PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Training Center
101 W. Cochran Street
Simi Valley, CA

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

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 October 19, 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*
- Classification Specification Systems Engineer Revision- *Discussion; Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : November 4, 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

Training Center
101 W. Cochran St.
Simi Valley, CA 93065

October 19, 2022
5:00 P.M.
Meeting # 900

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

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. Handin and carried, the Personnel Commission approved the Agenda, as presented. Motion #22.1019.1
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Consent Agenda

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #22.1019.2
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Minutes

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Regular Meeting of September 14, 2022, as presented. Motion #22.1019.3
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Special Meeting of September 29, 2022, as presented. Motion #22.1019.4
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Ms. Hobiger mentioned the passing of Peter Hobiger, former Custodian at Hillside Middle School. Commission Comments

No comments. Public Comments

Personnel Items

Ms. Henson reported that an 11% salary increase was approved at the Board Meeting. She thanked the CSEA for all their hard work especially having to switch last minute to in person and not online voting after new laws were passed recently. The Payroll Department is working on having the new rates reflected in this month's paycheck. The retro pay will hopefully be included in the November check. Ms. Henson also mentioned that Professional Growth Committee met this month and had a total of 19 applicants-an all time high. It was announced Director's Report

that Janice Osborne was selected as the new Senior Administrative Assistant to Dr. Jerry Block, Assistant Superintendent of Educational Services. Classified Personnel Department is getting ready for Simi Valley Street Fair on October 29, 2022. She also notified the Personnel Commission that the dates for the CSPCA Conference will be January 22-24, 2023.

General Items

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

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Creation of Human Resources Specialist Classification, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Creation of Human Resources Specialist Classification Motion #22.1019.5

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Classification Specification Bus Driver Instructor Revision, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Classification Specification Bus Driver Instructor Revision Motion #22.1019.6

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Classification Specification Delegated Behind The Wheel Trainer Revision, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Classification Specification Delegated Behind The Wheel Trainer Revision Motion #22.1019.7

Information

Future Commission meeting dates were announced:
November 9, 2022 …... December 14, 2022..... January 18, 2023…. 5:00 p.m. Board Room — Meeting Dates

Job Opportunities were announced for: Administrative Assistant, School Services Assistant II. — Job Opportunities

Future Consideration

No items for future consideration.

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:40 p.m. — Motion #22.1019.8
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

ABSENT
Lori Rhoades, Member

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

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**

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION OF CLASSIFICATION SYSTEMS ENGINEER

RECOMMENDATION:

It is requested that the essential functions of the Systems Engineer be revised and updated to reflect changes in technology since the last revision in 2015 as well as some grammatical changes. (See attached changes)

BASIS OF RECOMMENDATION:

The previous classification does not reflect current advanced applications in software and upgrades in hardware since 2015. The current job description does not include the very necessary task of monitoring and maintaining intrusion detection and prevention systems including district firewall and endpoint detection software. It is recommended that we update the essential functions and the skills knowledge and abilities section under the job requirements section to reflect current technology being used. It is also recommended that the education and experience be updated to align with the current format.

GH

Presented to the Personnel Commission on 11/09/2022

Simi Valley Unified School District

Classification: **Systems Engineer**	Revisions: October 15, 2015 Created: August 26, 2015
Department/Site: Information Technology	FLSA: Non-Exempt
Approved by: Personnel Commission, September 9, 2015	Salary Range 145 (Classified)

Summary

Under the general direction of the Director Information Technology, responsible for the installation, configuration, operation, and maintenance of ~~installs, configures, and supports~~ complex, server-based systems. Responsible for management of user accounts, ~~assisting the development of user~~ directory services, backing up essential data, disaster recovery, images, computer imaging, deployment of applications and services, technology device management, and advanced technical problem solving. The Systems Engineer ~~Administrator~~ monitors services and applications to ensure availability to system users, analyzes and resolves issues, gathers information to identify needs, evaluates systems, and assists with the implementation of new and upgraded technologies.

