PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Training Center
101 W. Cochran Street
Simi Valley, CA

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

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 September 14, 2022 – *Action*
APPROVAL OF MINUTES – Special Meeting September 29, 2022 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

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

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Personnel Commission Annual Report Brochure– *Information; Discussion*
- Recruitment Services over last 4 years- *Information*

GENERAL ITEMS

- 2022-2023 Budget Status – *Information; Discussion*
- Creation of Human Resources Specialist Classification – *Discussion; Action*
- Classification Specification Bus Driver Instructor Revision- *Discussion; Action*
- Classification Specification Delegated Behind The Wheel Trainer 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 : October 14, 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

September 14, 2022
5:00 P.M.
Meeting # 898

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. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #22.0914.1
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 presented. Motion #22.0914.2
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 July 13, 2022, as presented. Motion #22.0914.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Ms. Hobiger mentioned the passing of Francisco Cardenas, Groundskeeper at Royal High School. Commission Comments

No comments. Public Comments

Personnel Items

Ms. Henson reported that the Simi Job Fair was very successful and busy with a big turnout. A Paraeducator Spanish substitute and a Campus Supervisor had been already processed as a result and a couple were still in processing. The Classified Personnel Department employees rotated to be present at the booth. More applications are expected as positions open within the applicants' fields as a result of the job fair. Simi Street Fair is coming up on October 29, 2022, and SVUSD will be participating, including Classified Personnel Department. Ms. Henson delivered our QR signs for hiring to Royal High School College Fair happening tonight. Classified Department is still filling all the Paraeducator General Ed vacancies, selection interviews are being scheduled since the structured interviews were just finalized. B cabinet met to brainstorm how to better retain employees and discussed a mentor system for new hires Director's Report

where they would have someone they could turn to with any work questions that came up and who would serve as a welcoming committee to them.

The need for Revision of Personnel Commission Rules Article 6 Section 6.50 was discussed.	Revision of Personnel Commission Rules Article 6 Section 6.50- First Reading
Personnel Commission Rules Articles 5 and 6 were discussed as they pertain to Voluntary Demotion and Request for Transfer Employees Interviewing for Vacant Positions	Interpretation of Personnel Commission Rules Articles 5 and 6 as they pertain to Voluntary Demotion and Request for Transfer Employees Interviewing for Vacant Positions
Limited Term Assignment's Effect on a Candidate's Eligibility List Expiration Date per Personnel Commission Rules Article 5, Section 10 and Article 6, Section 30 was discussed.	Clarification on Limited Term Assignment's Effect on a Candidate's Eligibility List Expiration Date per Personnel Commission Rules Article 5, Section 10 and Article 6, Section 30
	General Items
The 2021-2022 Budget was reviewed and discussed.	2021-2022 Budget Status
The 2022-2023 Budget was reviewed and discussed.	2022-2023 Budget Status
	Information
Future Commission meeting dates were announced: October 19, 2022…. November 9, 2022 …... December 14, 2022..... 5:00 p.m. Board Room	Meeting Dates
Job Opportunities were announced for: Accounting Technician-Special Funds; Cafeteria Services Specialist; Cosmetology School Assistant; Groundskeeper; Senior Administrative Assistant, Confidential.	Job Opportunities
	Future Consideration
A special meeting will be held on September 29, 2022.	

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:25 p.m. Motion #22.0914.4
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – SPECIAL MEETING
MINUTES

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

September 29, 2022
5:00 P.M.
Meeting # 899

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.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.
Motion #22.0929.1

Ms. Hobiger mentioned the passing of Pearl Lewis. Commission Comments

No comments. Public Comments

Personnel Items

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Classification Specification Creation for Paraeducator Program Coordinator, as presented.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.
Classification Specification Creation for Paraeducator Program Coordinator
Motion #22.0929.2

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of Personnel Commission Rules Article 6 Section 6.50, as presented.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.
Revision of Personnel Commission Rules Article 6 Section 6.50- Final Reading
Motion #22.0929.3

Information

Future Commission meeting dates were announced: Meeting Dates
October 19, 2022…. November 9, 2022 …... December 14, 2022..... 5:00 p.m. Board Room

Future Consideration

The upcoming meeting will be held in Training Center not Board Room on October 19, 2022. Ms. Henson is anticipating finalizing HR Specialist Classification Specification and presenting some changes to minimum qualifications in a few of the Transportation classifications.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:42 p.m. Motion #22.0929.4
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 10-13-2022

