PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

May 3, 2023
5:00 P.M.
Meeting # 907

Personnel Commission Members

Kathleen Hobiger, Chairperson
Lori Rhoades, Vice Chairperson
Sandy Handin, Member

Staff Members

Ginan Henson, Director of Classified Personnel Services
Irma Flynn, Senior Administrative Assistant

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting April 12, 2023 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)
- Public Hearing – Final Reading Proposed Annual Budget of the Personnel Commission for Fiscal Year 2023-2024

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Reallocation of Warehouse & Distribution Supervisor Classification on the Salary Schedule- *Discussion; Action*

GENERAL ITEMS

- 2022-2023 Budget Status – *Information; Discussion*
- 2023-2024 Personnel Commission Budget – Final Reading and Adoption - *Discussion; Action*
- Updating Merit Rules – *Discussion*

INFORMATION

- Calendar of Personnel Commission Meetings – *Information*
- Job Opportunities – *Information*

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : April 28, 2023

Pursuant to Government Code Section 54957.5, any document, that is public record, and relates to an open session agenda item of a regular meeting of the PC, is available for public review at the Educational Service Center, Classified Personnel Services, 101 W. Cochran Street, Simi Valley, CA 93065.

Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight (48) hours advance notice is required to meet special needs for public meetings. Upon written request, materials in alternative formats will be provided for individuals with disabilities. Please contact Classified Personnel Services, 805.306.4500, ext. 4062.

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room
101 W. Cochran St.
Simi Valley, CA 93065

April 12, 2023
5:00 P.M.
Meeting # 906

Personnel Commission Members	Arrived
Kathleen Hobiger, Chairperson	5:00 P.M.
Lori Rhoades, Vice Chairperson	5:00 P.M.
Sandy Handin, Member	5:00 P.M.

Staff Members	
Ginan Henson, Director, Classified Personnel Services	5:00 P.M
Irma Flynn, Senior Administrative Assistant	5:00 P.M

The meeting was called to order at 5:00 P.M. by Kathleen Hobiger, Chairperson. **Call to Order**

The flag salute was led by Ms. Hobiger. **Flag Salute**

Agenda
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Agenda, as amended. Motion #23.0412.1
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent- None.

Consent Agenda
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #23.0412.2
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Minutes
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of March 15, 2023, as presented. Motion #23.0412.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Commission Comments
No comments.

Public Comments
Lynn Wood said hi to everyone and that she hoped everyone was good.

Personnel Items
Director's Report
Ms. Henson reported ESY Applications for clerical, paraeducator, transportation, child nutrition, and campus supervisor positions that are needed are online and closing on April 21, 2023. She has been working with VCOE and Risk Management department on finding out about adding driving to job descriptions and how that might bring a change to qualifications on some jobs. There is a need for someone to drive special education students to job experience opportunities. Discussion between Personnel Commissioners ensued. Per Ms. Henson, no districts are doing a DMV pull notice or random testing on non DOT positions. There has been an influx on Interactive Process meetings for medical lay-offs. Classified staff has a couple of upcoming webinars-How to Handle Employee Complaints and HR Leadership by School Services of California.

General Items

The 2022-2023 Budget was reviewed and discussed. — 2022-2023 Budget Status

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the 2023-2024 Personnel Commission Budget Public Hearing to be held on May 3, 2023 in conjunction with the Regular PC Meeting on that date.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None. — Scheduling of the 2023-2024 PC Budget Public Hearing Motion #23.0412.4

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved a Resolution in Honor of Classified Employees Week, May 21-27, 2023, as amended.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None. — Approval of a Resolution in Honor of Classified School Employees Week Motion #23.0412.5

Information

Future Commission meeting dates were announced:
May 3, 2023…. May 24, 2023 …... June 14, 2023..... 5:00 p.m. Board Room — Meeting Dates

Job Opportunities were announced for: Health Services Assistant; Senior Mechanic. — Job Opportunities

Future Consideration

No items for future consideration.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:49 p.m. — Motion #23.0412.6
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice Chairperson

