PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

February 22, 2023
5:00 P.M.
Meeting # 904

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 January 18, 2023 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Classification Specification Benefit Plans Coordinator Revision – *Discussion; Action*

GENERAL ITEMS

- 2022-2023 Budget Status – *Information; Discussion*
- 2023 CSPCA Conference – *Information; Discussion*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : February 17, 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

Current Classified Recruitments as of 2-16-2023

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, ESL	1	SICE	2/16/2023	3/10/2023	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Week of 3/14/23	Week of 3/20/23	Week of 3/27/23	
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
Cafeteria Services Specialist	Multiple	Various	1/26/2023	2/16/2023	Multiple Choice Test, Structured Interview	N/A	Week of 2/21/23	Week of 2/27/23	Week of 3/6/23	
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
Delegated Behind the Wheel Driver	1	Student Safety and Transport	2/1/2023	2/24/2023	T&E, Structured Interview	Qualifying (pass/fail)	N/A	Week of 2/27/23	Week of 3/5/23	
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	
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
Systems Engineer	1	Information Technology	12/7/2022	1/25/2023	T&E, Structured Interview	Qualifying (pass/fail)	N/A	Early March 2023	Early March 2023	
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	TBD	

Upcoming Recruitments

Classification	Location
School Services Assistant III	Various

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 1/31/2023		
					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		1,000.00	1,400.00	-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**	**1,000.00**	**1,400.00**	**0.00**
530-0257	**PERSONNEL COMISSIONERS SALARIES**						
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	3,400.00	2,700.00		850.00	1,850.00
(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	190.00	207.00		27.86	179.14
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	24,481.00	24,481.00	23,396.00	10,316.85	14,164.59	-1,085.44
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	14.00	17.00	14.00		4.25	9.75
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	74.00	94.00	75.00		23.41	51.59
Total for Optional 0257		**28,121.00**	**28,867.00**	**26,392.00**	**10,316.85**	**15,070.11**	**1,005.04**
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		258.84	1,790.16
(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		19.81	137.19
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	10.00	10.00	10.00		1.30	8.70
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	56.00	56.00	56.00		7.14	48.86
Total for Optional 0270		**2,762.00**	**2,762.00**	**2,791.00**	**0.00**	**291.85**	**2,499.15**
530-0271	**OFFICE SUPPLIES**						
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	1,200.00	1,200.00	1,200.00			1,200.00
Total for Optional 0271		**1,200.00**	**1,200.00**	**1,200.00**	**0.00**	**0.00**	**1,200.00**
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	2,500.00	2,500.00	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**	**2,500.00**	**20,786.91**	**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		35.63	204.37
Total for Optional 0278		**240.00**	**240.00**	**240.00**	**0.00**	**35.63**	**204.37**
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		1,498.68	1,501.32
Total for Optional 0279		**3,000.00**	**3,000.00**	**3,000.00**	**0.00**	**1,498.68**	**1,501.32**
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		1,240.00	2,260.00
Total for Optional 0284		**3,500.00**	**3,500.00**	**3,500.00**	**0.00**	**1,240.00**	**2,260.00**

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 1/31/2023 Encumbered	Expensed	County Approved Budget Balance
530-0286	**EQUIPMENT > $500**						
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	3,066.00	3,066.00	3,066.00			3,066.00
Total for Optional 0286		**3,066.00**	**3,066.00**	**3,066.00**	**0.00**	**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	1,383.88	4,869.92	3,746.20
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,000.00	2,000.00	2,000.00		775.00	1,225.00
Total for Optional 0669		**12,000.00**	**12,000.00**	**12,000.00**	**1,383.88**	**5,644.92**	**4,971.20**
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	59,415.50	80,918.26	-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	15,073.70	20,528.97	-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	4,526.15	6,171.14	-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	12,346.65	16,832.31	-1,358.96
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	589.00	699.00	614.00	295.85	403.34	-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	1,633.95	2,225.27	-484.22
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	100.00	100.00	120.00	50.00	50.00	20.00
Total for Optional 0E92		**189,906.00**	**220,471.00**	**195,171.00**	**93,341.80**	**127,129.29**	**-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		34.00	716.00
Total for Optional 0N55		**750.00**	**750.00**	**750.00**	**0.00**	**34.00**	**716.00**
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	1,050.00	750.00	199.47	736.78	-186.25
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,500.00	2,200.00	2,500.00		233.19	2,266.81
Total for Optional 0W95		**3,250.00**	**3,250.00**	**3,250.00**	**199.47**	**969.97**	**2,080.56**