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	9/30/2022	Early October, 2022	TBD	
Bus Driver	1	Student Safety & Transit	Continuous	One week prior to test date	Structured Interview	N/A	N/A	TBD	TBD	
Cafeteria Assistant	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Certified Educational Sign Language Interpreter	1	Mountain View	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Community Liaison	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Custodian	2	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	Processing Provisional Substitutes
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Groundskeeper	1	Royal HS	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	Week of 8/29/2022	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	Week of 9/20/2022	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, 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 interview	Structured Interview	N/A	N/A	TBD	TBD	
School Services Assistant II	Various	Various	10/12/2022	11/3/2022	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	11/10/2022	11/14/2022	11/17/2022	
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
Assistant Dispatcher	Student Safety and Transit
Paraeducator Program Coordinator	Student Support Services
Systems Engineer	Information Technology

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2022-2023 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 9/30/2022		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2022-2023 Approved Budget**	**Revised Budget**	**County Approved Budget***	**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		1,800.00	600.00	-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**	**1,800.00**	**600.00**	**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		150.00	2,550.00
(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		5.29	201.71
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	24,481.00	24,481.00	23,396.00	18,570.33	5,911.11	-1,085.44
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	14.00	14.00	14.00		0.75	13.25
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	74.00	74.00	75.00		4.14	70.86
Total for Optional 0257		**28,121.00**	**28,121.00**	**26,392.00**	**18,570.33**	**6,071.29**	**1,750.38**
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		1,200.00	2,300.00
Total for Optional 0284		**3,500.00**	**3,500.00**	**3,500.00**	**0.00**	**1,200.00**	**2,300.00**
530-0286	**EQUIPMENT > $500**						

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 9/30/2022 Encumbered	Expensed	County Approved Budget Balance
(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**	**275.00**	**300.00**	**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	89,678.17	28,406.91	4,634.92
(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	22,751.32	7,206.84	1,175.84
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	9,018.00	9,018.00	9,388.00	6,848.90	2,169.32	369.78
(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	21,953.97	6,954.99	-1,088.96
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	589.00	589.00	614.00	447.63	141.77	24.60
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	3,247.00	3,247.00	3,375.00	2,466.16	781.20	127.64
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	100.00	100.00	120.00	90.00	10.00	20.00
Total for Optional 0E92		**189,906.00**	**189,906.00**	**195,171.00**	**144,236.15**	**45,671.03**	**5,263.82**
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	89.90	237.69	422.41
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,500.00	2,500.00	2,500.00	109.91	35.10	2,354.99
Total for Optional 0W95		**3,250.00**	**3,250.00**	**3,250.00**	**199.81**	**272.79**	**2,777.40**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**						

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2022-2023 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 9/30/2022		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2022-2023 Approved Budget**	**Revised Budget**	**County Approved Budget***	**Encumbered**	**Expensed**	**County Approved Budget Balance**
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	138,259.00	138,259.00	143,831.00	104,439.87	33,818.85	5,572.28
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	35,076.00	35,076.00	36,490.00	26,496.46	8,579.85	1,413.69
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,395.00	10,395.00	11,003.00	7,853.48	2,541.74	607.78
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	38,498.00	38,498.00	55,640.00	29,568.69	9,352.23	16,719.08
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	679.00	679.00	719.00	513.36	166.13	39.51
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,802.00	3,802.00	3,955.00	2,872.15	930.03	152.82
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	200.00	200.00	240.00	180.00	20.00	40.00
Total for Optional 0242 and Expense accounts		**226,909.00**	**226,909.00**	**251,878.00**	**171,924.01**	**55,408.83**	**24,545.16**
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	16,111.05	7,245.59	38,624.36
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	15,320.00	15,320.00	15,725.00	4,087.38	1,726.24	9,911.38
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,619.00	4,619.00	4,742.00	1,232.46	554.32	2,955.22
(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	3,808.44	2,061.75	11,353.81
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	302.00	302.00	310.00	80.61	34.04	195.35
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,661.00	1,661.00	1,704.00	443.10	199.26	1,061.64
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	150.00	150.00	180.00	45.00	5.00	130.00
Total for Optional 0353 and Expense accounts		**98,196.00**	**98,196.00**	**101,866.00**	**25,808.04**	**11,826.20**	**64,231.76**
TOTAL		**661,283.00**	**661,283.00**	**688,687.00**	**362,813.34**	**143,774.22**	**182,099.44**

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that the following classification be established:

PROPOSED CLASSIFICATION TITLE:
Human Resources Specialist

ANNUAL SALARY RANGE:
Classified Salary Schedule #100 ($48,465 - $59,472/annual)