Sandy Handin, Member

SIMI VALLEY UNIFIED **SCHOOL DISTICT**

PERSONNEL COMMISSION
ANNUAL BUDGET
2023-24 FISCAL YEAR

			2022-23 Current Budget	2023-24 Proposed Budget
2000	**CLASSIFIED SALARIES**			
	2300	Administrative Personnel	122,720	155,297
		Commission Members	2,700	3,000
	2400	Clerical & Other Office	207,861	264,150
	2900	Other		
		Subtotal	**$ 333,281**	**$ 422,447**
3000	**EMPLOYEE BENEFITS**			
	3100	STRS		
	3200	PERS	83,868	111,658
	3300	OASDI & Medicare	25,497	31,627
	3400	Health & Welfare Benefits	124,080	120,384
	3500	SUI	1,667	2,068
	3600	Worker's Compensation	9,165	11,517
	3900	Other Benefits	2,940	2,850
		Subtotal	**$ 247,217**	**$ 280,104**
4000	**SUPPLIES**			
	4300	Other Supplies	250	500
		Literature, Periodicals		
		Office Supplies	4,266	1,248
		Examinations Purchase		
		Printing & Forms	750	500
		Other	750	400
	4400	Non-Capitalized Equipment		3,000
		Subtotal	**$ 6,016**	**$ 5,648**

[1] Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

[2] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board *(Education Code Section 45250)*.

[3] Group medical benefits cannot be provided to former Personnel Commission members.

SIMI VALLEY UNIFIED SCHOOL DISTICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2023-24 FISCAL YEAR

			2022-23 Current Budget	2023-24 Proposed Budget
5000	**SERVICES & OTHER OPERATING EXPENSES**			
	5200	**Travel & Conference Expense**		
		Mileage (Local)	240	400
		Other		
		Conference	10,000	10,000
	5300	**Dues & Membership**	3,500	3,500
	5500	**Utilities & Operating Expenses**		
		Electricity		
		Heat		
		Water		
		Other		
	5600	**Rentals, Leases & Repairs**		
		Leasing of Equipment		
		Equipment Maintenance Contracts		
		Other		
	5800	**Other Services & Operating Expenses**		
		Advertising	3,000	5,000
		Salary Classification Surveys	6,484	6,000
		Physical Examination		
		Fingerprinting		
		Other Recruitment Expense	2,500	2,850
		Legal Expenses	50,000	50,000
		Contracted Testing	5,250	8,200
		Contracted Personnel Services	18,699	19,500
		Other	2,000	2,000
	5900	**Communications**		
		Telephone/Fax		
		Postage	500	500
		Other		
		Subtotal	**$ 102,173**	**$ 107,950**

SIMI VALLEY UNIFIED SCHOOL DISTICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2023-24 FISCAL YEAR

			2022-23 Current Budget	2023-24 Proposed Budget
6000	**EQUIPMENT**			
	6400	**New Equipment**		
		Office Furniture		
		Office Equipment		
		Other		
	6500	**Equipment Replacement**		
		Subtotal	**$ 0**	**$ 0**

Total Budget Designated for Personnel Commission	**$ 688,687**	**$ 816,149**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2022-2023 P.C. BUDGET