Essential Duties and Responsibilities

- Monitor and maintain all IT related District resources, hardware and software, to ensure maximum uptime and minimize any disruption in service.
- Design, configure, document, manage, and maintain physical and virtual server infrastructures.
- Install, configure, manage, and maintain hardware, software, software system automation, operating systems, applications, and patches to support the efficient and effective operations of the district.
- Monitor and maintain intrusion detection and prevention systems; including District firewall and endpoint detection software.
- Configure, document, manage, and maintain wireless access points that support multiple SSID's and 802.1x authentication.
- Design, configure, document, and assist in managing and maintaining network switches at the Core, MDF, and IDF levels
- Maintains DNS and DHCP infrastructure; maintains web, application, and database service infrastructure.
- Support, troubleshoot, and maintain security for enterprise and large scale applications.
- Configure systems for high availability, including strategies for failover.
- Develop, maintain, and test back-up and recovery solution.
- Design, configure, document, implement, and maintain disaster recovery plan
- Assist in creating scripts for the purpose of monitoring systems, diagnostics, problem correction, and automating routine tasks.
- Implement, configure, and maintain District's various cloud services
- Diagnose and resolve complex server, software, and network issues.
- Support District's directory services infrastructure, including hardware configuration and upgrades, server operating system configuration and upgrades, group architecture, user account maintenance, and authentication for network access.
- Develop, maintain, and support computer imaging and application delivery.
- Develop and maintain District standards; prepare written technical documentation, create and maintain training materials, and other documents as assigned; prepare and review reports for accuracy.

- Research and recommends innovative systems and alternate solutions; Develop functional specifications, standards, and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance; make recommendations for changes and additional services.
- Coordinate technical aspects of projects.
- Provide computer, general networking, and other technology training and guidance to staff and users as needed.
- Maintain specialized and advance knowledge of server and networking hardware, software, protocols, and best practices.
- ~~Configure and deploy server hardware and software, including operating systems, applications, and patches to support the efficient and effective operations of the district.~~
- ~~Develop, maintain, and support imaging and application delivery.~~
- ~~Support, troubleshoot, and maintain security for enterprise and large scale applications.~~
- ~~Manage, deploy, configure, and maintain servers in a virtualized and traditional environment.~~
- ~~Assist in creating scripts for the purpose of monitoring systems, diagnostics, problem correction, and automating routine tasks.~~
- ~~Configure systems for high availability, including strategies for back-up and recovery, failover, load balancing, and full redundancy.~~
- ~~Install server hardware and components, such as disks, memory, and other components. Model and test changes to production systems.~~
- ~~Designing, monitoring, testing, and restoring data backups and archives.~~
- ~~Monitor hardware resources such as file storage, virtual server deployment, environmental data for MDFs, and other systems.~~
- ~~Diagnose and resolve complex software, server, and networking issues.~~
- ~~Support SVUSD's directory services infrastructure, including hardware configuration and upgrades, group architecture, account maintenance, and authentication for authentication and network access.~~
- ~~Create, follow, and maintain written and verbal procedures; prepare written technical documentation, training material, standards, reports, and other documents as assigned; prepare and review reports for accuracy.~~
- ~~Evaluate systems and alternate solutions; Develop functional specifications, standards, and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance; make recommendations for changes and additional services.~~
- ~~Coordinate technical aspects of projects.~~
- ~~Provide training and guidance to staff and users. Prepare training materials and videos.~~
- ~~Maintain specialized and advance knowledge of server and networking hardware, software, protocols, and best practices.~~
- ~~Provides general networking, computer, and other technology support as needed.~~

Qualifications

- **Knowledge and Skills**
  - Server and SAN hardware installation and administration

- Working knowledge administering Windows Server 2016 or newer, Microsoft Active Directory, Microsoft SQL Server, DHCP, DNS, Azure Active Directory, Microsoft 365, and Microsoft Endpoint Manager
- Working knowledge administering VMware vSphere 6 or newer, Palo Alto Networks firewall, Juniper Junos, and Google Workspace for Education
- Workstation image development and deployment, including application delivery, inventory tracking, update management, and policy administration
- Familiarity with scripting languages used to update directory systems and other services within the scope of responsibility of the Systems Engineer
- Networking concepts, practices, and troubleshooting techniques
- Server security, including user directory structures
- Server backup and recovery
- Systems and procedure analysis and development

~~Knowledge and skills required include: Server hardware, operating systems, and software; Image development and deployment, including application delivery, inventory tracking, update management, and policy administration; Familiarity with scripting languages used to update directory systems and other services within the scope of responsibility of the Systems Administrator; Networking concepts, practices, and troubleshooting techniques; Server security, including user directory structures; Server backup and recovery; Systems and procedure analysis and development; Current and recent versions of Microsoft SQL Server, Microsoft Active Directory, DHCP, DNS, and related reporting tools.~~