BACKGROUND: The Assistant Superintendent, Personnel Services and the Director of Classified Personnel request the establishment of the above classification to perform complex human resource functions- The incumbent will perform a variety of specialized duties pertaining to the administration of the District's human resources functions. The incumbent will coordinate recruitment and selection, and will perform non-routine and complex employment transaction processing, ensuring compliance with district, local, state, and federal laws, rules, regulations, policies, procedures, and collective bargaining agreements. This class will assist the assigned administrator in carrying-out specialized projects to effectively and efficiently hire and retain qualified employees. Incumbents may be assigned duties in support of both certificated and classified human resources functions in the areas of recruitment, examination, selection, and credential processing. In terms of internal alignment, we see the District best served by the following:
The Human Resources Assistant II performs a variety of clerical and technical duties in support of human resources activities and transactions. The Human Resources Specialist has developed expertise in one or more specific human resources disciplines, including but not limited to, recruitment and selection, credential processing for certificated personnel, staffing and other complex employment processing. The HR Representative, HR Systems & Information is a senior level position requiring specialized knowledge of position control, and post-hire transactions. The HR Representative, Planning & Recruitment is a senior level position, specializing in certificated recruitment. The Human Resources Analyst is a senior level position, requiring specialized knowledge in recruitment and examination as well as classification and compensation.

In consideration of the volume and nature of work the Classified Personnel Department is responsible for, as well as increased human resources laws, regulations, and programs that have impacted the department's work, the establishment of the proposed classification is warranted to meet the District's hiring and classification needs in an appropriate, legally compliant, and timely manner.

BASES OF RECOMMENDATION: Under the general direction of the Assistant Superintendent, Personnel Services or the Director of Classified Personnel, performs specialized duties relating to recruitment, examination, and selection functions. A specification detailing the approved duties and responsibilities of the new classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on consideration of the District's internal alignment and external market data. Classifications with a similar level of responsibility and essential job functions were identified at other districts (see table below).

It is recommended that the classification is established at the salary range. Such placement is supported by external market data. Classifications with similar duties and level of responsibility were identified at the following districts:

Organization	Title	Annual Salary
Burbank USD	Personnel Technician II	$45,228 - $57,864
Ventura USD	Human Resources Specialist	$47.640 - $59,472
Pleasant Valley USD	Classified HR Specialist	$52,998 – 64,563
Conejo Valley USD	Human Resources Specialist	$56,374 - $68,827
Fullerton USD	Human Resources Specialist	$58,944 - $75,408
Oxnard USD	Human Resource Analyst -Classified	$59,004 - $71,688
Las Virgines USD	Human Resources Specialist	$59,463 - $73, 697
		$54,236 - $67,360 Average

In consideration of the aforementioned information, it is appropriate to allocate the classification to Classified Salary Schedule #100 ($48,465 – $59,472/annual). ($56,010 - $68,081) If anticipated raise is approved

Human Resources Specialist

Purpose Statement

Under the direction of designated supervisor, performs a variety of specialized duties pertaining to the administration of the District's human resources functions. Depending upon the assignment, the incumbent in the classification will perform non-routine and complex employment processing, recruitment and selection duties, or credential processing for certificated personnel in addition to general human resources duties. Ensures compliance with district, local, state, and federal laws, rules, regulations, policies, procedures, and collective bargaining agreements. Provides work direction and on-the-job training to department staff. Incumbents may be assigned duties in support of both certificated and classified human resources functions.

Distinguishing Characteristics:

The Human Resources Assistant II performs a variety of clerical and technical duties in support of human resources activities and transactions. The Human Resources Specialist has developed expertise in one or more specific human resources disciplines, including but not limited to, recruitment and selection, credential processing for certificated personnel, staffing and other complex employment processing. The HR Representative, HR Systems & Information is a senior level position requiring specialized knowledge of position control, and post-hire transactions. The HR Representative, Planning & Recruitment is a senior level position, specializing in certificated recruitment. The Human Resources Analyst is a senior level position, requiring specialized knowledge in recruitment and examination as well as classification and compensation.

Essential Functions

Representative and complex employment processing duties

- Receives and responds to oral and written requests for information of a specialized or private nature, using discretion and judgment in explaining regulations and procedures.
- Provides information, assistance, and training to district employees and the public pertaining to procedural and technical matters related to human resources.
- Researches and evaluates a variety of human resources data and information; prepares reports required for state and local use; compiles information and statistical data; participates in a variety of special projects and surveys as requested.
- Creates, inputs, and maintains a variety of personnel-related records, files, and data utilizing integrated record-keeping systems, computerized databases, and manual records; develops and implements methods to track and report data.
- Attends job fairs and represents the department at workshops and meetings as assigned.
- May provide training, guidance, and work direction to other staff.

Recruitment and Selection

- Provides technical and procedural guidance to District staff and the public regarding Merit System and Personnel Commission rules, collective bargaining agreement provisions, Board policies, District policies and procedures, and state and federal employment laws as they pertain to recruitment, examination, selection, and compensation.
- Monitors selection activity for classified vacancies, coordinates the selection interviews with the hiring managers and ensures panel reports are complete.
- Corresponds with applicants and solicited recruitment candidates on status of resume and application, employment opportunities, and status of active recruitment processes.

