zoom, as follows:

<https://cajonvalley.zoom.us/j/98834323613?pwd=K2VrVWJQVTMrZUwzWFBucDJFck1GZz09>

Dial in: 1-213-338-8477

Meeting ID: 988 3432 3613

Password: 0507231203

Employees and the public may comment regarding items on this agenda or matters related to Commission business. Please email comments to bishopa@cajonvalley.net no later than 10:00 a.m. on August 13, 2020. Comments will be read aloud to the Personnel Commission during the Public Comment section of the agenda.

The Personnel Commission will accommodate individuals with disabilities who wish to submit public comments. If you require accommodation, please email Angela Bishop at bishopa@cajonvalley.net.

**SPECIAL MEETING
AGENDA**

1. REGULAR MEETING OPEN SESSION

- a. Call to Order/Pledge of Allegiance
- b. Roll Call/Establishment of Quorum

Virginia Levenson, Chairperson	<input type="checkbox"/> present	<input type="checkbox"/> absent
Victor Garcia, Co-Chairperson	<input type="checkbox"/> present	<input type="checkbox"/> absent
Timothy McKay, Member	<input type="checkbox"/> present	<input type="checkbox"/> absent

2. PUBLIC COMMENT – Members of the public shall have the opportunity to address the Personnel Commission regarding items on the agenda or matters directly related to the Commission’s business. In accordance with the Brown Act, the Commissioners may not act upon, or engage in a discussion of, non-agenda items or issues raised during public comment except to: 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

3. APPROVAL OF PROPOSED AGENDA

- a. Approve the agenda of the Special Meeting on August 13, 2020

Motion by:_____ , Seconded by_____ . Vote:_____

4. ACTION ITEMS

a. Approval of Reclassification Recommendations

- i. Reclassify three (3) positions, along with the incumbents, from Mental Health Clinician I (Range 40) to Mental Health Clinician II (Range 46), retroactive to the first of the month following submission of licensure, as follows:

<u>POS ID#</u>	<u>EMPL ID#</u>	<u>RECOMMENDED JOB CLASS</u>	<u>EFFECTIVE DATE</u>
5703	631788	Mental Health Clinician II	July 1, 2020
5710	631463	Mental Health Clinician II	July 1, 2020
5706	631828	Mental Health Clinician II	August 1, 2020

Motion by: _____, Seconded by _____ . Vote: _____

b. Approve Recruitment Plan for Director-Classified Personnel

Motion by: _____, Seconded by _____ . Vote: _____

c. Approval of Dual Certification

- i. Approve the dual certification of candidates from the Director-Fiscal Services eligibility list.

Motion by: _____, Seconded by _____ . Vote: _____

- ii. Approve the dual certification of candidates from the Director-Classified Personnel eligibility list.

Motion by: _____, Seconded by _____ . Vote: _____

5. NEXT PERSONNEL COMMISSION MEETING

- a. August 27, 2020

6. ADJOURNMENT

RECLASSIFICATION OF POSITIONS

Mental Health Clinician I

In June 2019, the Mental Health Clinician I (MHC I) and Mental Health Clinician II (MHC II) classifications were established to provide a variety of mental health services to qualifying students, including screening and assessments, diagnosis, treatment planning, crisis intervention, as well as individual, family and group counseling in school, home and/or community settings.

Incumbents in the MHC I and MHC II classifications perform the same mental health services; however, the level of the classification is distinguished by licensure requirements by the State of California as a Licensed Marriage Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Marriage Family Child Counselor (MFCC), or Licensed Professional Clinical Counselor (LPCC). To that end, a provision of the MHC I classification included promotion of an incumbent to the MHC II classification upon becoming fully licensed.

Proof of licensure was submitted by three incumbents in the MHC I classification. Therefore, the incumbents meet the requirements for MHC II and are deemed qualified without further examination as is required by the Education Code and Merit System Rules and Regulations.

Consistent with District payroll practices, it is recommended that reclassification take effect on the first of the month following the incumbent's submission of licensure. Therefore, action to waive Personnel Commission Rule 30.300.2, must be taken:

30.300.2 Effective Date of Reclassification

Reclassification of a position shall be effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed, but for not more than three months.

Based on the above, the following recommendations are submitted for your consideration.