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 1/31/2023		
					Encumbered	Expensed	County Approved Budget Balance
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	67,315.53	92,376.84	-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	17,078.02	23,436.08	-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	4,932.73	6,856.09	-785.82
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	38,498.00	39,191.00	55,640.00	16,577.05	22,613.87	16,449.08
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	679.00	771.00	719.00	322.37	448.11	-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	1,851.18	2,540.39	-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	100.00	100.00	40.00
Total for Optional 0242 and Expense accounts		**226,909.00**	**256,521.00**	**251,878.00**	**108,176.88**	**148,371.38**	**-4,670.26**
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	63,900.00	61,981.00	10,243.45	16,003.01	35,734.54
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	15,320.00	16,099.00	15,725.00	2,598.80	3,948.04	9,178.16
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,619.00	4,888.00	4,742.00	783.55	1,224.20	2,734.25
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	15,758.00	8,820.00	17,224.00	2,543.35	4,260.93	10,419.72
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	302.00	317.00	310.00	51.20	77.84	180.96
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,661.00	1,757.00	1,704.00	281.70	440.09	982.21
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	150.00	50.00	180.00	25.00	25.00	130.00
Total for Optional 0353 and Expense accounts		**98,196.00**	**95,831.00**	**101,866.00**	**16,527.05**	**25,979.11**	**59,359.84**
TOTAL		**661,283.00**	**719,841.00**	**688,687.00**	**253,303.43**	**348,594.35**	**86,789.22**

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION OF CLASSIFICATION BENEFIT PLANS COORDINATOR

Recommendation:

It is requested that the job description for the Benefit Plans Coordinator position be revised and updated to reflect the current needs of the District. The revisions include updated verbiage, a change in position supervision, and an update of the minimum qualifications.

Basis of Recommendation:

The previous classification description was created in 2006. Over time, the reporting process and the Affordable Care Act creation requires a greater need for accounting and reconciliation skills. We have moved to an online renewal process that will require a change in the oversight process- this duty has been added. Revisions were also made to update verbiage to reflect current standard language and updates to the minimum qualification section to align with the current format in use.

GH

Presented to the Personnel Commission on 2/22/2023

Position: **BENEFIT PLANS COORDINATOR**	Revisions:
Department/Site: Business Services	FLSA: Non-Exempt
Approved by: Personnel Commission, May 2006	Salary Range: 100 (Confidential)

Summary

Under the general direction of the Director of Safety and Risk Management, coordinates and administers the District's benefits programs including, but not limited to: health, dental and vision for employees and retirees: and is responsible for the full cycle of employee benefits administration. ~~administers employee benefits plans for the District by coordinating, implementing, and maintaining up-to-date files and reporting for programs that include, but are not limited to group health, other forms of group insurance, retirement, and. and statutory areas such as unemployment~~.