- Reviews reference checks and recommendations for hire for completeness and compliance with district policies and procedures; determines salary placement in accordance with established policies, procedures, Personnel Commission rules, and collective bargaining agreements.
- Administers advertising and recruiting plans for classified hiring processes; prepares and distributes job announcements; continuously partners with other staff members to design, refine, and implement innovative recruiting strategies.
- Screens applicants to determine eligibility under district minimum qualifications and other employment requirements.
- Schedules and facilitates established examination components, including, but not limited to, multiple choice exam, structured interview and performance exam to assure that procedures are followed and that examination reports are complete and accurate.
- Administers and scores pre-employment skills and other tests taken by job candidates; uses established scoring template, criteria, and/or guides.
- Contacts District personnel, employee representatives, employers, community groups, and others, as assigned, in order to obtain or impart information, such as requesting raters for examinations, answering inquiries, and explaining procedures and regulations.
- May assist in the development of exams.

Teacher Credential

- Serves as a resource for administrators and employees on academic credential requirements set forth by the California Commission on Teacher Credentialing regulations. Assists candidates and staff in applying for and renewing academic credentials.
- Conducts periodic audits of teacher assignment to subject areas and verifies credentials. Advises administrators and teachers of the potential deficiencies in credentials as well as the upcoming need for renewal. Produces and analyzes credential reports, evaluating the need for emergency or other credentials.
- Reviews, evaluates and processes documents relating to the certification of personnel including credentials and transcripts; assists certificated staff with obtaining, maintaining and renewing valid and appropriate credentials as requested.
- Corresponds with certificated applicants and solicited recruitment candidates on status of resume and application, employment opportunities, and status of active recruitment and selection processes. Assigns and/or personally composes letters regarding employment.
- Oversees and participates in the preparation and distribution of Notice of Intent and Notice of Re-elections of certificated staff. Receives and assesses college transcripts to determine salary range placement. Prepares special reports on re-elections for approval.
- Maintains continuous oversight of candidate files, including transcripts and other documents required by each credential program.

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 standard office equipment including a computer and assigned software
- Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios
- Accurately enter electronic data and information at a speed necessary for successful job performance

Knowledge of:

- Methods, practices, terminology, and procedures used in human resources administration

- State and federal laws, codes, and regulations concerning human resources and personnel administration
- State credential requirements and procedures.
- Modern office procedures and record-keeping techniques.
- District organization, operations, policies and objectives
- District collective bargaining agreements and Personnel Commission rules
- Principles of business letter writing and report preparation
- Principles of English grammar, spelling, and composition
- Customer service and public relations methods and techniques

Ability to:

- Perform a variety of specialized duties in support of human resources functions, such as recruitment, credentialing, and employment selection.
- Provide information, assistance, and training
- Learn, interpret, and apply complex laws, rules, regulations, policies, and procedures
- Perform technical research and present trends and findings
- Exercise good judgment and maintain confidentiality
- Compose correspondence and written materials independently
- Establish and maintain a variety of files and records
- Provide guidance and work direction to others
- Analyze situations and adopt effective courses of action
- Collaborate with others to carry out work
- Communicate effectively and concisely, both orally and in writing
- Work independently with little direction

Education and Experience

A Bachelor degree in Human Resource Management, Business Administration, Social Science, English Language or a related field; AND **one** year of experience performing complex technical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

OR

An associate degree in Human Resource Management, Business Administration, Social Science, English Language or a related field; AND **three** years of experience performing complex technical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

OR

A high school diploma, or an equivalent, supplemented by college-level course work in Business Administration, Human Resource Management, Social Science, English Language or a related field; AND five years of experience performing complex technical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

Working Environment

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

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

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION OF CLASSIFICATION BUS DRIVER INSTRUCTOR

RECOMMENDATION:

It is requested that the minimum qualifications for the classification of Bus Driver Instructor; Licenses and Certificates section, be revised. See attached changes and new description.

BASIS OF RECOMMENDATION:

The previous classification does not reflect current state mandated requirements for this position. It is recommended that we update the Licenses and Certificates section to reflect current state law.

GH

Presented to the Personnel Commission on 10/19/2022

Simi Valley Unified School District

Classification: **BUS DRIVER INSTRUCTOR**	Revisions:
Department/Site: Student Safety & Transit	FLSA: Non-Exempt
Approved by: Personnel Commission, February 2011	Salary Range: 89 (Classified)

Summary

Plans, prepares, and conducts individual and group training programs for school bus and other drivers. Conducts skill evaluations and facilitates testing, certification, and licensing of drivers. Drives a school bus over designated routes for the purpose of transporting students to and from school and on special trips.

