PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

July 13, 2022
5:00 P.M.
Meeting # 896

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 June 8, 2022 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

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

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Revision of Personnel Commission Rules Article 6 Section 6.60.1 C- Final Reading – *Action*
- Realignment of Clerical Family Salary Structure- *Action*

CLOSED SESSION

- The Personnel Commission will meet in Closed Session in Accordance With Provisions in Government Code Section 54957-Public Employment Matters-Consider an Appointment of Senior Accounting Technician
- The Personnel Commission will meet in Closed Session in Accordance With Provisions in Government Code Section 54957-Public Employment Matters-Consider an Appointment of Director, Information Technology

GENERAL ITEMS

- 2021-2022 Budget Status – *Information; Discussion*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : July 7, 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

June 8, 2022
5:00 P.M.
Meeting # 895

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 Commissio approved the Agenda, as presented. Motion #22.0608.1
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commissio approved the Consent Agenda, as presented. Motion #22.0608.2
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 May 11, 2022, as presented. Motion #22.0608.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Special Meeting of May 25, 2022, as presented. Motion #22.0608.4
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None

Ms. Hobiger mentioned the passing of Norma Compton, former Purchasing department employee. Commission Comments

Lynn Wood, from Hillside Middle School, thanked the commission for the recognition of Classified Week and had an inquiry in regards to how many hours the new Universal Transitional Kindergarten Paraeducator positions were. Public Comments

Personnel Items

Ms. Henson apprised the Personnel Commission that the adopted VCOE budget was received. Classified Personnel department is currently recruiting for some Director level positions; e.g., IT. Ms. Henson noted that recruitment for the Universal Transitional Kindergarten Paraeducator positions had been a success. Ms. Henson and a few other employees from Classified Personnel and Payroll departments had attended a Payroll Training offered by Ventura County Office of Education where she was able to converse with Personnel Directors from other districts and learned that they were facing a multitude of the same issues. The meeting with Student Support Services had gone well and the specific Director's Report

assignments for 2022 Extended School Year would be emailed within the week. Classified Personnel department is still working on receiving quotes for recruiting signs with QR codes that can be placed at ESY (Extended School Year) and summer school campuses.

General Items

The 2021-2022 Budget was reviewed and discussed.

2021-2022 Budget Status

Ms. Henson presented the first reading of Revision of Personnel Commission Rules Article 6 Section 6.60.1 C which would make all regular permanent classified employee evaluations be due between March 15 and May 15 of each year. The CSPCA Recommended Personnel Policies and Procedures Manual for California School Merit Systems and Personnel Commission rules and/or CSEA agreements from seven local districts were reviewed in the development of the proposed revision.

Revision of Personnel Commission Rules Article 6 Section 6.60.1 C- First Reading

Ms. Henson presented the Realignment of Clerical Family Salary Structure. The Clerical Family classifications were reallocated to be in alignment.

Realignment of Clerical Family Salary Structure

Information

Future Commission meeting dates were announced:
July 13, 2022…….August 17, 2022 …..... September 14, 2022…....5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Adult Education Instructional Assistant, Machine Shop; Cafeteria Services Specialist; Construction Planning Coordinator; Construction Project Manager (Bond); Cosmetology School Assistant; Director of Information Technology; Job Developer/ Coach.

Job Opportunities

Future Consideration

Ms. Henson stated she is working on having the job description completed for Student Support Coordinator which will be a high level clerical role and would like Certificated to be on the qualifying panel. She is waiting for Conejo Valley Unified School District to share the job description of a classification similar to Student Support Coordinator. The classification will most likely remain in Classified. Classified Personnel department is also working on a Job Developer position due to a WorkAbility program resignation.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:48 P.M.