DIRECTOR'S RECOMMENDATION

In accordance with Commission Rule 30.300.1 and 30.300.2, the following recommendation is submitted for Personnel Commission approval:

1. Waive Rule 30.300.2 of the Personnel Commission Rules and Regulations; and,
2. Reclassify three (3) positions, along with incumbents, from Mental Health Clinician I (Range 40) to Mental Health Clinician II (Range 46), retroactive to the first of the month following submission of licensure, as follows:

<u>POS ID#</u>	<u>EMPL ID#</u>	<u>RECOMMENDED JOB CLASS</u>	<u>EFFECTIVE DATE</u>
5703	631788	Mental Health Clinician II	July 1, 2020
5710	631463	Mental Health Clinician II	July 1, 2020
5706	631828	Mental Health Clinician II	August 1, 2020

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: MENTAL HEALTH CLINICIAN I

BASIC FUNCTION:

Under the direction of the Manager, Mental Health Services or designee, provide direct mental health services for assigned eligible students at various school sites within the district; provide assessment, intervention and ongoing therapeutic services, including individual, group and parent counseling; perform case management, and treatment coordination and collaboration; support the therapeutic milieu in specialized behavioral programs.

DISTINGUISHING CHARACTERISTICS:

Mental Health Clinician (MHC) I classification is license-eligible and working under the supervision and close review of the licensed, certified Manager, Mental Health Services to gain clinical experience required to qualify for licensure. Incumbents perform the same mental health services as a MHC-II; however, incumbents are not fully licensed and require mandated supervision. **Mental Health Clinician (MHC) II** classification provides a variety of mental health services for eligible students. Incumbents are fully licensed by the State of California as a Licensed Marriage Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Marriage Family Child Counselor (MFCC), or Licensed Professional Clinical Counselor (LPCC). MHC-II is not mandated to receive supervision; however, minimal supervision support is provided for the purposes of accountability and to ensure optimal mental health services for students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

In consultation and collaboration with the licensed, certified Manager, Mental Health Services, provide direct mental health services including, but not limited to, consultation; assessment; observation; individual, group and parent counseling; treatment coordination and case management for eligible students.

Perform clinical assessments, conduct interviews and make observations, and recommend diagnosis; use psychosocial case histories, psychological test results and educational assessment tools to evaluate and assess the nature and extent of an individual's condition; develop and implement treatment plans under the supervision and approval of the Manager, Mental Health Services; complete related reports, as needed.

Plan, prepare, and conduct individual and group counseling designed to make progress on IEP goals and improve social and emotional functioning and development; provide service in the milieu, educational, home or community settings.

Implement IEP goals related to counseling, counseling and guidance, and/or parent counseling, as written; collect data and document progress on goals.

Meet with students, family members and school staff to interpret and explain the social and emotional factors pertaining to mental illness and the methods of alleviating emotional and environmental problems.

Provide crisis support through behavioral interventions, assisting students to maintain/obtain/regain success in their academic and social environments.

Maintain consistent collateral contact, collaboration, case management, and consultation with the student's IEP team members, including family members, external service providers and school/district officials regarding the student's needs, goals and progress.

Provide consultative and collaborative support a subject matter expert to administrators, teachers, parents, related service providers and/or other interested parties regarding mental health or behavioral issues during the treatment process of students; ensure sensitivity to student privacy.

Participate in individual student Individualized Education Plan (IEP) meetings; collaborate with the Education Specialist to prepare and present appropriate IEP goals and objectives related to counseling, counseling and guidance, and/or parent counseling; make recommendations to district personnel for mental health services and/or level of services, as necessary.

Participate in special assessments, individual counseling plans and other student progress meetings.

Collaborate with Education Specialist to monitor student progress towards IEP goals related to counseling, counseling and guidance, and/or parent counseling; alert Education Specialist when student is not making progress and/or not participating in services.

Collaborate with Education Specialist on reporting progress on goals at progress reporting periods and for IEP reviews, as necessary.

Under the supervision and review of the Manager, Mental Health Services and with signed consent through a Release of Information, coordinate and collaborate on treatment with student's private therapist and/or psychiatrist on a regular basis.

Communicate via phone or in person with family, as required, to offer and encourage parent/family counseling, when stated as a service on the IEP.

Plan, prepare, and conduct in-service and community resources that provide services for students and parents in therapeutic, psychiatric and/or other needs.

Develop, coordinate, implement, and evaluate the progress of intervention plans utilized to address the student's goals, with accompanying documentation of progress.

Demonstrate cultural sensitivity in relationships with students, families, and school/district officials within the academic setting by communicating with students and parents in an interpersonally skilled manner using courtesy, tact, diplomacy, sensitivity, patience and professionalism.

Ensure the proper prioritization, timely completion, and meeting of deadlines for any required reports, documentation and/or assigned projects and tasks, as directed.