Distinguishing Career Features

The Bus Driver Instructor represents a senior level within a school Bus Driver career path. Incumbents at this level have been certified by external agencies to provide classroom and behind the wheel instruction and evaluation to prospective and licensed drivers. Advancement to Bus Driver Instructor requires compliance with the stated qualifications and a demonstrated ability to develop training materials, conduct classroom and behind the wheel training to groups and individuals, and certify other instructors.

Essential Duties and Responsibilities

- Plans and organizes a school bus driver training program in compliance with California State laws and District policies and procedures. Instructs prospective and new school bus drivers in the proper methods of operating and maintaining a school bus.
- Prepares for and conducts classes designed for drivers to keep up-to-date skills. Classes include but are not limited to safety and equipment characteristics. Delivers and may oversee training of drivers from other school districts and agencies.
- Plans and oversees school bus evacuation drills. Arranges written and driving tests required for driver certification.
- Conducts skill evaluations and facilitates testing, certification, and licensing of drivers. Recommends to individual drivers improvements for their driving and safety techniques. Assists drivers with needed improvement as identified and/or directed. Prepares related reports.
- Arranges and conducts safety meeting for school bus drivers. Maintains familiarity with the different types of district busses. Maintains accurate records concerning driver performance, in-service training hours, bus operation, and related matters.
- May assist Director in responding to accidents/incidents involving district vehicles; may participate in investigations by preserving scenes (such as taking pictures) and ensuring students are dealt with in safe and proper manner; assists in preparing related paperwork.
- Coordinates and participates in delivering in-service education and information programs that are mandated by state agencies. Facilitates simulations of emergency situations.
- Serves as a working team leader, assisting management with day-to-day logistics, operations, and programs/projects.
- May provide advanced training to other driver-trainers undergoing qualification training.
- Performs the duties of a School Bus Driver as needed and required.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: In-depth knowledge of the goals and objectives of the school bus driver training program plus the methods and techniques of training and evaluation. In-depth knowledge and understanding of safe bus driving practices. In-depth understanding of bus operation and safety sufficient to recognize problems and take appropriate action. Basic knowledge of the procedures, methods and techniques of dispatching school buses. Complete understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation. Sufficient knowledge of and skill at using personal computers to access and use office productivity software and other resources to store and retrieve information. Sufficient human relation

skills in order to teach and conduct training; facilitate demonstrations and incident simulations; and maintain harmony with team members, parents, and students.

- **Abilities**

Requires the ability to: Carry out the essential functions of the position. Plan, develop and implement school bus driver training and trainer certification programs. Set up, coordinate, and sequence steps involved with incident simulations. Train and assist in the evaluation of school bus drivers and drive a school bus safely and efficiently while keeping to well-established schedules. Recognize malfunctions in equipment and take appropriate action. Maintain the assigned vehicle in clean and safe operating condition. Administer first aid to ill or injured students. Learn designated bus route, including stops and traffic hazards. Maintain required records. Build and maintain positive work relations with bus drivers, peers, students and parents.

- **Physical Abilities**

Requires: ability to function in a vehicle and outdoors engaged in work of an active nature; arm-hand and leg-foot dexterity to drive a bus; visual acuity including depth perception to observe moving objects; ability to sit for extended periods of time; hearing sufficient to be aware of traffic and road distractions/conditions and listen to children; ability to move, lift and place into position light to medium weight, such as wheel chairs onto platforms.

- **Education and Experience**

Requires a high school diploma or equivalent, and 5 years of school bus driver experience. Related transportation operations/trainer experience desirable.

- **Licenses and Certificates**

~~Requires a~~

- V~~v~~alid California Class B Commercial Driver's License with "P" Passenger Endorsement and School Bus(s) endorsments ~~and Air Brake endorsements;~~
- V~~v~~alid California Special Driver Certificate with "S" School Bus Endorsement
- ~~; a v~~Valid California Bus Driver Instructor Certificate~~;~~ *~~-~~
- Valid medical examination certificate
- ~~valid medical examination card; and valid~~Valid First Aid and CPR certifications (or qualification by California Highway Patrol examination).

*A driving record without a chargeable accident in any vehicle within the three years immediately preceding the date of selection as a Bus Driver Instructor

- **Working Conditions**

Work is performed indoors in an office environment where minimal safety considerations exist, and outdoors where some safety considerations exist from physical activity, traffic conditions, and adverse weather conditions.

Simi Valley Unified School District

Classification: **BUS DRIVER INSTRUCTOR**	Revisions:
Department/Site: Student Safety & Transit	FLSA: Non-Exempt
Approved by: Personnel Commission, February 2011	Salary Range: 89 (Classified)

Summary

Plans, prepares, and conducts individual and group training programs for school bus and other drivers. Conducts skill evaluations and facilitates testing, certification, and licensing of drivers. Drives a school bus over designated routes for the purpose of transporting students to and from school and on special trips.

