PLEASE POST
SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
NOTICE & AGENDA OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that a Special Meeting of the Personnel Commission will be held on:

DATE: Thursday, September 29, 2022

TIME: 5:00 P.M.

PLACE: SVUSD Board Room, 101 W. Cochran Street, Simi Valley, CA

Personnel Commission Members

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

Staff Members

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

THE PURPOSE OF THIS SPECIAL MEETING:

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Agenda Items Only)

PERSONNEL ITEMS

- Classification Specification Creation for Paraeducator Program Coordinator– *Action*
- Revision of Personnel Commission Rules Article 6 Section 6.50- Final Reading– *Action*

INFORMATION

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: September 27, 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
ESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that the following classification be established:

CLASSIFICATION TITLE:

Paraeducator Program Coordinator

ANNUAL SALARY RANGE:
Classified Salary Schedule #100 ($48,465.72 - $59,443.80/annual)

BACKGROUND: District administration requested the establishment of the proposed classification to coordinate aspects of the District Paraeducator activity, specifically to administer and coordinate the staffing needs for the Paraeducator programs including the evaluating staffing needs, hiring, training, and tracking performance. Currently, these duties are performed in concert with the Assistant Superintendent, Student Support Services, and the Sr. Administrative Assistant, Classified Personnel, with additional assistance from the Classified Personnel department. The time required to perform the tasks assigned to the proposed job classification will allow the Sr. Administrative Assistant, Classified Personnel to perform the true essential functions and duties required of the position instead of spending a majority of daily FTEs on duties not included in the job description. The burden of coordinating the proposed duties has left the Classified Personnel department with a deficit in administrative help. The duties and responsibilities specified in the classification specification are not part of an existing job classification. A new classification is warranted to meet the District's needs.

BASES OF RECOMMENDATION: Under the general supervision of the designated administrator, an incumbent in the proposed classification will collaborate with designated administrators of paraeducator programs, school sites, and Classified Personnel to provide adequate and well trained paraeducator staffing. A classification 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. Classifications with similar level of responsibility for the Paraeducator Program Coordinator function were identified at other districts. However, the classifications identified have significant responsibility for additional areas of management, such as employee supervision, training, and evaluation. Therefore, they were not considered comparable to the proposed classification which is more clerical in nature. The proposed classification shares similar levels of subject matter expertise and analytical duties, as the Marketing and Communications Coordinator and the Emergency Services and Safety Coordinator.

With regard to internal alignment, the proposed salary for the new classification is approximately 2% lower than the Marketing and Communications Coordinator and 5% higher than the Emergency Services and Safety Coordinator. In consideration of the aforementioned information, it is appropriate to allocate the new classification to Classified Salary Schedule #100 ($48,465.72-$59,443.80/annual).

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Presented to the Personnel Commission on September 29, 2022

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Paraeducator Program Coordinator

Purpose Statement

Under the general direction of designated administrator, coordinates the staffing needs for the Paraeducator student support programs. Collaborates with Classified Personnel staff to coordinate recruitment, assist in the selection process, and the assignment of vacancies. Collaborates with department administrators to anticipate staffing and training needs. Maintains the program in accordance with district, local, state, and federal laws, rules, regulations, policies, procedures, and collective bargaining agreements. Acts as a liaison between the Student Support Services/Educational Services departments and other staff members to address program's needs. Collaborates with site administration to support the evaluation process for paraeducators. Incumbents may be assigned duties to support both Student Support Services and Educational Services departments.

Essential Functions

- Plans, hires, organizes and coordinates the staffing of the district's Paraeducator/ Paraeducator Special Education assignments, while ensuring compliance with federal, state, local regulatory requirements, district policies and procedures.
- Serves as a liaison between school site staff, principals and teachers, and the district staff in order to evaluate staffing needs; consults on efficient utilization of staff time and receives feedback regarding new and existing Paraeducators.
- Works with Paraeducator Special Education staff to ensure that work expectations are met and that staff receive the training and support needed to safely and effectively perform their assignments.
- Collaborates with staff members in order to anticipate staffing needs and determines optimal staffing strategies.
- Collaborates with the Classified Personnel staff to coordinate recruitment, selection and the management of eligibility lists.
- Develops and recommends procedures and policies to enhance the Paraeducator programs and to advance services for our students.
- Reviews assignment needs on annual and on-going basis to inform of staffing decisions.
- Maintains a system of assignment control in order to manage vacancies and to maintain record of assignments including location, full-time equivalent (FTE), duty hours, and employment status.
- Coordinates and participates in selection and hiring interviews to evaluate candidate fitness.
- Participates in the recruiting and training of a Paraeducator substitute pool.
- Provides new hire orientation and on-boarding specific to Paraeducators
- Schedules and assists in preparing ongoing professional development in the areas of curriculum, behavior management (including nonviolent crisis intervention (NCI) training) and other training to advance the goals of the District.
- Participates in meetings with various district departments for the purpose of conveying and gathering information in support of the Paraeducator Program.
- Maintains all records related to the program; electronically stores and retrieves documents and reports as needed.
- Collaborates with site administration to support and provide resources for the evaluation process of paraeducators
- May work with employment agencies to address the needs of the Paraeducator programs.