May participate in the district crisis intervention team.

Make referrals to appropriate resources in the community.

Maintain confidentiality of student records and information.

Consult with community agencies on the identification and management of social and mental health issues.

Participate in the development of any district or school-wide initiative or policy related to the promotion of student well-being and mental health.

May work a flexible schedule to meet with families and provide family counseling sessions per IEP and/or other identified services.

Under the supervision and review of Manager, Mental Health Services, provide all related services for identified students per the IEP.

Prepare and present oral and/or written reports; maintain records related to assigned functions, i.e., document all Special Education services provided in the Special Education Information System (SEIS) Service Tracker, complete Medical billing, etc.

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

Participate in ongoing weekly clinical supervision, monthly staff or other meetings and professional learning, as assigned.

Adhere to the legal and ethical requirements and standards of the individual's licensing board, Health Insurance Portability and Accountability Act (HIPAA), and Federal Educational Rights and Privacy Act (FERPA).

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current professional clinical management techniques.

Interventions for special populations such as, but not limited to, Cognitive Behavioral Therapy (CBT), Motivational Interviewing (MI), Emotionally Focused Therapy (EFT), Dialectical Behavioral Therapy (DBT).

Individualized Education Plan (IEP) process.

Psychological and behavioral dysfunctions.

Marriage and family relationships and theory.

Group dynamics.

Treatment modalities, consultation methods and techniques.

Evidence Based Practices.

Crisis intervention techniques and theory.

State child and adult abuse reporting laws.

Cultural and socio-economic factors impacting mental health.

Trauma-Informed Care.

State and federal laws, and regulations related to Individuals with Disabilities Education Act (IDEA), and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

ABILITY TO:

Evaluate a complex psycho-social history, conduct assessments, make diagnoses and develop an appropriate treatment plan under the supervision and review of Manager, Mental Health Services.

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

Decrease impairing symptomology and increase functioning in the home, school and community settings under the supervision and review of the Manager, Mental Health Services.

Perform crisis intervention.

Facilitate individual, family, and group counseling under the supervision and review of the Manager, Mental Health Services.

Facilitate support groups under the supervision and review of the Manager, Mental Health Services.

Maintain records and prepare reports electronically under the supervision and review of the Manager, Mental Health Services.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships.

Work collaboratively with students, parents, administrators, employees, private health providers and the public representing diverse cultures and backgrounds.

Interpersonal skills that demonstrate tact, patience, courtesy, and empathy.

Treat fellow employees, representatives of outside agencies and members of the public with courtesy and respect.

Work effectively with diverse groups of students and families possessing diverse socio-economic and multicultural backgrounds.

Provide services to students, parents and school staff that support Positive Interventions and Supports (PBIS) and a Trauma Informed Care (TIC) school culture.

Maintain service logs for treatment plans and services as stated in the IEP.

Exercise appropriate judgment in answering questions and releasing information.

Analyze and project consequences of decisions and/or recommendations.

Function calmly in situations that are emotionally and behaviorally escalated.

Schedule a number of activities, meetings, and/or events.

Demonstrate flexibility when working with a wide variety of circumstances and environments.

Adapt to changing work priorities.

Maintain regular and consistent attendance.

Work a flexible schedule.

Develop and present training programs.

Plan, organize and prioritize work effectively.

Meet schedules and time lines.

Prepare effective oral and written reports, and maintain various records and files.

Operate a variety of office equipment, including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination of training, experience and/or education equivalent to Master's degree or higher in psychology, social work, or mental health counseling; and a minimum of two (2) years post-masters experience providing mental health treatment services to children, adolescents, and their families. Experience with K-12 students in a public school setting receiving special education services preferred.

LICENSES AND OTHER REQUIREMENTS:

Must be license-eligible or working towards licensure by the State of California as a Marriage Family Therapist (MFT), Marriage Family Child Counselor (MFCC), Licensed Professional Clinical Counselor (LPCC), or Licensed Clinical Social Worker (LCSW).

Valid California driver's license.

Ability to qualify for and maintain qualification for District automobile insurance coverage.

Possession of current certification in infant, child, and adult cardiopulmonary resuscitation (CPR) and certified Multimedia First Aid Card is required from an EMSA certified provider. Online certifications are not accepted.

Maintain certification and training in Pro-Act.

Subject to a flexible work schedule, including nights, weekends and holidays.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office, classroom, school milieu setting, community, or home environments.