Distinguishing Career Features

The Bus Driver Instructor represents a senior level within a school Bus Driver career path. Incumbents at this level have been certified by external agencies to provide classroom and behind the wheel instruction and evaluation to prospective and licensed drivers. Advancement to Bus Driver Instructor requires compliance with the stated qualifications and a demonstrated ability to develop training materials, conduct classroom and behind the wheel training to groups and individuals, and certify other instructors.

Essential Duties and Responsibilities

- Plans and organizes a school bus driver training program in compliance with California State laws and District policies and procedures. Instructs prospective and new school bus drivers in the proper methods of operating and maintaining a school bus.
- Prepares for and conducts classes designed for drivers to keep up-to-date skills. Classes include but are not limited to safety and equipment characteristics. Delivers and may oversee training of drivers from other school districts and agencies.
- Plans and oversees school bus evacuation drills. Arranges written and driving tests required for driver certification.
- Conducts skill evaluations and facilitates testing, certification, and licensing of drivers. Recommends to individual drivers improvements for their driving and safety techniques. Assists drivers with needed improvement as identified and/or directed. Prepares related reports.
- Arranges and conducts safety meeting for school bus drivers. Maintains familiarity with the different types of district busses. Maintains accurate records concerning driver performance, in-service training hours, bus operation, and related matters.
- May assist Director in responding to accidents/incidents involving district vehicles; may participate in investigations by preserving scenes (such as taking pictures) and ensuring students are dealt with in safe and proper manner; assists in preparing related paperwork.
- Coordinates and participates in delivering in-service education and information programs that are mandated by state agencies. Facilitates simulations of emergency situations.
- Serves as a working team leader, assisting management with day-to-day logistics, operations, and programs/projects.
- May provide advanced training to other driver-trainers undergoing qualification training.
- Performs the duties of a School Bus Driver as needed and required.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: In-depth knowledge of the goals and objectives of the school bus driver training program plus the methods and techniques of training and evaluation. In-depth knowledge and understanding of safe bus driving practices. In-depth understanding of bus operation and safety sufficient to recognize problems and take appropriate action. Basic knowledge of the procedures, methods and techniques of dispatching school buses. Complete understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation. Sufficient knowledge of and skill at using personal computers to access and use office productivity software and other resources to store and retrieve information. Sufficient human relation

skills in order to teach and conduct training; facilitate demonstrations and incident simulations; and maintain harmony with team members, parents, and students.

- **Abilities**

Requires the ability to: Carry out the essential functions of the position. Plan, develop and implement school bus driver training and trainer certification programs. Set up, coordinate, and sequence steps involved with incident simulations. Train and assist in the evaluation of school bus drivers and drive a school bus safely and efficiently while keeping to well-established schedules. Recognize malfunctions in equipment and take appropriate action. Maintain the assigned vehicle in clean and safe operating condition. Administer first aid to ill or injured students. Learn designated bus route, including stops and traffic hazards. Maintain required records. Build and maintain positive work relations with bus drivers, peers, students and parents.

- **Physical Abilities**

Requires: ability to function in a vehicle and outdoors engaged in work of an active nature; arm-hand and leg-foot dexterity to drive a bus; visual acuity including depth perception to observe moving objects; ability to sit for extended periods of time; hearing sufficient to be aware of traffic and road distractions/conditions and listen to children; ability to move, lift and place into position light to medium weight, such as wheel chairs onto platforms.

- **Education and Experience**

Requires a high school diploma or equivalent, and 5 years of school bus driver experience. Related transportation operations/trainer experience desirable.

- **Licenses and Certificates**

  - Valid California Class B Commercial Driver's License with "P" Passenger Endorsement and School Bus(s) endorsements
  - Valid California Special Driver Certificate with "S" School Bus Endorsement
  - Valid California Bus Driver Instructor Certificate*
  - Valid medical examination certificate
  - Valid First Aid and CPR certifications (or qualification by California Highway Patrol examination).

  *A driving record without a chargeable accident in any vehicle within the three years immediately preceding the date of selection as a Bus Driver Instructor

- **Working Conditions**

Work is performed indoors in an office environment where minimal safety considerations exist, and outdoors where some safety considerations exist from physical activity, traffic conditions, and adverse weather conditions.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION OF CLASSIFICATION DELEGATED BEHIND THE WHEEL TRAINER

RECOMMENDATION:

It is requested that the minimum qualifications for job classification of Delegated Behind the Wheel Trainer; Licenses and Certificates section, be revised. See attached changes and new description.