- **Abilities**

- Support an enterprise-level environment
- Configure hardware and install operation systems and application software using automated and manual processes
- Diagnose, troubleshoot and resolve complex server and network issues with little or no assistance
- Understand firewalls and intrusion detection systems to defend against attacks or leaks
- Integration of multiple systems
- Communicate effectively in both oral and written form
- Work independently and as a team
- Develop and maintain effective working relationships with staff, users, administrators and vendors
- Support the installation, maintenance, and documentation of network hardware, software, and operating systems
- Prepare cost/benefit analysis for individual/narrow scope software and hardware purchases

- Implement security systems to protect data and users
- Train staff and users
- Develop functional specifications, standards, and requirements for hardware and/or software
- purchase and design to ensure optimum system and end-user performance
- Create complex scripts using PowerShell and/or SQL

- Page 3 of 2 Systems Engineer
- Work in a virtualized environment and manage computers remotely
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form
- Ability to implement effective strategies, with consideration for both abstract and concrete variables,
- in situations where only limited standardization exists.

~~Communicate effectively in both oral and written form; Develop and maintain effective working relationships with staff, users, administrators and vendors; Support the installation, maintenance, and documentation of network hardware, software, and operating systems; Troubleshoot complex network and server issues; Prepare cost/benefit analyses for individual/narrow scope software and hardware purchases; Implement systems to protect data security; Train users and staff; Develop functional specifications, standards, and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance; Create complex scripts; Work in a virtualized environment and manage computers remotely; Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to interpret an extensive variety of technical instructions in mathematical or diagram form; Ability to implement effective strategies, with consideration for both abstract and concrete variables, in situations where only limited standardization exists.~~

- **Physical Abilities**

While performing the duties of this job, the employee is regularly required to walk; use hands to ~~finger,~~ handle, or feel objects, tools, or controls; normal hearing and speaking skills to communicate with staff in one-on-one and small group settings, and distinguish sound prompts from equipment; and visual acuity to read printed materials and computer screens. Ability to sit for extended periods of time; sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment; Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Education and Experience**

A Bachelor's degree in Computer Science or related field and three years of professional experience in position related to job duties. Industry certifications and additional experience may substitute for

some higher education.

Must have a minimum of three years experience in the following areas:

- Administration of an enterprise-level environment with a minimum of 5,000 users
- Administration of Windows Server 2019 or newer
- Administration of VMWare vSphere 6 or newer

Preferred one or more of the following certifications: Microsoft Active Directory, Azure Active Directory,Microsoft 365, VMWare vSphere, Juniper Junos, Palo Alto Networks firewall, and Google Workspaces Administration.

- **Licenses and Certificates**

Possession of a valid California driver's license and evidence of insurability must be presented/available upon acceptance of offer of employment and maintained throughout employment.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Systems Engineer

Purpose Statement

Under the general direction of the Director, Information Technology, responsible for the installation, configuration, operation, and maintenance of complex, server-based systems. Responsible for management of user accounts, directory services, backing up essential data, disaster recovery, images, computer imaging, deployment of applications and services, technology device management, and advanced technical problem solving. The Systems Engineer monitors services and applications to ensure availability to system users, analyzes and resolves complex issues, gathers information to identify needs, evaluates systems, and assists with the implementation of new and upgraded technologies.

Essential Functions

- Monitors and maintains all IT related District resources, hardware and software, to ensure maximum uptime and minimizes any disruption in service
- Designs, configures, documents, manages, and maintains physical and virtual server infrastructures
- Installs, configures, manages, and maintains hardware, software, software system automation, operating systems, applications, and patches to support the efficient and effective operations of the district
- Monitors and maintains intrusion detection and prevention systems; including district firewall and endpoint detection software
- Configures, documents, manages, and maintains wireless access points that support multiple SSID's and 802.1x authentication.
- Designs, configures, documents, and assists in managing and maintaining network switches at the Core, MDF, and IDF levels
- Maintains DNS and DHCP infrastructure; maintains web, application, and database service infrastructure
- Supports, troubleshoots, and maintains security for enterprise and large scale applications
- Configures systems for high availability, including strategies for failover
- Develops, maintains, and tests back-up and recovery solutions
- Designs, configures, documents, implements, and maintains disaster recovery plan
- Assists in creating scripts for the purpose of monitoring systems, diagnostics, problem correction, and automating routine tasks
- Implements, configures, and maintains District's various cloud services
- Diagnoses and resolves complex server, software, and network issues
- Supports district's directory services infrastructure, including hardware configuration and upgrades, server operating system configuration and upgrades, group architecture, user account maintenance, and authentication for network access
- Develops, maintains, and supports computer imaging and application delivery
- Develops and maintains district standards; prepares written technical documentation, creates and maintains training materials, and other documents as assigned; prepares and reviews reports for accuracy
- Researches and recommends innovative systems and alternate solutions; Develops functional specifications, standards, and requirements for hardware and/or software purchase and designs to