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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 office equipment, including computers and supporting word processing, spreadsheet, email, database, and specialized applications and systems
- Quickly and accurately calculate sums, averages, fractions, decimals, and ratios

Knowledge of:

- Principles and practices of report preparation
- Principles and procedures of records management
- Laws, codes, regulations, and procedures pertaining to Classified Personnel and the Paraeducator Programs

Ability to:

- Apply, and explain laws, codes, regulations, policies, and procedures
- Manage multiple assignments simultaneously
- Learn and apply new information, skills, and technology
- Collaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Exercise initiative and independence of judgment and action
- Develop and maintain records and reports

Education and Experience

A **bachelor** degree in human resources, business administration, public administration or a similar relevant field or alternatively a **bachelor** degree in Child Development, Education, Behavioral Science/Analysis, Healthcare Management, or Social Work or equivalent discipline **AND** one year of work experience coordinating, performing, or providing administrative support to a technical function, preferably in human resources or project management. Work experience serving children or adults with a spectrum or mental or physical disabilities, including autism and/or experience in a school district or public sector education is desired.

OR

An **associate** degree in human resources, business administration, public administration or a similar relevant field or alternatively an **associate** degree in Child Development, Education, Behavioral Science/Analysis, Healthcare Management, or Social Work or equivalent discipline **AND** three years of work experience coordinating, performing, or providing administrative support to a technical function, preferably in human resources or project management. Work experience serving children or adults with a spectrum or mental or physical disabilities, including autism and/or experience in a school district or public sector education is desired.

OR

A **high school** diploma or equivalent **AND** five years of work experience coordinating, performing, or providing administrative support to a technical function, preferably in human resources or project management. Work experience serving children or adults with a spectrum or mental or physical disabilities, including autism and/or experience in a school district or public sector education is desired.

Licenses and Certificates

A valid California driver's license may be required.

First aid, CPR and nonviolent crisis intervention (NCI) training may be required.

Certificate in project management is desirable

Working Environment

Work is performed primarily in an indoor environment where minimal safety considerations exist. Periodically, visits school sites.

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

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION OF PERSONNEL COMMISSION ARTICLE 6

EXPLANATION:

Request has been made to the Personnel Commission by the Classified Personnel Services and Fiscal Services departments for clarification on the pay rates of employees returning to perform substitute assignments after retiring from the SVUSD and CalPERS. Due to the current talent shortage we are relying on the use of former SVUSD retirees to sub in vacancies and for absences. We also have needed to recall them for limited term assignments to train new employees or to help with unique projects that require an employee to step in with little to no training at a very short notice. It is only right to pay these employees for the experience and expertise they provide. If we are to continue to ask for their assistance we need to be sure we are not insulting them by asking them to work for the same rate as a substitute with less experience in their field.

6.50 RETIREMENT (Ed Code 45134)

6.50.1 Employment of PERS Retirees (Ed Code 45135) (Gov Code Section 21150 et seq)

A. Any person receiving a retirement allowance from the Public Employee's Retirement System may be employed for up to 960 hours per calendar year. ~~in accordance with the provisions of Article 5 (Commencing with Section 21150) of Chapter 8 of Part 5 of Division 5 of Title 2 of the Government Code.~~

B. The retired person must be informed that the employment is restricted to 960 hours in any calendar year and continuance in employment is at the discretion of the District.

6.50.2 Compensation of PERS Retirees (Ed Code 45260 and 45261)

A. A retired employee under authority of this rule shall be entitled only to the appropriate salary earned including overtime compensation (excludes differential pay).

B. Retired employees appointed to positions in their last permanent classification shall be placed on their last rate of pay, the same step of the salary range they were on at the time of retirement. Retired personnel appointed to positions in any other classification shall be placed on the step of the range closest to the salary rate assigned to the range and step the retiree was on at the time of retirement.

C. "Last rate of pay" for purposes of this rule shall exclude longevity, shift differential, professional growth, or other differentials.