Driving a personal vehicle to consult with clients or provide services.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Seeing to perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Keeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

Frequently lift and/or move up to 25 pounds.

Physical ability to act swiftly in an emergency situation.

HAZARDS:

Contact with dissatisfied or verbally escalated individuals.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

NOTE: An incumbent in the job class of Mental Health Clinician I may be promoted to Mental Health Clinician II upon becoming fully licensed by the State of California and with approval of the Personnel Commission that the incumbent meets the minimum qualifications listed on the current class description of the higher job class.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: MENTAL HEALTH CLINICIAN II

BASIC FUNCTION:

Under the direction of the Manager, Mental Health Services and/or designee, provide direct mental health services for assigned eligible students at various school sites within the district; provide assessment, intervention and ongoing therapeutic services, including individual, group and parent counseling; perform case management, and treatment coordination and collaboration; support the therapeutic milieu in specialized behavioral programs.

DISTINGUISHING CHARACTERISTICS:

Mental Health Clinician (MHC) II classification provides a variety of mental health services for eligible students. Incumbents are fully licensed per California Board of Behavioral Sciences (BBS) as a Licensed Marriage Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Marriage Family Child Counselor (MFCC) or Licensed Professional Clinical Counselor (LPCC). MHC-II is not mandated to receive supervision; however, minimal supervisory support is provided for the purposes of accountability and to ensure optimal mental health services for students.

Mental Health Clinician (MHC) I classification is license-eligible and working under the supervision and close review of the licensed, certified Manager, Mental Health Services to gain clinical experience required to qualify for licensure. Incumbents perform the same mental health services for eligible students as a MHC-II; however, incumbents are not fully licensed and require mandated supervision.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide direct mental health services including, but not limited to, consultation; assessment; observation; individual, group and parent counseling; treatment coordination and case management for eligible students.

Perform clinical assessments, conduct interviews, and make observations, and recommend diagnosis; use psychosocial case histories, psychological test results and educational assessment tools to evaluate and assess the nature and extent of an individual's condition; develop and implement treatment plans; complete related reports, as needed.

Plan, prepare, and conduct individual and group counseling designed to make progress on Individual Education Plan (IEP) goals and improve social and emotional functioning and development; provide service in the milieu, educational, home or community settings.

Implement IEP goals related to counseling, counseling and guidance and/or parent counseling, as written; collect data and document progress on goals.

Meet with students, family members and school staff to interpret and explain the social and emotional factors pertaining to mental illness and the methods of alleviating emotional and environmental problems.

Provide crisis support through behavioral interventions, assisting students to maintain/obtain/regain success in their academic and social environments.

Maintain consistent collateral contact, collaboration, case management, and consultation with the student's IEP team members, including family members, external service providers and school/district officials regarding the student's needs and goals as well as progress on goals.

Provide consultative and collaborative support as a subject matter expert to administrators, teachers, parents, related service providers and/or other interested parties regarding mental health or behavioral issues during the treatment process of students; ensure sensitivity to student privacy.

Participate in individual student IEP meetings; collaborate with the Education Specialist to prepare and present appropriate IEP goals and objectives related to counseling, counseling and guidance and/or parent counseling and make recommendations to district personnel for mental health services and/or level of services as necessary.

Participate in special assessments, individual counseling plans and other student progress meetings.

Collaborate with Education Specialist to monitor student progress towards goals related to counseling, counseling and guidance and/or parent counseling and alert Education Specialist when student is not making progress and/or not participating in services.

Collaborate with Education Specialist on reporting progress on goals at progress reporting periods and for annual IEP reviews.

Coordinate and collaborate on treatment with student's private therapist and/or psychiatrist on a regular basis, with signed consent through a Release of Information.

Communicate via phone or in person with family, as required, to offer and encourage parent/family counseling when stated as a service on the IEP.

Plan, prepare, and conduct in-service and community resources that provide services for students and parents in therapeutic, psychiatric and/or other needs.

Develop, coordinate, implement, and evaluate the progress of intervention plans utilized to address the student's goals, with accompanying documentation of progress.

Demonstrate cultural competency in relationships with students, families, and school/district officials within the academic setting by communicating with students and parents in an interpersonally skilled manner using courtesy, tact, diplomacy, sensitivity, patience and professionalism.

Ensure the proper prioritization, timely completion, and meeting of deadlines for any required reports, documentation and/or assigned projects and tasks, as directed.

May participate in the district crisis intervention team.

Make referrals to appropriate resources in the community.

Maintain confidentiality of student records and information.

Consult with community agencies on the identification and management of social and mental health issues.

