PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

December 14, 2022
5:00 P.M.
Meeting # 902

Personnel Commission Members

Sandy Handin, Chairperson
Kathleen Hobiger, Vice Chairperson
Lori Rhoades, 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 November 9, 2022 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

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

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*

GENERAL ITEMS

- 2022-2023 Budget Status – *Information; Discussion*
- Annual Election of Officers: Chairperson – *Action*
- Annual Election of Officers: Vice Chairperson – *Action*
- CSPCA Conference – *Information; Discussion*

CLOSED SESSION – In accordance with provisions in Government Code Section 54957:

- Public Employment Matters – Appointment, Employment, Performance Evaluation, Discipline, Dismissal, Release.

RETURN TO OPEN SESSION

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : December 9, 2022

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

November 9, 2022
5:00 P.M.
Meeting # 901

Personnel Commission Members	Arrived
Sandy Handin, Chairperson	5:00 P.M.
Kathleen Hobiger, Vice Chairperson	5:00 P.M.
Lori Rhoades, 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 Sandy Handin, Chairperson. **Call to Order**

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

Agenda
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Agenda, as presented. Motion #22.1109.1
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as amended. Motion #22.1109.2
Vote 3-0; Aye- Handin, Hobiger,and Rhoades; No-None; Abstained-None; Absent-None.

Minutes
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of October 19, 2022, as presented. Motion #22.1109.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

No comments. Commission Comments

No comments. Public Comments

Personnel Items
Ms. Henson reported that the Simi Valley Street Fair was really packed and people visiting the booth were very inquisitive about available positions and took the QR code pamphlets. All were gone by the end of the day. There has been an uptick in applications but it is not clear whether that was related to the fair attendance or the news of the 11% raise. Classified Personnel staff is scheduled for quite a few trainings, one of the pertaining to new disability and leave laws, and booked solid with testing and interviews. Ms. Henson congratulated Ms. Handin on being reelected the Board appointee. Director's Report

General Items

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

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved Classificaiton Specificatin Systems Engineer Revision, as presented.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None. — Classification Specification Systems Engineer Revision Motion #22.1109.4

Information

Future Commission meeting dates were announced: — Meeting Dates
December 14, 2022..... January 18, 2023…. February 8, 2023 ….. 5:00 p.m. Board Room

Job Opportunities were announced for: Assistant Dispatcher, Human Resources Specialist, Paraeducator Program Coordinator, School Office Manager I, School Office Manager II. — Job Opportunities

Future Consideration

No items for future consideration.

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:45 p.m. — Motion #22.1109.5
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member

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 10/31/2022		
					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		1,600.00	800.00	-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**	**1,600.00**	**800.00**	**0.00**
530-0257	**PERSONNEL COMISSIONERS SALARIES**						
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	2,700.00	2,700.00		450.00	2,250.00
(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	167.00	207.00		15.84	191.16
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	24,481.00	24,481.00	23,396.00	16,506.96	7,974.48	-1,085.44
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	14.00	14.00	14.00		2.25	11.75
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	74.00	74.00	75.00		12.39	62.61
Total for Optional 0257		**28,121.00**	**28,121.00**	**26,392.00**	**16,506.96**	**8,454.96**	**1,430.08**
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		124.88	1,924.12
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR	520.00	520.00	519.00			519.00
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	127.00	127.00	157.00		9.56	147.44
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	10.00	10.00	10.00		0.62	9.38
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	56.00	56.00	56.00		3.43	52.57
Total for Optional 0270		**2,762.00**	**2,762.00**	**2,791.00**	**0.00**	**138.49**	**2,652.51**
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	2,750.00
(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**	**20,786.91**	**3,162.09**
530-0278	**STAFF MILEAGE**						
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	240.00	240.00	240.00			240.00
Total for Optional 0278		**240.00**	**240.00**	**240.00**	**0.00**	**0.00**	**240.00**
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	40.00	1,200.00	2,260.00
Total for Optional 0284		**3,500.00**	**3,500.00**	**3,500.00**	**40.00**	**1,200.00**	**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 10/31/2022 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		300.00	9,700.00
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,000.00	2,000.00	2,000.00		275.00	1,725.00
Total for Optional 0669		**12,000.00**	**12,000.00**	**12,000.00**	**0.00**	**575.00**	**11,425.00**
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	118,085.00	122,720.00	95,064.80	39,724.15	-12,068.95
(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	29,958.00	31,134.00	24,117.92	10,078.02	-3,061.94
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	9,018.00	9,018.00	9,388.00	7,264.76	3,031.27	-908.03
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	28,909.00	28,909.00	27,820.00	19,754.64	9,424.32	-1,358.96
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	589.00	589.00	614.00	474.86	198.11	-58.97
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	3,247.00	3,247.00	3,375.00	2,614.32	1,092.42	-331.74
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	100.00	100.00	120.00	80.00	20.00	20.00
Total for Optional 0E92		**189,906.00**	**189,906.00**	**195,171.00**	**149,371.30**	**63,568.29**	**-17,768.59**
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			750.00
Total for Optional 0N55		**750.00**	**750.00**	**750.00**	**0.00**	**0.00**	**750.00**
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			50,000.00
Total for Optional 0RFN		**50,000.00**	**50,000.00**	**50,000.00**	**0.00**	**0.00**	**50,000.00**
530-0W95	**INTERVIEW PANEL EXPENSES**						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	750.00	750.00	750.00	85.23	276.55	388.22
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,500.00	2,500.00	2,500.00	88.18	145.01	2,266.81
Total for Optional 0W95		**3,250.00**	**3,250.00**	**3,250.00**	**173.41**	**421.56**	**2,655.03**