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EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001] *(Title 2 enacted by Stats. 1976, Ch. 1010.)*

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500] *(Division 3 enacted by Stats. 1976, Ch. 1010.)*

PART 25. EMPLOYEES [44000 - 45500] *(Part 25 enacted by Stats. 1976, Ch. 1010.)*

CHAPTER 5. Classified Employees [45100 - 45500] *(Chapter 5 enacted by Stats. 1976, Ch. 1010.)*

ARTICLE 1. Employment [45100 - 45139] *(Article 1 enacted by Stats. 1976, Ch. 1010.)*

45134. (a) Notwithstanding any other provisions of law, no minimum or maximum age limits shall be established for the employment or continuance in employment of persons as part of the classified service.

(b) Any person possessing all of the minimum qualifications for any employment shall be eligible for appointment to that employment, and no rule or policy, either written or unwritten, heretofore or hereafter adopted, shall prohibit the employment or continued employment, solely because of the age of any person in any school employment who is otherwise qualified.

(c) No person shall be employed in school employment while he or she is receiving a retirement allowance under any retirement system by reason of prior school employment, except that a person may be hired:

(1) Pursuant to Article 8 (commencing with Section 21220) of Chapter 12 of Part 3 of Division 5 of Title 2 of the Government Code.

(2) As an aide in one of the following circumstances:

(A) An aide is needed in a class with a high pupil-teacher ratio.

(B) An aide is needed to provide one-on-one instruction in remedial classes or for underprivileged students.

A person working as an aide pursuant to this subdivision shall not receive service credits for purposes of the State Teachers' Retirement System.

(d) The provisions of subdivision (c) shall be inapplicable to persons who were employed in the classified service of any school district as of September 18, 1959, and who are still in the employ of the same district on the effective date of this subdivision, and the rights of those persons shall be fixed and determined as of September 18, 1959, and no such person shall be deprived of any right to any retirement allowance or eligibility for any such allowance to which he or she would have been entitled as of that date. Any such person who, by reason of any provision of law to the contrary, has been deprived of any right to retirement allowance or eligibility for such an allowance, shall, upon the filing of application therefor, be reinstated to such rights as he or she would have had had this subdivision been in effect on September 18, 1959.

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

(Amended by Stats. 2005, Ch. 351, Sec. 40. Effective January 1, 2006.)

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001] *(Title 2 enacted by Stats. 1976, Ch. 1010.)*

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500] *(Division 3 enacted by Stats. 1976, Ch. 1010.)*

PART 25. EMPLOYEES [44000 - 45500] *(Part 25 enacted by Stats. 1976, Ch. 1010.)*

CHAPTER 5. Classified Employees [45100 - 45500] *(Chapter 5 enacted by Stats. 1976, Ch. 1010.)*

ARTICLE 1. Employment [45100 - 45139] *(Article 1 enacted by Stats. 1976, Ch. 1010.)*

45135. Notwithstanding the provisions of subdivision (c) of Section 45134, a retired classified school employee may be employed by a school district, but only in accordance with the provisions of Article 5 (commencing with Section 21150) of Chapter 8 of Part 3 of Division 5 of Title 2 of the Government Code.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

(Enacted by Stats. 1976, Ch. 1010.)

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001] *(Title 2 enacted by Stats. 1976, Ch. 1010.)*

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500] *(Division 3 enacted by Stats. 1976, Ch. 1010.)*

PART 25. EMPLOYEES [44000 - 45500] *(Part 25 enacted by Stats. 1976, Ch. 1010.)*

CHAPTER 5. Classified Employees [45100 - 45500] *(Chapter 5 enacted by Stats. 1976, Ch. 1010.)*

ARTICLE 6. Merit System [45240 - 45320] *(Article 6 enacted by Stats. 1976, Ch. 1010.)*

45260. (a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.

(Amended (as amended by Stats. 1982, Ch. 1514, Sec. 1) by Stats. 1984, Ch. 521, Sec. 6.)

EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001] *(Title 2 enacted by Stats. 1976, Ch. 1010.)*

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500] *(Division 3 enacted by Stats. 1976, Ch. 1010.)*

PART 25. EMPLOYEES [44000 - 45500] *(Part 25 enacted by Stats. 1976, Ch. 1010.)*

CHAPTER 5. Classified Employees [45100 - 45500] *(Chapter 5 enacted by Stats. 1976, Ch. 1010.)*

ARTICLE 6. Merit System [45240 - 45320] *(Article 6 enacted by Stats. 1976, Ch. 1010.)*

45261. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

(Amended by Stats. 1977, Ch. 1014.)