530 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2022-2023 Approved Budget	Revised Budget	County Approved Budget*	Current Budget Status as of 4/28/2023		
					Encumbered	Expensed	County Approved Budget Balance
530-0RET	**RETIREE BENS**						
(166928) 010-3702-0000-0-0000-7490-165-530-0RET-0	OPEB CLAS, UNDISTRIB,UNRES	4,800.00	4,800.00		400.00	2,000.00	-2,400.00
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un	2,400.00	2,400.00	2,400.00			2,400.00
Total for Optional 0RET		**7,200.00**	**7,200.00**	**2,400.00**	**400.00**	**2,000.00**	**0.00**
530-0257	**PERSONNEL COMISSIONERS SALARIES**						
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	3,550.00	2,700.00		1,250.00	1,450.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0		685.00	685.00				0.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	167.00	195.00	207.00		39.90	167.10
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	24,481.00	24,481.00	23,396.00	4,126.74	20,354.70	-1,085.44
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	14.00	18.00	14.00		6.25	7.75
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	74.00	98.00	75.00		34.45	40.55
Total for Optional 0257		**28,121.00**	**29,027.00**	**26,392.00**	**4,126.74**	**21,685.30**	**579.96**
530-0270	**PERSONNEL COMISSION STAFF OT**						
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT	2,049.00	2,049.00	2,049.00		598.33	1,450.67
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR	520.00	520.00	519.00		4.76	514.24
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	127.00	127.00	157.00		45.82	111.18
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	10.00	10.00	10.00		2.98	7.02
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	56.00	56.00	56.00		16.48	39.52
Total for Optional 0270		**2,762.00**	**2,762.00**	**2,791.00**	**0.00**	**668.37**	**2,122.63**
530-0271	**OFFICE SUPPLIES**						
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	1,200.00	1,000.00	1,200.00		361.80	838.20
Total for Optional 0271		**1,200.00**	**1,000.00**	**1,200.00**	**0.00**	**361.80**	**838.20**
530-0276	**CONTRACTED PERSONNEL SERVICES**						
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	5,250.00	5,250.00	5,250.00		5,000.00	250.00
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	18,699.00	18,699.00	18,699.00		18,286.91	412.09
Total for Optional 0276		**23,949.00**	**23,949.00**	**23,949.00**	**0.00**	**23,286.91**	**662.09**
530-0278	**STAFF MILEAGE**						
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	240.00	240.00	240.00		101.97	138.03
Total for Optional 0278		**240.00**	**240.00**	**240.00**	**0.00**	**101.97**	**138.03**
530-0279	**ADVERTISING**						
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	3,000.00	3,000.00	3,000.00		1,823.68	1,176.32
Total for Optional 0279		**3,000.00**	**3,000.00**	**3,000.00**	**0.00**	**1,823.68**	**1,176.32**
530-0284	**DUES & MEMBERSHIP**						
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,500.00	3,500.00	3,500.00		1,280.00	2,220.00
Total for Optional 0284		**3,500.00**	**3,500.00**	**3,500.00**	**0.00**	**1,280.00**	**2,220.00**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2022-2023 P.C. BUDGET

530 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2022-2023 Approved Budget	Revised Budget	County Approved Budget*	Current Budget Status as of 4/28/2023 Encumbered	Expensed	County Approved Budget Balance
530-0286	**EQUIPMENT > $500**						
(096277) 010-4490-0000-0-0000-7490-165-530-0286-0	EQ <$15,000,UNDISTRIB,UNRESTRICTED		3,266.00		1,613.76		
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	3,066.00		3,066.00			3,066.00
Total for Optional 0286		**3,066.00**	**3,266.00**	**3,066.00**	**1,613.76**	**0.00**	**3,066.00**
530-0669	**TRAVEL & CONFERENCE**						
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	10,000.00	10,000.00	10,000.00		6,892.31	3,107.69
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,000.00	2,000.00	2,000.00	510.00	840.00	650.00
Total for Optional 0669		**12,000.00**	**12,000.00**	**12,000.00**	**510.00**	**7,732.31**	**3,757.69**
530-0BV5	**POSTAGE**						
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	500.00	500.00			500.00
Total for Optional 0BV5		**500.00**	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**
530-0DER	**CONSULTANTS**						
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	6,484.00	6,484.00			6,484.00
Total for Optional 0DER and Expense accounts		**6,484.00**	**6,484.00**	**6,484.00**	**0.00**	**0.00**	**6,484.00**
530-0E92	**DIRECTOR'S SALARY**						
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI	118,085.00	140,334.00	122,720.00	23,766.20	116,567.56	-17,613.76
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN						0.00
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	29,958.00	35,603.00	31,134.00	6,029.48	29,573.19	-4,468.67
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	9,018.00	10,697.00	9,388.00	1,810.46	8,886.83	-1,309.29
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	28,909.00	29,179.00	27,820.00	4,938.66	24,240.30	-1,358.96
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	589.00	699.00	614.00	118.34	580.85	-85.19
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	3,247.00	3,859.00	3,375.00	653.58	3,205.64	-484.22
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	100.00	100.00	120.00	20.00	80.00	20.00
Total for Optional 0E92		**189,906.00**	**220,471.00**	**195,171.00**	**37,336.72**	**183,134.37**	**-25,300.09**
530-0MWW	**EMPLOYEE RECOGNITION**						
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-0	MATLS/SUPPS	250.00	250.00	250.00			250.00
Total for Optional 0MWW		**250.00**	**250.00**	**250.00**	**0.00**	**0.00**	**250.00**
530-0N55	**PRINTING & XEROX USAGE**						
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP	750.00	750.00	750.00		51.00	699.00
Total for Optional 0N55		**750.00**	**750.00**	**750.00**	**0.00**	**51.00**	**699.00**
530-0RFN	**ATTORNEY FEES**						
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	50,000.00	50,000.00	19,857.50	142.50	30,000.00
Total for Optional 0RFN		**50,000.00**	**50,000.00**	**50,000.00**	**19,857.50**	**142.50**	**30,000.00**
530-0W95	**INTERVIEW PANEL EXPENSES**						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	750.00	1,521.00	750.00	117.48	265.73	366.79
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,500.00	1,729.00	2,500.00	284.02	1,099.12	1,116.86