~~Distinguishing Career Features~~

~~The Benefit Plans Coordinator is a senior-level technical position in a multi-tiered career ladder within Business Services and serving all District personnel. Advancement to this position requires compliance with the position qualifications, the ability to conduct benefit plan orientations, and demonstrated ability to communicate, troubleshoot, resolve, and administer benefits plan conflicts, problems, and general provisions.~~

Essential Duties and Responsibilities

- Participates in the planning ~~design~~, ~~assembly,~~ implementation, and administration of comprehensive benefits programs designed to insure current and former employees.
- Provides regular communications about the benefits programs through open enrollments, ~~periodic~~ orientations for new and existing employees, written communications, and newsletters. Serves as District resource to employees, retirees, beneficiaries and COBRA participants for benefits information. Assists employees in solving problems with coverage.
- ~~Serves as a primary resource to employees for benefit questions. Establishes and maintains a customer service function that provides timely orientation, answers to questions, technical assistance, and problem solving to employees.~~
- Participates in collective bargaining committee processes, collecting data ~~advising~~ on benefit trends and performing analysis of proposals.
- Oversees and processes payments of District paid Health benefits and voluntary benefits; reconciles monthly employee benefit premiums invoices against internal records; resolves discrepancies in billings and employee eligibility.
- Coordinates and participates in the day-to-day administration of the benefit program elements. Assures that documents are processed on a timely basis, bills are processed, and required reports are completed.
- Coordinates and participates in the processing of enrollment, claims, and other benefits documentation~~. Collects and enters employee information onto HR databases.~~ Facilitates and instructs employees with online enrollment platform for ~~computer-aided~~ access to benefit plan selections.
- Ensures all benefits information is current and accurately maintained in the HRS system, departmental databases and files.
- Processes and monitors COBRA and other required procedures for eligible employees. Ensures that required notifications are communicated to employees. Receives and accounts for payments.
- Receives and reviews documentation on new employees. Verifies information and eligibility for benefits and retirement.
- Maintains benefit records for employees on variable payrolls, computing and adjusting deductions based on predetermined prorating formulas.
- ~~Provides specific aspects of new employee orientation on personnel policies and procedures. Assembles and distributes packets containing information on the District, group benefit plans, and policies and procedures~~.
- Formulates complex statistical reports and summaries related to benefits for senior management staff and third party providers.

- ~~Maintains statistical and other records of benefit plan activity.~~ Provides support to cost and benefit plan performance reviews.

- Work with District benefit vendors to resolve employee/retiree benefits claim procedures and eligibility issues.
- ~~Compiles reports for external agencies and third-party providers. Compiles statistics and trends.~~ ~~Calculates employee costs for specially funded programs~~.
- Serves and/or acts as a liaison to a variety of employee relations committees and plan administrators.
- Responds to requests for information using discretion and judgment when discussing confidential and/or sensitive information.
- Coordinates benefits provisions for eligible retirees and accounts receivable. ~~Coordinates~~ Responsible for year-end reporting for items such as taxable income and medicare.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires:

- Specialized program knowledge of group employee benefits programs including all forms of insurance, and statutory requirements.
- Working knowledge of the laws and regulations affecting benefits administration, including Affordable Care Act reporting.
- Knowledge of generally accepted personnel management practices, fair employment practices, and other laws governing human resources.
- In-depth working knowledge of personnel records and data entry requirements for human resources information systems.
- Working knowledge of other human resource functions such as employment, payroll, and employee communications.
- Knowledge of personal computers and common office productivity applications such as office suites, spreadsheets, and relational databases used in accounting and human resources.
- Basic accounting schools for budgeting and reconciling billing.
- Human relations skills sufficient to communicate technical concepts to others in individual and small group settings and to exercise patience when dealing with employees.
- Skill at preparing effective written communications.
- Sufficient math skill to compute basic statistics, present value, and cost-benefit analysis.

- **Abilities**

Requires the ability to:

- Carry out all aspects of the position.
- Coordinate, maintain, and document group benefits program elements, including the ability to setup employee enrollment services.
- Interpret the policies, procedures, ~~techniques~~ and rules governing human resources management.
- Organize the work station for efficient customer service and timely document processing.
- Conduct orientation.
- Maintain confidentiality of employee information and certain communications governing employee records.
- Coordinate and perform subject specific projects.
- Perform advanced math calculations.
- Convert involved technical and legal information into practical communications.
- Interpret labor contract provisions governing the area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- ~~Achieve harmony and cooperation in communications with others.~~
- Prepare professional correspondence for routine communications with insiders and outsiders.