Participate in the development of any district or school-wide initiative or policy related to the promotion of student well-being and mental health.

May work a flexible schedule to meet with families and provide family counseling sessions per IEP and/or other identified services.

Provide all related services for identified students per the IEP.

Prepare and present oral and/or written reports; maintain records related to assigned functions, i.e., document all Special Education services provided in the Special Education Information System (SEIS); Service Tracker, complete Medical billing, etc.

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

Participate in ongoing weekly clinical supervision, monthly staff or other meetings and professional learning, as assigned.

Adhere to the legal and ethical requirements and standards of the individual's licensing board, Health Insurance Portability and Accountability Act (HIPAA), and Federal Educational Rights and Privacy Act (FERPA).

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current and professional clinical management techniques.

Interventions for special populations such as, but not limited to; Cognitive Behavioral Therapy (CBT), Motivational Interviewing (MI), Emotionally Focused Therapy (EFT), Dialectical Behavioral Therapy (DBT).

Individualized Education Plan (IEP) process.

Psychological and behavioral dysfunctions.

Marriage and family relationships and theory.

Group dynamics.

Treatment modalities, consultation methods and techniques.

Evidence-based Practices.

Crisis intervention techniques and theory.

State child and adult abuse reporting laws.

Cultural and socio-economic factors impacting mental health.

Trauma-Informed Care.

State and federal laws, and regulations related to Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

ABILITY TO:

Evaluate a complex psycho-social history, conduct assessments, make diagnoses and develop an appropriate treatment plan

Monitor, evaluate, and adjust individual treatment plans, programs, and therapy interventions in response to student needs and progress; decrease impairing symptomology and increase functioning in the home, school and community settings.

Perform crisis intervention.

Facilitate individual, family, and group counseling.

Facilitate support groups.

Maintain records and prepare reports electronically.

Communicate effectively orally and in writing.

Establish effective working relationships with those contacted in the course of work.

Work collaboratively with students, parents, administrators, employees, private health providers and the public representing diverse cultures and backgrounds.

Interpersonal skills that demonstrate tact, patience, courtesy and empathy.

Treat fellow employees, representatives of outside agencies and members of the public with courtesy and respect.

Work effectively with diverse groups of students and families possessing diverse socio-economic and multicultural backgrounds.

Provide services to students, parents and school staff who support Positive Interventions and Supports (PBIS) and a Trauma-Informed Care (TIC) school culture.

Maintain service logs for treatment plans and services as stated in the IEP.

Exercise appropriate judgment in answering questions and releasing information.

Analyze and project consequences of decisions and/or recommendations.
Function calmly in situations that are emotionally and behaviorally escalated
Develop and present training programs.
Work independently with limited supervision.
Plan, organize and prioritize work effectively.
Schedule a number of activities, meetings, and/or events
Demonstrate flexibility when working with a wide variety of circumstances and environments.
Adapt to changing work priorities.
Maintain regular and consistent attendance.
Work a flexible schedule.

EDUCATION AND EXPERIENCE:

Any combination of training, experience and/or education equivalent to master's degree or higher in psychology, social work, or mental health counseling; and a minimum two years post-masters experience in providing mental health treatment services to children, adolescents, and their families. Experience with students in K-12 in a public school setting receiving special education services preferred.

LICENSES AND OTHER REQUIREMENTS:

Current licensure by the State of California as a Marriage Family Therapist (MFT), Marriage Family Child Counselor (MFCC), Licensed Professional Clinical Counselor (LPCC), or Licensed Clinical Social Worker (LCSW).
Current registration with the California Board of Behavioral Science Examiners.
Valid California driver's license.
Ability to qualify for and maintain qualification for automobile insurance coverage.
Possession of current certification in infant, child, and adult cardiopulmonary resuscitation (CPR) and certified Multimedia First Aid Card is required from an EMSA certified provider. Online certifications are not accepted.
Maintain certification and training in Pro-Act.
Subject to a flexible work schedule, including nights, weekends and holidays.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office, classroom, school milieu setting, community, and home environments.
Driving to personal vehicle to consult with clients or provide services.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to perform assigned duties.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Keeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

Frequently lift and/or move up to 25 pounds.

Physical ability to act swiftly in an emergency situation.