BASIS OF RECOMMENDATION:

The previous classification does not reflect current state mandated requirements for this position. It is recommended that we update the Licenses and Certificates section to reflect current state law.

GH

Presented to the Personnel Commission on 10/19/2022

Simi Valley Unified School District

Classification: **DELEGATED BEHIND THE WHEEL TRAINER**	Revisions:
Department/Site: Student Safety & Transit	FLSA: Non-Exempt
Approved by: Personnel Commission, April 2020	Salary Range: 85 (Classified)

Summary

Under the general direction of the Director of Student Safety & Transit, conducts behind the wheel training and evaluation for prospective and licensed school bus drivers and performs the duties of a Bus Driver.

Essential Duties and Responsibilities

- Conducts behind the wheel driver observations and behind the wheel proficiency check rides for prospective and licensed school bus drivers; trains drivers in the proper methods of operating a school bus; identifies improvements in driving and safety techniques and assists drivers in making improvements.
- Prepares and maintains records and reports pertaining to bus driver training and performance.
- Drives a specially equipped school bus over designated and special routes in compliance with time schedules, picking up and discharging students.
- Inspects bus prior to operation for safety purposes; cleans the interior and exterior of buses as needed, including but not limited to cleaning windshields and headlights, picking up debris, sweeping and mopping floors, wiping and cleaning upholstery, and removing graffiti.
- Services bus with fuel and oil; performs routine checks of belts, brakes, turning signals, lighting, hydraulic lifts, and other bus components and equipment; reports problems and equipment malfunctions.
- Maintains appropriate behavior among students on buses in accordance with District policies and procedures; escorts students across streets when necessary.
- Reports incidents affecting the safety of students; prepares, maintains, and submits records and reports as required by State and federal laws and District policies and procedures, such as incident and accident reports and records of trips.
- Performs first aid and emergency assistance.
- Participates in safety meetings and various trainings and workshops to maintain up-to-date knowledge and skills.
- May transport students and chaperons on field trips to various locations according to scheduled departure and arrival times.
- May repair upholstery using a commercial sewing/stitching machine and replace seats and frames.
- May participate in moving office furniture and fixtures.

Other Duties and Responsibilities

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

Qualifications

- **Knowledge and Skills**

Requires knowledge of:

- Goals and objectives of the school bus driver training program
- Methods and techniques of effective training and evaluation
- Safe bus driving practices sufficient to recognize problems and take appropriate action
- Operations of specially equipped buses
- State laws, rules, and regulations pertaining to school bus operations and pupil transportation, including those for students requiring accommodations
- Applicable District rules, policies, and procedures
- Routine equipment servicing
- First aid practices

- **Abilities**

Requires the ability to:

- Observe, train, and evaluate school bus drivers in the operation of school buses
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures pertaining to school bus operations and passenger transportation

- Drive a school bus safely and efficiently while keeping to well-established schedules
- Learn and apply new information, skills, and technology
- Operate office equipment, including computers and supporting word processing, spreadsheet, and email applications
- Operate transportation-related software programs
- Use special devices and equipment for the transport of students with mobility needs
- Maintain order among students, both while driving and at bus stops
- Recognize malfunctions in equipment and take appropriate action
- Maintain an assigned vehicle in clean and safe operating condition, including performing routine servicing
- Administer first aid to ill or injured students
- Prepare and maintain required records and reports
- Carry out verbal and written instructions
- Work productively with peers, students, parents, and members of the general public
- Learn designated bus routes, including stops and traffic hazards
- Communicate clearly and concisely, both orally and in writing

- **Physical Abilities**

Requires:

- Ability to function in a vehicle and outdoors engaged in work of an active nature
- Arm-hand and leg-foot dexterity to drive a bus
- Visual acuity including depth perception
- Ability to sit for extended periods of time
- Hearing sufficient to be aware of traffic and road distractions/conditions and listen to children
- Ability to move, lift and place into position light to medium weight, such as wheel chairs onto platforms

- **Education and Experience**

A high school diploma or equivalent AND one year of school bus driver experience immediately preceding the date of selection as a delegated behind-the-wheel trainer

- **Licenses and Certificates**

- A valid California Class B Commercial Driver's License with "P" Passenger Endorsement and School Bus (S) endorsements*
- Valid California Special Driver Certificate with "S" School Bus Endorsement*
- Valid medical examination certificate
- Valid First Aid and CPR certifications (or qualification by California Highway Patrol examination)
- Valid California Delegated Behind-The-Wheel Trainer or California Bus Driver Instructor credential; employees must complete the credential requirements within one year of hire date.

