

Compensation and Benefits

The Pleasant Valley School District offers a competitive compensation and benefits package. The salary range for this position is \$106,725 to \$129,751 annually. Placement in the salary range is based on the successful candidate's applicable education and experience. Management employees who possess a Master's degree also receive a \$500 annual stipend; Doctorate degree is a \$1,000 annual stipend.

The benefits package includes:

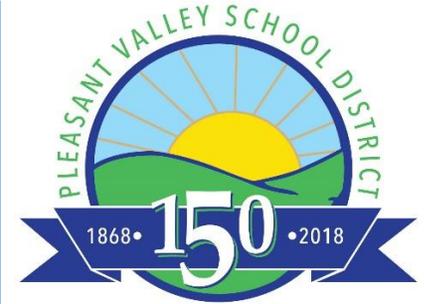
- CalPERS Retirement: 2% @ 55 for Classic Members; 2% @ 62 for New Members. The District also participates in Social Security.
- Medical, Dental and Vision Insurances: For the 2018-19 school year, the District contributes up to \$15,300 towards health benefits. A variety of HMO and PPO plans are offered through Kaiser and Anthem Blue Cross. In addition, Delta Dental and Vision Service Plan (VSP) are available to employees.
- Life Insurance: \$50,000 life insurance policy is provided.
- 457 Plan: Tax deferred 457 plan participation is offered.
- Aflac Optional Benefits: Pretax and Post-tax accident, hospital, cancer, and disability insurance plans are available.
- Sick Leave: 14 days per year
- Vacation Leave: 22 days per year
- Paid Holidays: 13 days per year
- Floating Holidays: 3.5 days per year



Application and Hiring Process

To be considered for this opportunity, please follow the application instructions on the Classified Human Resources page at: www.pleasantvalleysd.org. All required application materials must be submitted no later than 4:30 p.m. on Friday, July 27, 2018, in order to be considered. Selected candidates will be invited to a structured interview tentatively scheduled for Friday, August 3, 2018.

Employment Opportunity



Pleasant Valley School District Personnel Commission



*Invites your interest
for the position of*

Director of Classified Human Resources

**\$106,725 to \$129,751 Annually
Additional \$500 Annually for Master's Degree**



Apply by: 4:30 p.m. on Friday, July 27, 2018



Tentative Structured Interview Date: August 3, 2018

The Camarillo Community

The community of Camarillo is located mid-way between the hustle and bustle of Los Angeles, and the serenity of the City of Santa Barbara. With beautiful mountains to the east, and the beaches located a short 15-minute drive away, Camarillo is the ideal location to partake in an active lifestyle, or simply relax and enjoy the near-perfect Mediterranean climate and average year-round temperature of 72 degrees.

Camarillo's premium outlet mall with over 160 retailers, IMAX movie theater, and a variety of dining options makes Camarillo a shopping destination that attracts visitors from around the world. However, Camarillo maintains a small town feel interspersed with agricultural fields, the Camarillo Ranch, and a small downtown area with a variety of eateries and pubs. The community is home to the California State University-Channel Islands. There are many recreational opportunities provided through the Pleasant Valley Recreation and Parks District, including over 300 acres of parkland, open space and recreation areas, walking paths, soccer/baseball fields, tennis/pickleball courts and a community pool. Learn more about the wonderful community of Camarillo at www.visitcamarillo.com.

About the District

The school district operates six elementary schools, three K-8 schools and two middle schools, as well as preschool and child care programs. The District employs approximately 320 classified employees. An estimated 65 positions in maintenance, transportation and food services are represented by the Service Employees' International Union (SEIU), Local 99, and the remainder of the classified employees are not represented by a union. The Community recently passed a \$118 million school bond in the June 2018 election, thereby providing the opportunity for many wonderful improvements and upgrades throughout the district in the coming years.