HAZARDS:

Contact with dissatisfied or verbally escalated individuals.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

Personnel Commission

Cajon Valley Union School District (CVUSD)

Recruitment Plan for Director-Classified Personnel

Presented by:

Philip J. Gordillo

Executive Director, California Personnel Commissioner's Association (CSPCA)

August 13, 2020

Recruitment Schedule

Director-Classified Personnel (CVUSD)

- ▶ Position opening date: Monday, August 31, 2020
- ▶ Application filing deadline: Monday, October 5, 2020; application packet will require: two (2) work-related references specific to this job posting; proof of education (copy of degree or transcripts); cover letter and detailed résumé
- ▶ Applicant review period: October 6 - October 12, 2020
- ▶ Candidate invitations to oral panel examinations: week of October 13 - 16, 2020
- ▶ Oral panel examinations: week of October 19, 2020
- ▶ Selection interview with Personnel Commission: week of November 2, 2020
- ▶ Final candidate references completed by November 13, 2020
- ▶ Personnel Commission appoints and announces Director - Classified Personnel: week of November 16, 2020
- ▶ Anticipated start date for Director-Classified Personnel: Monday, December 7, 2020

Position Advertisements

Director-Classified Personnel (CVUSD)

Suggested Advertisements:

- ▶ California School Personnel Commissioners Association (CSPCA) website & email listserv
- ▶ EDJOIN employment website
- ▶ CODESP website
- ▶ IPMA-HR Western Region and San Diego Chapter websites
- ▶ WRIPAC online newsletter

Optional Advertisements:

- ▶ CALGovHR website - \$
- ▶ CALJOBS website
- ▶ CASBO-HR - \$\$
- ▶ Careers in Government website
- ▶ EDCAL 30-day online advertisement - \$
- ▶ Indeed
- ▶ Google for Jobs
- ▶ Job Available online advertisement - \$

Oral Panel Examination Composition

Director-Classified Personnel (CVUSD)

- ▶ Two (2) Oral Panel Examinations
 - ▶ General Fitness Panel:
 - ▶ CSEA Representative
 - ▶ Assistant Superintendent
 - ▶ Classified Administrator
 - ▶ Site Administrator
 - ▶ Legal Counsel for CVUSD PC
 - ▶ Facilitator: TBD
 - ▶ Technical Fitness Panel:
 - ▶ Three (3) Personnel Commission Directors
 - ▶ Facilitator: Mr. Philip J. Gordillo, Executive Director, CSPCA

Questions?

Director-Classified Personnel (CVUSD)

THANK YOU!



California School Personnel Commissioners Association
Supporting Education Through Merit



Cajon Valley Union School District

**Personnel
Commission**

SELECTION · ADVANCEMENT · SUCCESS THROUGH MERIT

APPROVAL OF DUAL CERTIFICATION

Director-Fiscal Services

With the upcoming retirement of the incumbent in December, it will be necessary to begin the process to recruit and establish an eligibility list for Director-Fiscal Services. Based on the administrative responsibilities assigned, the professional and technical nature of the work performed, including but not limited to accounting, budgeting, payroll, and other fiscal functions, and the requisite qualifications of the position, specialized knowledge and experience are required. After reviewing the internal candidate pool, and to ensure the strongest, most viable eligibility list, it is recommended that the certification be designated as dual.

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

50.200.2 Dual Certification

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

DIRECTOR'S RECOMMENDATION

In accordance with Rule 50.200.2, it is recommended that the Personnel Commission approve the dual certification of candidates from the Director-Fiscal Services eligibility list.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: DIRECTOR-FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, plan, organize, direct, and coordinate District accounting, budgeting, payroll, risk management, and other fiscal functions; prepare projections of revenue, expenditures and forecast of the District's financial position; interview, select, manage and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, direct, and coordinate the district accounting, budgeting, payroll, and other fiscal functions and activities, including risk management and fiscal administration of school construction projects.

Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles (GAAP); direct activities to assure proper and timely identification and resolution of fiscal issues, errors and discrepancies.

Coordinate and direct communications, resources, systems, personnel and information to meet District accounting needs and assure smooth and efficient Department activities; direct and participate in the development and implementation of the District's accounting system and fiscal projects, services, plans, strategies, goals and objectives.

Develop and prescribe systems and methods for financial record keeping functions in compliance with state law, district policy, and district funds; review income and expenditure activity.

Interview, select, manage and evaluate the performance of assigned personnel; effectively provide feedback and coaching that results in improved performance; provide leadership to develop and retain highly competent, service-oriented fiscal services staff and teams through training and management practices that support District objectives and quality expectations; participate in programs and provide activities that promote positive employee relations and work environment.

Coordinate departmental work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; provide training to staff regarding proper accounting practices in accordance with established principles and guidelines.