Motion #22.0608.5

Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None,

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 7-7-2022

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
Administrative Services Assistant II	1	Ed Services Department	6/16/2022	7/11/2022	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Week of 7/18/2022	Week of 7/25/2022	7/28/2022	
Adult Education Instructional Assistant, Machine Shop	1	SICE	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	Week of 6/1/2022	Week of 6/6/2022	6/9/2022	
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
Cafeteria Services Specialist	2	Various	5/25/2022	6/16/2022	Multiple Choice Test; Structured Interview	N/A	Week of 6/21/2022	Week of 6/27/2022	6/30/2022	
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	3/8/2022	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	3	Various	Continuous	One week prior to test date	Structured Interview	N/A	TBD	4/12/2022	Ongoing	
Machine Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	N/A	Week of 5/23/2022	5/26/2022	
Paraeducator	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	4/19/2022	TBD	Ongoing	
Paraeducator Spanish	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	4/19/2022	4/25/2022	4/28/2022	Processing Provisional Substitutes
Paraeducator - Visually Impaired	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	5/13/2022	Week of 5/16/2022	5/19/2022	
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 Office Manager I	1	Berylwood Elementary	6/16/2022	7/11/2022	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Week of 7/18/2022	Week of 7/25/2022	7/28/2022	
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	Week of 4/4/2022	Week of 4/11/2022	4/14/2022	

Upcoming Recruitments

Classification	Location
School Services Assistant II	TBD

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2021-2022 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 6/30/2022		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2021-2022 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		1,000.00			1,600.00	1,600.00-
(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		897.30	1,502.70
		2,400.00	**3,400.00**	**2,400.00**	**0.00**	**2,497.30**	**-97.30**
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		2,600.00	100.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0							.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	189.00	207.00		90.50	116.50
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	22,969.00	22,000.00	1,970.37	22,968.72	2,939.09-
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	34.00	22.00	36.00		13.00	23.00
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	75.00	89.00	84.00		71.60	12.40
Total for Optional 0257		**33,669.00**	**25,969.00**	**25,027.00**	**1,970.37**	**25,743.82**	**2,687.19-**
530-0270	**PERSONNEL COMISSION STAFF OT**						
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT	2,049.00	2,090.00	2,049.00		1,429.95	619.05
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR		24.00			32.53	32.53-
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	160.00	157.00		109.41	47.59
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	26.00	11.00	26.00		7.12	18.88
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	57.00	58.00	57.00		39.31	17.69
Total for Optional 0270		**2,289.00**	**2,343.00**	**2,289.00**	**.00**	**1,618.32**	**670.68**
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	0.00	1,111.63	88.37
Total for Optional 0271		**1,200.00**	**1,200.00**	**1,200.00**	**.00**	**1,111.63**	**88.37**
530-0276	**CONTRACTED PERSONNEL SERVICES**						
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	2,500.00	5,050.00	2,500.00		5,090.00	2,590.00-
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	18,699.00	18,699.00	18,699.00		17,170.81	1,528.19
Total for Optional 0276		**21,199.00**	**23,749.00**	**21,199.00**	**.00**	**22,260.81**	**1,061.81-**
530-0278	**STAFF MILEAGE**						
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	160.00	340.00	160.00		230.27	70.27-
Total for Optional 0278		**160.00**	**340.00**	**160.00**	**.00**	**230.27**	**70.27-**
530-0279	**ADVERTISING**						
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	2,267.00	1,767.00		1,309.83	457.17
Total for Optional 0279		**1,767.00**	**2,267.00**	**1,767.00**	**.00**	**1,309.83**	**457.17**
530-0284	**DUES & MEMBERSHIP**						
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,007.00	3,007.00	3,007.00		1,340.00	1,667.00