ensure optimum system and end-user performance; make recommendations for changes and additional services
- Coordinates technical aspects of projects
- Provides computer, general networking, and other technology training and guidance to staff and users as needed
- Maintains specialized and advance knowledge of server and networking hardware, software, protocols, and best practices

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:
- Operate and maintain server-based systems and related software and hardware, including software system automation, operating systems, applications, and patches
- Operate computer, related software, and standard office equipment

Knowledge of:
- Principles, best practices and techniques involved in administering high availability systems
- Practices, procedures, and techniques involved in the installation, configuration, operation, maintenance, and repair of server-based systems and related software and equipment
- Operating system architectures, characteristics, components and commands applicable to enterprise information systems and multiple platform operating systems; principles of network design and integration, including topologies and protocols
- Systems security and capacity planning principles, methods and practices, including user directory structure
- Best practices of server based systems and networking hardware, software, and protocols
- Data storage technology principles, practices, hardware, components, and software including Active Directory
- Principles, practices, and methods of systems/network administration and maintenance, including configuration, performance tuning, and diagnostic tools
- Principles and practices of disaster recovery; database management systems and software, including architectures, diagnostic tools, commands and utilities
- Tools and utilities used in monitoring and tuning systems, database and application performance
- Systems integration design concepts and practices
- Principles of project management
- Script languages applicable to the position

Ability to:
- Perform complex systems administration in a multi-platform and operating systems environment independently and with a high degree of understanding of interoperating and integration issues
- Configure hardware and install operation systems and application software using automated and manual processes
- Diagnose, troubleshoot and resolve complex server and network issues with little or no assistance
- Manage firewalls and intrusion detection systems to defend against attacks or leaks
- Develop and maintain computer imaging and application delivery
- Integrate multiple systems
- Support the installation, maintenance, and documentation of network hardware, software, and operating systems

- Prepare cost/benefit analysis for individual/narrow scope software and hardware purchases
- Implement security systems to protect data and users
- Develop functional specifications, standards, and requirements for hardware and/or software
- Ensure optimum system and end-user performance
- Work in a virtualized environment and manage computers remotely
- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret an extensive variety of technical instructions in mathematical or diagram form
- Implement effective strategies, with consideration for both abstract and concrete variables, in situations where only limited standardization exists
- Create complex scripts utilizing PowerShell and/or SQL
- Estimate scope of work, including cost, labor, materials, and supplies
- Manage multiple assignments simultaneously
- Plan and organize work to meet changing priorities and deadlines
- Analyze situations and adopt effective courses of action
- Learn and apply new information, skills, and technology
- Collaborate effectively with others to carry out work
- Maintain confidential records and information
- Exercise initiative and independence of judgment and action
- Develop and maintain records and reports
- Communicate clearly and concisely, both orally and in writing
- Train and guide staff and users

Education and Experience

A high school diploma or equivalent AND eight years of recent (gained in the past ten years) of professional experience in position related to the job duties. Three years of experience administering Windows Server 2016 or newer and administration of VMWare VSphere 6 or newer in an enterprise-level environment is a must.

OR

An associate degree in Computer Science, information technology, or a related field AND five years of recent (gained in the past seven years) professional experience in position related to the job duties. Three years of administering Windows Server 2016 or newer and administration of VMWare VSphere 6 or newer in an enterprise-level environment is a must.

OR

A bachelor's degree in Computer Science, information technology, or a related field AND three years of recent (gained in the past five years) of professional experience in position related to the job duties. Three years of administering Windows Server 2016 or newer and administration of VMWare VSphere 6 or newer in an enterprise-level environment is a must.

Licenses and Certificates

A valid California driver's license is required.

A Certificate in one or more of the following is desired:

Microsoft Active Directory, Azure Active Directory, Microsoft 365, VMWare vSphere, Juniper Junos, Palo Alto Networks firewall, and Google Workspaces Administration.

Working Environment

Work is performed primarily in an indoor environment where minimal safety considerations exist.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
145 (Classified)	Non-Exempt	September 9, 2015	October 15, 2015