*A driving record without a chargeable accident in any vehicle within the three years immediately preceding the date of selection as a delegated behind-the-wheel trainer

- **Working Conditions**

Work is performed outdoors where some safety considerations exist from physical activity, traffic conditions, and adverse weather conditions.

Simi Valley Unified School District

Classification: **DELEGATED BEHIND THE WHEEL TRAINER**	Revisions:
Department/Site: Student Safety & Transit	FLSA: Non-Exempt
Approved by: Personnel Commission, April 2020	Salary Range: 85 (Classified)

Summary

Under the general direction of the Director of Student Safety & Transit, conducts behind the wheel training and evaluation for prospective and licensed school bus drivers and performs the duties of a Bus Driver.

Essential Duties and Responsibilities

- Conducts behind the wheel driver observations and behind the wheel proficiency check rides for prospective and licensed school bus drivers; trains drivers in the proper methods of operating a school bus; identifies improvements in driving and safety techniques and assists drivers in making improvements.
- Prepares and maintains records and reports pertaining to bus driver training and performance.
- Drives a specially equipped school bus over designated and special routes in compliance with time schedules, picking up and discharging students.
- Inspects bus prior to operation for safety purposes; cleans the interior and exterior of buses as needed, including but not limited to cleaning windshields and headlights, picking up debris, sweeping and mopping floors, wiping and cleaning upholstery, and removing graffiti.
- Services bus with fuel and oil; performs routine checks of belts, brakes, turning signals, lighting, hydraulic lifts, and other bus components and equipment; reports problems and equipment malfunctions.
- Maintains appropriate behavior among students on buses in accordance with District policies and procedures; escorts students across streets when necessary.
- Reports incidents affecting the safety of students; prepares, maintains, and submits records and reports as required by State and federal laws and District policies and procedures, such as incident and accident reports and records of trips.
- Performs first aid and emergency assistance.
- Participates in safety meetings and various trainings and workshops to maintain up-to-date knowledge and skills.
- May transport students and chaperons on field trips to various locations according to scheduled departure and arrival times.
- May repair upholstery using a commercial sewing/stitching machine and replace seats and frames.
- May participate in moving office furniture and fixtures.

Other Duties and Responsibilities

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

Qualifications

- **Knowledge and Skills**

Requires knowledge of:

- Goals and objectives of the school bus driver training program
- Methods and techniques of effective training and evaluation
- Safe bus driving practices sufficient to recognize problems and take appropriate action
- Operations of specially equipped buses
- State laws, rules, and regulations pertaining to school bus operations and pupil transportation, including those for students requiring accommodations
- Applicable District rules, policies, and procedures
- Routine equipment servicing
- First aid practices

Abilities

Requires the ability to:

- Observe, train, and evaluate school bus drivers in the operation of school buses
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures pertaining to school bus operations and passenger transportation

- Drive a school bus safely and efficiently while keeping to well-established schedules
- Learn and apply new information, skills, and technology
- Operate office equipment, including computers and supporting word processing, spreadsheet, and email applications
- Operate transportation-related software programs
- Use special devices and equipment for the transport of students with mobility needs
- Maintain order among students, both while driving and at bus stops
- Recognize malfunctions in equipment and take appropriate action
- Maintain an assigned vehicle in clean and safe operating condition, including performing routine servicing
- Administer first aid to ill or injured students
- Prepare and maintain required records and reports
- Carry out verbal and written instructions
- Work productively with peers, students, parents, and members of the general public
- Learn designated bus routes, including stops and traffic hazards
- Communicate clearly and concisely, both orally and in writing

- **Physical Abilities**

Requires:

- Ability to function in a vehicle and outdoors engaged in work of an active nature
- Arm-hand and leg-foot dexterity to drive a bus
- Visual acuity including depth perception
- Ability to sit for extended periods of time
- Hearing sufficient to be aware of traffic and road distractions/conditions and listen to children
- Ability to move, lift and place into position light to medium weight, such as wheel chairs onto platforms

- **Education and Experience**

A high school diploma or equivalent AND one year of school bus driver experience immediately preceding the date of selection as a delegated behind-the-wheel trainer

- **Licenses and Certificates**

- A valid California Class B Commercial Driver's License with "P" Passenger Endorsement and School Bus (S) endorsements*
- Valid California Special Driver Certificate with "S" School Bus Endorsement*
- Valid medical examination certificate
- Valid First Aid and CPR certifications (or qualification by California Highway Patrol examination)
- Valid California Delegated Behind-The-Wheel Trainer or California Bus Driver Instructor credential; employees must complete the credential requirements within one year of hire date.

*A driving record without a chargeable accident in any vehicle within the three years immediately preceding the date of selection as a delegated behind-the-wheel trainer

- **Working Conditions**

Work is performed outdoors where some safety considerations exist from physical activity, traffic conditions, and adverse weather conditions.