The Position

The Director of Classified Human Resources is appointed by the Personnel Commission, and serves as a member of the district's executive cabinet. The Director is responsible for a budget of \$415,000, and oversees one full-time Human Resources Specialist and one full-time Human Resources Assistant. The Human Resources staff is proficient, experienced and operates as a collaborative team. A priority for the new

Director will be to continue working towards electronic processing of human resources actions and activities, as well as ensuring ongoing and frequent communication with employees via the website and other methods in order to promote transparency and build relationships.

The primary responsibilities for this position include oversight of, and participation in, recruitment and selection activities; classification and compensation; leave of absence and interactive process meetings; employee/labor relations; employee performance management and discipline; Personnel Commission Secretary; Merit Rules interpretation, application and updates; budget management and development; substitute coverage coordination; onboarding and separation activities; payroll and personnel status changes; and, training and staff development. See the complete classification specification on the PVSD website for full description of job duties.

The Ideal Candidate will...

- ❖ be an effective leader with the ability to establish and maintain positive and collaborative working relationships with the Personnel Commission, District Administration, Board of Trustees, SEIU, and classified employees.
- ❖ support and encourage training and development for Personnel Commission staff.
- ❖ provide expert advice and assistance to employees, the Personnel Commission and District Administration regarding public sector classified human resources issues in all areas of responsibility.
- ❖ have strong analytical and research skills, and have the ability to creatively address issues and challenges within legal parameters.
- ❖ have impeccable ethics, morals and values. This position is often privy to sensitive information requiring compassion, understanding, and confidentiality. It is critical that the ideal candidate demonstrate fairness and honesty in all matters.
- ❖ be familiar with the California Education Code as it relates to Merit System school districts. Completion of the California School Personnel Commissioners Association Merit Academy is desired.

Qualifications

Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Bachelor's degree (preferably in a related field) and five years of increasingly responsible professional experience in the administration of human resources in a public school setting or school site administrative experience with completion of the CSPCA Merit Academy.

PLEASANT VALLEY SCHOOL DISTRICT
Supplemental Questionnaire for
Director of Classified Human Resources

This supplemental questionnaire has been designed to obtain information about your education, training, and experience as it relates to the position of Director of Classified Human Resources. Completion of the supplemental questionnaire is required of all applicants and must be submitted, along with an official employment application, on or before the final filing date of July 27, 2018, by 4:30 p.m.

As you prepare your responses to this questionnaire, be aware that you are competing in the first phase of the examination process. It is your responsibility to assure that all information you deem important to your candidacy is included with your application and this questionnaire. Incomplete, illegible or vague responses may disqualify your application. References to other documents such as resumes or the application form will not be accepted.

Experts in the field will evaluate this supplemental questionnaire and your official application. Their evaluation will be based on the technical information, background, training, experience, creative thought, soundness of reasoning and understanding of the field as evidenced by your answers, as well as your ability to provide clear, concise and orderly responses demonstrating correct English usage.

BE SURE TO INCLUDE YOUR FULL NAME ON EACH PAGE OF YOUR SUPPLEMENTAL QUESTIONNAIRE.

Please limit your answers to 1/2 page per question/sub-question.

1. Describe your experience administering a classification and compensation system. Include your experience with the following:
 - A) Recommending new classifications and/or classification modifications;
 - B) Performing reclassifications; and,
 - C) Analyzing salary data and recommending salary placement.In your answer, specify the name(s) of the organization where you worked, your job title, and dates of employment.
2. Describe your experience performing recruitment, testing and selection activities. Include your experience with the following:
 - A) The types of examinations you have developed (written, oral, performance, etc.); and,
 - B) The types of classifications for which you have conducted recruitment activities.In your answer, specify the name(s) of the organization where you worked, your job title, and dates of employment.
3. Describe your experience researching and gathering data, formulating recommendations, and presenting recommendations to an audience. In your answer, specify the name(s) of the organization where you worked, your job title, and dates of employment.
4. Describe your experience advising management regarding employee performance issues and the discipline process. In your answer, specify the name(s) of the organization where you worked, your job title, and dates of employment.