- ~~**Physical Abilities**~~

~~Requires:~~

- ~~Ability to function indoors in an office environment engaged in work of primarily a sedentary nature~~
- ~~Ambulatory ability to sit, often for long periods of time~~
- ~~Near visual acuity to read printed materials and microcomputer screen~~
- ~~Auditory ability to carry on conversations in person, with small groups, and over the phone~~
- ~~Ability to retrieve work materials~~
- ~~Manual and finger dexterity to write, use a pointing device and keyboard to operate microcomputer, and other office equipment, almost constantly requiring repetitive motions.~~

- **Education and Experience**

A bachelor's degree, preferably with coursework in business administration, human resources, accounting or related field, **AND** one year of experience performing fiscal record-keeping related to business accounting, employee benefits administration, risk management, or human resources.

OR

An associate degree, preferably with coursework in business administration, human resources, accounting or related field, **AND** three years of experience performing fiscal record-keeping related to business accounting, employee benefits administration, risk management, or human resources.

OR

A high school diploma or GED, **AND** five years of experience performing fiscal record-keeping related to business accounting, employee benefits administration, risk management, or human resources.

~~Requires an Associate degree with coursework in human resources, accounting or related field, and four years of progressive experience in human resources, benefit plan administration, or an equivalent function encompassing employee benefit plans. Additional applicable experience may be substituted for higher education on the basis of two years of experience for one year of college~~.

- **Licenses and Certificates**

May require a valid California drivers license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Benefit Plans Coordinator

Purpose Statement

Under the general direction of the Director of Safety and Risk Management, coordinates and administers the District's benefits programs including, but not limited to: health, dental and vision for employees and retirees. This position is responsible for the full cycle of employee benefits administration.

Essential Functions

- Participates in the planning, implementation, and administration of comprehensive benefits programs designed to insure current and former employees.
- Provides regular communications about the benefits programs through open enrollments, orientations for new and existing employees, written communications, and newsletters. Serves as District resource to employees, retirees, beneficiaries and COBRA participants for benefits information. Assists employees in solving problems with coverage.
- Participates in collective bargaining committee processes, collecting data on benefit trends and performing analysis of proposals.
- Oversees and processes payments of District paid Health benefits and voluntary benefits; reconciles monthly employee benefit premiums, invoices against internal records; resolves discrepancies in billings and employee eligibility.
- Coordinates and participates in the day-to-day administration of the benefits program elements. Assures that documents are processed on a timely basis, bills are processed, and required reports are completed.
- Coordinates and participates in the processing of enrollment, claims, and other benefits documentation. Facilitates and instructs employees on usage of online enrollment platform for access to benefit plan selections.
- Ensures all benefits information is current and accurately maintained in the HRS system, departmental databases and files.
- Processes and monitors COBRA and other required procedures for eligible employees. Ensures that required notifications are communicated to employees. Receives and accounts for payments.
- Receives and reviews documentation on new employees. Verifies information and eligibility for benefits and retirement.
- Maintains benefit records for employees on variable payrolls, computing and adjusting deductions based on predetermined prorating formulas.
- Formulates complex statistical reports and summaries related to benefits for senior management staff and third-party providers.
- Provides support to cost and benefit plan performance reviews.
- Work with District benefit vendors to resolve employee/retiree benefits claim procedures and eligibility issues.
- Serves and/or acts as a liaison to a variety of employee relations committees and plan administrators.
- Responds to requests for information using discretion and judgment when discussing confidential and/or sensitive information.
- Coordinates benefits provisions for eligible retirees and accounts receivable. Responsible for year-end reporting for items such as taxable income and Medicare.
- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills and Knowledge:

DRAFT

- Specialized program knowledge of group employee benefits programs including all forms of insurance, and statutory requirements.
- Working knowledge of the laws and regulations affecting benefits administration, including Affordable Care Act reporting.
- Knowledge of generally accepted personnel management practices, fair employment practices, and other laws governing human resources.
- In-depth working knowledge of personnel records and data entry requirements for human resources information systems.
- Working knowledge of other human resource functions such as employment, payroll, and employee communications.
- Knowledge of personal computers and common office productivity applications such as office suites, spreadsheets, and relational databases used in accounting and human resources.
- Basic accounting skills for budgeting and reconciling billing.
- Human relations skills sufficient to communicate technical concepts to others in individual and small group settings and to exercise patience when dealing with employees.
- Skill at preparing effective written communications.
- Math skill sufficient to compute basic statistics, present value, and cost-benefit analysis.

Ability to:

- Carry out all aspects of the position.
- Coordinate, maintain, and document group benefits program elements, including the ability to setup employee enrollment services.
- Interpret the policies, procedures, and rules governing human resources management.
- Organize the work station for efficient customer service and timely document processing.
- Conduct orientation.
- Maintain confidentiality of employee information and certain communications governing employee records.
- Coordinate and perform subject specific projects.
- Perform advanced math calculations.
- Convert involved technical and legal information into practical communications.
- Interpret labor contract provisions governing the area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Prepare professional correspondence for routine communications with insiders and outsiders.

Education and Experience

A bachelor's degree, preferably with coursework in business administration, human resources, accounting or related field, **AND** one year of experience performing fiscal record-keeping related to business accounting, employee benefits administration, risk management, or human resources.

OR

An associate degree, preferably with coursework in business administration, human resources, accounting or related field, **AND** three years of experience performing fiscal record-keeping related to business accounting, employee benefits administration, risk management, or human resources.

OR

A high school diploma or GED, **AND** five years of experience performing fiscal record-keeping related to business accounting, employee benefits administration, risk management, or human resources.

Licenses and Certificates
A valid California driver's license may be required.

Working Environment

Work is performed indoors where minimal safety considerations exist.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary/100	Non-Exempt		

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

January 18, 2023
5:00 P.M.
Meeting # 903

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	
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 #23.0118.1
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 amended. Motion #23.0118.2
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 December 14, 2022, as amended. Motion #23.0118.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Ms. Rhoades said it was nice to see all. Commission Comments

No comments. Public Comments

Personnel Items
Ms. Flynn reported on behalf of Ms. Henson that she is anticipating a very informative CSPCA conference ahead. Printed schedules were handed out to Personnel Commissioners. She also shared that Shira has completed 94 recruitments to date while last fiscal year the total for the year was 160. Marissa Jenson will be joining the Classified Personnel Department as the HR Specialist. Ms. Henson is collaborating with Julie Ellis, Director of Personnel Services on creating a short video clip that the District can utilize for recruitment on social media. They are aiming to create something that conveys a unified theme/feel for District recruitment. Ms. Henson is hoping to complete an updated evaluation format that will include a category for assessing the skills that are essential to an employees' job function and that will provide more valuable feedback for improvement or goal setting for continued professional growth. Director's Report

General Items

The 2022-2023 Budget was reviewed and discussed.	2022-2023 Budget Status
2023-2024 Calendar of Regular Meetings was discussed.	2023-2024 Calendar of Regular Meetings
2023 CSPCA Conference was discussed.	2023 CSPCA Conference

Information

Future Commission meeting dates were announced: February 22, 2023 …. March 8, 2023..... April 12, 2023 …... 5:00 p.m. Board Room	Meeting Dates
Job Opportunities were announced for: Groundskeeper; Instructional Support Specialist, IBI; Lead Custodian; School Services Assistant III.	Job Opportunities

County budget deficit and repercussions.	**Future Consideration**

Adjournment

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:35 p.m. Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.	Motion #23.0118.4

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member