Provide technical information and assistance to the Assistant Superintendent-Business Services concerning Department operations and District accounting and budgetary functions, needs and issues; assist in the formulation and development of fiscal policies, procedures and programs; meet with district administrators regarding specific budget issues.

Plan, organize, control and direct risk management operations and activities including the establishment and maintenance of insurance policies, development and implementation of loss control strategies and processing of liability, property and Workers' Compensation claims; develop, implement and evaluate risk management policies and procedures.

Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with standards and requirements.

Direct specialized accounting activities to assure accurate Average Daily Attendance (ADA) reporting for the District; compile and analyze enrollment information to identify trends and include in budget projections.

Provide specialized accounting support for collective bargaining activities; oversee and participate in providing technical assistance and support in projecting and determining fiscal impact of negotiated settlements on the District's multi-year financial outlook; prepare alternative scenarios; maintain confidentiality of sensitive and privileged information; prepare various financial reports and analyses for use in collective bargaining activities; prepare AB1200 disclosure documentation for County review prior to Board action.

Direct and participate in the preparation and maintenance of various financial and statistical records, statements and reports related to budgets, actuals, interims, taxes, accounts, funds, income, expenditures, attendance and assigned duties; provide legal document retention information to districtwide departments; maintain fiscal document retention in accordance with State laws.

Plan, coordinate and oversee response to liability, property and Workers' Compensation claims; evaluate claims and approve or recommend settlement options based on interpretation and application of established laws and investigative results.

Oversee and participate in researching, compiling, assembling and analyzing a variety of financial, statistical and budgetary information; compare and reconcile ledgers, statements, records, documents and reports to identify and resolve errors and discrepancies as needed.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to District accounting functions; provide input concerning the modification of District accounting functions and procedures to assure compliance with established requirements as necessary.

Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; write Board agenda items, and attend and present at Governing Board meetings, and conduct other District meetings, as required.

Oversee and coordinate implementation of new financial systems; plan, supervise, review and implement insurance programs district wide; lead the District's benefits committee meetings; coordinate the development of Governmental Accounting Standards Board (GASB) actuarial valuations.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

May be assigned to administer other areas of Business Services such as, Maintenance, Purchasing/Logistics, Child Nutrition Services, Transportation, and Long-Range Planning when assigned or in the absence of the Assistant Superintendent.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures related to field of specialty.

Generally accepted accounting and auditing principles, practices and procedures, including GAAP and GASB accounting standards and requirements.

Principles and practices of administration, supervision and training.

Planning, organization and implementation of assigned budgets.

Budget administration, preparation and control.

Internal control and audit principles and practices.

Planning, organization and direction of risk management operations and activities.

Laws relating to Workers' Compensation insurance, health insurance coverage, employer liability and public liability.

Financial analysis and projection techniques.

Accounting, budget and business functions.

Financial and statistical record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures applicable to field of specialty.

Plan, organize, control and direct budget and accounting related activities.

Supervise and evaluate the performance of assigned personnel.

Effectively provide feedback and coaching that results in improved performance.

Prepare financial and budget reports required by the State, administration, federal agencies and the Governing Board.

Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.

Direct specialized accounting activities to assure accurate Average Daily Attendance (ADA) reporting for the District.

Establish and maintain various insurance policies.

Plan, coordinate and oversee response to liability, property and Workers' Compensation claims.

Analyze financial data and prepare forecasts and recommendations.

Provide leadership to develop and retain highly competent, service oriented Fiscal Services staff and teams through management practices that support staff in connecting with District mission, objectives, and quality expectations.

Plan, organize and participate in staff training and activities that promote positive employee relations and work environment.

Communicate effectively both orally and in writing.

Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business, economics, accounting, finance or related field and five years' recent, increasingly responsible accounting or financial administration experience, preferably in a school district or other large public agency. Certified Public Accountant (CPA) license is desirable and may be considered partial fulfillment of the required experience.

LICENSES AND OTHER REQUIREMENTS

Valid California State driver's license.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

Subject to attending evening Board meetings.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

APPROVAL OF DUAL CERTIFICATION

Director-Classified Personnel

With the upcoming retirement of the incumbent in December, it will be necessary to begin the process to recruit and establish an eligibility list for Director-Classified Personnel. Based on the administrative responsibilities assigned, the professional and technical nature of the work performed, including but not limited to classification, salary administration, recruitment, examination and selection, and the requisite qualifications of the position, specialized knowledge and experience are required. After reviewing the internal candidate pool, and to ensure the strongest, most viable eligibility list, it is recommended that the certification be designated as dual.