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2022-2023 P.C. BUDGET

530 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2022-2023 Approved Budget	Revised Budget	County Approved Budget*	Current Budget Status as of 4/28/2023 Encumbered	Expensed	County Approved Budget Balance
Total for Optional 0W95		**3,250.00**	**3,250.00**	**3,250.00**	**401.50**	**1,364.85**	**1,483.65**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**						
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	138,259.00	159,692.00	143,831.00	27,288.30	132,404.07	-15,861.37
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	35,076.00	40,482.00	36,490.00	6,923.08	33,591.02	-4,024.10
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,395.00	11,793.00	11,003.00	2,000.80	9,788.01	-785.81
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	38,498.00	39,191.00	55,640.00	6,630.82	32,560.10	16,449.08
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	679.00	771.00	719.00	130.76	639.72	-51.48
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,802.00	4,392.00	3,955.00	750.42	3,641.15	-436.57
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	200.00	200.00	240.00	40.00	160.00	40.00
Total for Optional 0242 and Expense accounts		**226,909.00**	**256,521.00**	**251,878.00**	**43,764.18**	**212,784.07**	**-4,670.25**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**						
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	60,386.00	51,976.00	61,981.00	14,389.32	36,795.26	10,796.42
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	15,320.00	13,074.00	15,725.00	3,650.58	9,423.91	2,650.51
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,619.00	3,976.00	4,742.00	1,100.76	2,814.77	826.47
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	15,758.00	6,554.00	17,224.00	2,886.00	7,655.60	6,682.40
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	302.00	258.00	310.00	71.94	181.79	56.27
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,661.00	1,429.00	1,704.00	395.70	1,033.64	274.66
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	150.00	100.00	180.00	30.00	70.00	80.00
Total for Optional 0353 and Expense accounts		**98,196.00**	**77,367.00**	**101,866.00**	**22,524.30**	**57,974.97**	**21,366.73**
TOTAL		**661,283.00**	**701,537.00**	**688,687.00**	**130,534.70**	**514,392.10**	**45,373.96**

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 4-28-2023

Classification Title	Number of Vacancies	Vacancy Locations	Open Date	Closing Date	Type of Exam	T&E Completed By	Test Date	Structured Interview Date	Eligibility List Established By	Comments
Adult Education Instructional Assistant, Machine Shop	1	SICE	Continuous	One week prior to test date	Multiple Choice Test, Structured Interview	N/A	TBD	TBD	TBD	
Adult Education Instructional Assistant, Welding	1	SICE	Continuous	One week prior to test date	Multiple Choice Test, Structured Interview	N/A	TBD	TBD	TBD	
Bus Driver	1	Student Safety & Transit	Continuous	One week prior to test date	Structured Interview	N/A	N/A	TBD	TBD	
Cafeteria Assistant	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Certified Educational Sign Language Interpreter	1	Mountain View	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Community Liaison	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Custodian	2	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	Processing Provisional Substitutes
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Groundskeeper	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Instructional Support Specialist, IBI	2	Various	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	Ongoing	
Library Assistant	2	Various	4/20/2023	5/11/2023	Multiple Choice Test; Structured Interview	N/A	Week of 5/15/23	Week of 5/22/23	Week of 5/27/23	
Machine Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	N/A	TBD	TBD	
Paraeducator	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	
Paraeducator Spanish	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Paraeducator - Visually Impaired	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Monthly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Paraeducator II, Special Education	1	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	Monthly (approx)	TBD	Ongoing	Processing Substitutes
Paraeducator, Deaf or Hard of Hearing	1	Student Support Services	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	Processing Substitutes
Passenger Vehicle Driver	1	Student Safety & Transit	Continuous	One week prior to the structured interview	Structured Interview	N/A	N/A	TBD	TBD	
School Services Assistant I	4	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	TBD	TBD	Ongoing	
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	TBD	

Upcoming Recruitments

Classification	Location
Cafeteria Services Specialist	Child Nutrition