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 10/31/2022 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	138,259.00	143,831.00	107,209.96	47,144.66	-10,523.62
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	35,076.00	35,076.00	36,490.00	27,199.20	11,960.61	-2,669.81
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,395.00	10,395.00	11,003.00	7,860.06	3,520.53	-377.59
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	38,498.00	38,498.00	55,640.00	26,523.28	12,667.64	16,449.08
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	679.00	679.00	719.00	513.70	230.10	-24.80
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,802.00	3,802.00	3,955.00	2,948.34	1,296.50	-289.84
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	200.00	200.00	240.00	160.00	40.00	40.00
Total for Optional 0242 and Expense accounts		**226,909.00**	**226,909.00**	**251,878.00**	**172,414.54**	**76,860.04**	**2,603.42**
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	60,386.00	61,981.00	16,202.38	9,192.41	36,586.21
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	15,320.00	15,320.00	15,725.00	4,110.60	2,220.15	9,394.25
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,619.00	4,619.00	4,742.00	1,239.36	703.24	2,799.40
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	15,758.00	15,758.00	17,224.00	3,385.36	2,484.92	11,353.72
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	302.00	302.00	310.00	81.00	43.78	185.22
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,661.00	1,661.00	1,704.00	445.56	252.80	1,005.64
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	150.00	150.00	180.00	40.00	10.00	130.00
Total for Optional 0353 and Expense accounts		**98,196.00**	**98,196.00**	**101,866.00**	**25,504.26**	**14,907.30**	**61,454.44**
TOTAL		**661,283.00**	**661,283.00**	**688,687.00**	**365,610.47**	**189,211.23**	**133,865.30**

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 11-3-2022

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	
Assistant Dispatcher	1	Student Safety & Transit	10/28/2022	11/28/2022	Multiple Choice Test, Structured Interview	N/A	Week of 12/5/2022	Week of 12/12/2022	12/19/2022	
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	1	Royal HS	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Human Resources Specialist	1	Classified Personnel Dept	10/28/2022	11/28/2022	T&E, Multiple Choice Test, Structured Interview	Qualifying (pass/fail)	Week of 12/5/2022	Week of 12/12/2022	12/19/2022	
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	0	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	Monthly (approx)	TBD	Ongoing	Processing Substitutes
Paraeducator Program Coordinator	1	Student Support Services	10/20/2022	11/11/2022	T&E, Structured Interview	Qualifying (pass/fail)	N/A	Week of 11/14/2022	11/21/2022	
Paraeducator, Deaf or Hard of Hearing	0	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	Structured Interview	N/A	N/A	TBD	TBD	
School Office Manager I	1	Atherwood Elementary	10/20/2022	11/10/2022	Multiple Choice Test, Structured Interview, Online Computer Applications Test	N/A	Week of 11/28/2022	Week of 12/5/2022	12/12/2022	
School Office Manager II	Multiple	Various	10/20/2022	11/10/2022	Multiple Choice Test, Structured Interview, Online Computer Applications Test	N/A	Week of 11/28/2022	Week of 12/5/2022	12/12/2022	
School Services Assistant I	2	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
Systems Engineer		Information Technology