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2021-2022 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 6/30/2022		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2021-2022 Approved Budget**	**Revised Budget**	**County Approved Budget***	**Encumbered**	**Expensed**	**County Approved Budget Balance**
Total for Optional 0284		**3,007.00**	**3,007.00**	**3,007.00**	**.00**	**1,340.00**	**1,667.00**
530-0286	**EQUIPMENT > $500**						
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	1,266.00	1,266.00	1,266.00		143.51	1,122.49
Total for Optional 0286		**1,266.00**	**1,266.00**	**1,266.00**	**.00**	**143.51**	**1,122.49**
530-0669	**TRAVEL & CONFERENCE**						
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	2,500.00	7,000.00	2,500.00		5,948.54	3,448.54-
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,500.00	3,000.00	2,500.00	499.00	329.00	1,672.00
Total for Optional 0669		**5,000.00**	**10,000.00**	**5,000.00**	**499.00**	**6,277.54**	**1,776.54-**
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**	**.00**	**.00**	**500.00**
530-0DER	**CONSULTANTS**						
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	3,834.00	6,484.00			6,484.00
Total for Optional 0DER and Expense accounts		**6,484.00**	**3,834.00**	**6,484.00**	**.00**	**.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	137,736.00	110,706.00	137,736.00	9,468.97	110,417.79	17,849.24
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN		9,433.00			9,620.99	9,620.99-
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	1.00	27,769.00	13,375.00	2,169.34	21,989.42	10,783.76-
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR		9,003.00	4,437.00	720.56	9,159.98	5,443.54-
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	25,340.00	24,234.00	25,340.00	2,318.33	24,233.88	1,212.21-
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	1.00	515.00	1,671.00	47.09	526.50	1,097.41
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,		3,245.00	3,700.00	260.40	3,301.08	138.52
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	120.00	87.00	110.00	10.00	87.16	12.84
		163,198.00	**184,992.00**	**186,369.00**	**14,994.69**	**179,336.80**	**7,962.49-**
530-0MWW	**EMPLOYEE RECOGNITION**						
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-0	MATLS/SUPPS	212.00	212.00	212.00			212.00
Total for Optional 0MWW		**212.00**	**212.00**	**212.00**	**.00**	**.00**	**212.00**
530-0N55	**PRINTING & XEROX USAGE**						
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP	750.00	650.00	750.00		184.00	566.00
Total for Optional 0N55		**750.00**	**650.00**	**750.00**	**.00**	**184.00**	**566.00**
530-0RFN	**ATTORNEY FEES**						
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	45,420.00	50,000.00	19,515.50	859.50	29,625.00
Total for Optional 0RFN		**50,000.00**	**45,420.00**	**50,000.00**	**19,515.50**	**859.50**	**29,625.00**
530-0W95	**INTERVIEW PANEL EXPENSES**						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	590.00	590.00	590.00		423.07	166.93

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2021-2022 P.C. BUDGET

530 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2021-2022 Approved Budget	Revised Budget	County Approved Budget*	Current Budget Status as of 6/30/2022 Encumbered	Expensed	County Approved Budget Balance
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	2,000.00	2,000.00	222.61	1,232.73	544.66
Total for Optional 0W95		**2,590.00**	**2,590.00**	**2,590.00**	**222.61**	**1,655.80**	**711.59**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**						
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	69,198.00	138,412.00	134,649.00	11,197.47	144,809.84	21,358.31-
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	30,537.00	31,708.00	45,677.00	2,565.33	32,953.90	10,157.77
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,197.00	10,619.00	15,274.00	815.95	11,027.66	3,430.39
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	48,850.00	35,103.00	19,472.00	3,117.41	34,897.50	18,542.91-
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	1,640.00	694.00	1,640.00	53.34	716.03	870.63
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,666.00	3,821.00	3,666.00	307.92	3,982.29	624.21-
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	340.00	250.00	250.00	20.00	220.00	10.00
Total for Optional 0242 and Expense accounts		**164,428.00**	**220,607.00**	**220,628.00**	**18,077.42**	**228,607.22**	**26,056.64-**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**						
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	58,959.00	42,137.00	55,829.00	4,925.00	42,060.35	8,843.65
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	13,508.00	9,654.00	16,144.00	1,128.31	9,636.01	5,379.68
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,511.00	6,149.00	5,399.00	376.77	3,210.52	1,811.71
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	13,052.00	13,052.00	13,052.00	1,267.43	8,152.89	3,631.68
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	726.00	682.00	726.00	24.63	209.80	491.57
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,622.00	1,159.00	1,652.00	135.44	1,156.74	359.82
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	120.00	180.00	15.00	120.00	45.00
Total for Optional 0353 and Expense accounts		**92,558.00**	**72,953.00**	**92,982.00**	**7,872.58**	**64,546.31**	**20,563.11**
TOTAL		**552,677.00**	**605,299.00**	**623,830.00**	**63,152.17**	**537,722.66**	**22,955.17**