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

50.200.2 Dual Certification

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

DIRECTOR'S RECOMMENDATION

In accordance with Rule 50.200.2, it is recommended that the Personnel Commission approve the dual certification of candidates from the Director-Classified Personnel eligibility list.

CAJON VALLEY UNION SCHOOL DISTRICT

PERSONNEL COMMISSION

CLASS TITLE: DIRECTOR-CLASSIFIED PERSONNEL

BASIC FUNCTION:

Under the direction of Personnel Commission, plan, organize, control and direct operations and activities involved in the District's classified personnel management program in accordance with the Merit System rules and regulations, applicable State and federal laws, codes, rules, regulations, policies and procedures; serve as secretary to the Personnel Commission; prepare, administer and monitor expenditures of the Commission's budget; interview, recommend selection, supervise, train, and evaluate employees assigned to the Personnel Commission office and other staff performing responsibilities associated with the classified personnel program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District's classified personnel management program and operations, including recruitment, examination, selection, appointment, promotion, demotion, transfer, resignation, layoff, reemployment, leaves, classification and compensation, evaluations, discipline, reasonable accommodation, tuition reimbursement and other related programs as provided for in the Merit System rules and regulations.

Serve as secretary to the Personnel Commission and prepare the agenda and minutes; prepare and coordinate agenda and supporting documents for Commission meetings; oversee the preparation of the Classified Personnel assignment report for the Governing Board.

Oversee recruitment, examination, eligibility determination and selection activities; direct and participate in the preparation of recruitment programs and applicant examinations; assure the validity and reliability of employment examination components.

Prepare classified seniority lists and administer layoff notices; administer eligibility lists and transfer lists and recommend and approve transfers, reassignments and reinstatement.

Oversee the preparation of eligibility, transfer and reemployment lists and confidential files and records; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Administer the classification and salary plans for the classified service; respond to requests for advanced salary step placement; conduct classification and wage studies.

Serve as technical resource for questions and counsel to the Personnel Commission, Superintendent, District managers, employees and employee group representatives; respond to questions; discuss classified labor agreements/merit system rules and employment policies and practices; implement, justify or defend decisions; resolve classified personnel and Personnel Commission complaints or issues; communicate with other administrators and personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information; provide neutral support to classified negotiations as requested by the appointed negotiations teams.

Supervise and evaluate the performance of assigned personnel; interview and select employees; and recommend transfers, reassignment, termination and disciplinary actions of appropriate personnel as provided for in the Merit System rules and regulations; plan, coordinate and arrange for appropriate training of subordinates.

Prepare, administer and monitor expenditures of the Commission's budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines.

Plan, organize and implement long- and short-term programs to meet objectives of the classified personnel program.

Under the direction of the Assistant Superintendent-Personnel Services, provide administrative and technical staff assistance in areas outside the classified program, as requested.

Attend a variety of meetings and participate on assigned committees, as requested by the District and in a manner that is consistent with Merit System rules and regulations, including the District's Local Control and Accountability Plan (LCAP) Committee and others; maintain current knowledge of changes or trends in the human resources or personnel management field.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, theories and practices of personnel administration including position classification, salary administration, recruitment, examination and selection.

Principles and practices of labor-management relations including negotiation and contract administration techniques.

Principles of Merit System of personnel management applicable to California public schools.

Provisions of the Education Code applicable to personnel practices and procedures.

Principles and practices of sound business communications.

Federal, State and local laws and regulations related to assigned areas.

Research methods and analysis techniques.

Budget preparation and control.

Report writing methods and techniques.

Labor relations, laws, practices and procedures.

Financial and statistical record-keeping techniques.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct a comprehensive human resources management program.

Interpret and apply a wide variety of rules and regulations relating to the operation of the Classified Personnel department under the Education Code and Merit System and other applicable laws, rules

and regulations.

Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs.

Supervise, train and evaluate assigned personnel.

Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, Board of Education, Superintendent, Bargaining Unit, District managers and employees.

Establish and maintain effective working relationships with a wide variety of groups and individuals.

Prepare and present comprehensive, effective oral and written reports.

Maintain current knowledge of trends and practices in human resources management.

Plan and organize work.

Meet schedules and timelines.

Work independently.

Prepare comprehensive narrative and statistical records and reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate a computer and other office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, public administration or related field and five (5) years' increasingly responsible experience in the administration of public personnel, including two (2) years in a supervisory capacity preferably within a public school district. Merit System principles and practices within a school system is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background

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