

**PERSONNEL COMMISSION
SPECIAL MEETING AGENDA – JUNE 5, 2019**

(Meeting location: Ralph Waldo Emerson Room – Classified Human Resources Department)

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. PUBLIC COMMENTS
Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time, the Chair of the Commission may acknowledge visitors' requests to speak only on topics as listed on the Personnel Commission special meeting agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- D. ACTION AGENDA ITEMS
 - 1. Request for Advanced Salary Placement – School Occupational Therapist
- E. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: June 5, 2019

Subject: Request for Advanced Salary Placement (PCRR 170.2.1)
School Occupational Therapist

According to PCRR 170.2.1: All new regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. The hiring rate will be the first step of the salary range. ***However, a new employee may be provided with advanced step placement by the Personnel Commission based upon such factors as:***

- 170.2.1.1 Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.
- 170.2.1.2 The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Difficulty Experienced in the Recruitment for School Occupational Therapist

The Personnel Commission has designated the School Occupational Therapist recruitment as “continuous” due to the extremely difficult nature of recruitment for the class.

The District currently has two (2) full-time, 8 hours/day, School Occupational Therapist vacancies. One of these positions has been vacant for over a year. As a result, the District is currently contracting with outside agencies to fulfill the needs of our students, and to ensure the District is in compliance with approved IEP’s. Although the salary range for this classification was recently modified, it still remains a very challenging position to fill.

The Classified HR Department recently completed the recruitment process to establish an eligibility list to fill these positions. After the initial round of final interviews, the first recommended hire declined our job offer to pursue another employment opportunity. Although we have candidates who the District would like to hire, we are still short the appropriate number of ranks on the eligibility list to fill these positions. If one of the selected candidates was to decline a job offer, we do not have any other ranks we can currently pull from.

Additional Skills/Qualifications that Make Candidates Especially Qualified for the Position

The minimum qualifications for School Occupational Therapist are as follows:

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor’s degree in occupational therapy or related field and one year experience working with students with various disabilities in a rehabilitative setting.

LICENSES AND OTHER REQUIREMENTS:

Valid Occupational Therapist Certification issued by the American Occupational Therapy Certification Board.

Valid State Occupational Therapist license.

Valid California driver's license.

We currently have two outstanding candidates with exceptional qualifications to whom we've made job offers based on Step 1 of the salary range. Both candidates exceed the minimum qualifications for the position. One candidate currently has a pending job offer higher than our step 2. The other candidate currently earns approximately the equivalent of our step 2, but brings 22 years of occupational therapist experience to the position including 17 years working in a school environment, which is very uncommon to find amongst OT candidates since many of them have worked solely in medical or clinic settings. The Personnel Commissioners are being provided with a copy of each candidate's application for review.

Recommendation

Classified Human Resources has partnered closely with the Special Education and Budget & Finance Departments over the last several months to increase recruitment efforts to fill our Occupational Therapists positions. I have recently met with Mr. Marcus Konantz, Director of Special Education and Kerry Newlee, Assistant Director of Special Education to review the status of their final candidates and pending job offers. Mr. Konantz has requested that the two recommended candidates for hire be approved for advanced salary placement at step 3 of the range, based on each of the candidate's background and experience. As explained above, School Occupational Therapists remain one of the most difficult jobs to recruit for; and because we receive very few, even minimally qualified candidates for the classification, it is strongly recommended that the Personnel Commission approve the advanced salary placement at step 3 of salary range 360 for the recommended candidates. We are required to provide these services to our students, and should the vacancies go unfilled, the district will have to continue contracting out for these services at a significantly higher cost than the cost of a regular employee.

The PCRR's provide that if a new employee is hired at a rate higher than other incumbents in the same classification, all of the incumbents who are below the approved advanced placement will be moved to the same step as the new employee. We currently have one incumbent in the School Occupational Therapist classification who is at step 2, but will advance to step 3 as of September 1, 2019. If the Personnel Commission approves the request to place our new hires at step 3, the current incumbent at step 2 will advance to step 3 as of August 20, 2019. This is only nine days earlier than scheduled, and thus the extra cost to the district would be minimal.

It is therefore recommended that the Personnel Commission approve placing the new hire School Occupational Therapists at step 3, effective with the first day of their established work calendar for the 2019-20 school year.

Attachments: School Occupational Therapist job description