SUBJECT TO THE APPROVAL OF THE
PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION OF PERSONNEL COMMISSION ARTICLE 3

EXPLANATION:
Request has been to the Personnel Commission by site administrators and district department directors to revise the annual evaluation schedule to ensure better compliance and quality of evaluations. The CSPCA Recommended Personnel Policies and Procedures Manual for California School Merit Systems and Personnel Commission rules and/or CSEA agreements from seven local districts were reviewed in the development of the proposed revision.

The rule revision is supported by the CSEA President and District Administration.

REVISION:

6.60 PERFORMANCE EVALUATIONS

6.60.1 When Evaluations are to be Made

All regular classified employees shall be evaluated by their immediate supervisors in cooperation with the respective principal or administrator in accordance with the following schedule:

A. Probationary employee - at the end of the second and fifth months of service.

B. Probationary management (executive or administrative) employee - at the end of the fifth and tenth month of service.

C. Permanent employee - once a year, ~~one month prior to his anniversary date.~~ between March 15 and May 15 of each year.

Merit Rules and Regulations

CSPCA Recommended Personnel Policies and Procedures Manual for California School Merit Systems

Ed Code 45240 - 45320 (K-12)
Ed Code 88060 - 88057 (Community College)



California School Personnel Commissioners Association
Supporting Education Through Merit

and/or encourage the person to greater efforts in the performance of his/her duties and responsibilities.

Education Codes: 45260 and 45261; 88080 and 88081

13.2 Administration of Performance Appraisal System

13.2.1 The Personnel Administrator of Classified [Human Resources/Personnel] shall be charged with administering the performance appraisal system of the District for all members of the Classified Service. The Personnel Administrator of Classified [Human Resources/Personnel] shall be responsible for insuring that all evaluations are properly completed utilizing the prescribed form(s) and included in employees' personnel files.

Education Codes: 45260 and 45261; 88080 and 88081

13.3 **Performance Evaluation Issuance Schedule**

Districts vary as to whether there is a 2 or 3 performance evaluations are to be issued formally in the course of the probationary period – specifying in which month the evaluations are to take place. (e.g. 2nd, 4th, 6th; 3rd and 5th; 2nd and 5th)

Districts vary with respect to the schedules for permanent employee evaluations. As collective bargaining agreements cover performance evaluation, such agreements supersede PC rules relative to CBA covered employees. PC rules may mirror the CBA or it may have the provisions that cover management, supervisory, and confidential and contain a disclaimer that the CBA supersedes any PC rules on PE for those employees.
Note: Districts vary with respect to the following practices relative to evaluation schedules for permanent employees:

Some Districts elect to have a single month or a two month period usually in spring time where all evaluations are due.

Some Districts go by the employee's anniversary date

Some Districts have provisions whereby when an employee receives multiple consecutive PEs at meets standards or above they are not subjected to mandatory evaluation for x number of years (usually 2 or 3).

13.3.1 Performance Evaluations During Probationary Service

a. For employees serving a six (6) month probation period - at the end of the second (2nd) and between the fourth (4th) and sixth (6th) months of service.

b. For employees serving one year probationary period as designated at the time of hire - at the end of the fourth and between the eighth (8th) and twelfth (12th) months of service.

c. For employees serving a probationary period of three (3) months or sixty-five (65) work days, whichever is longer, in the case of reassignment into a related lateral job classification as the job classification in which they have previously passed probation, the evaluation shall take place no earlier than the 30th working day.

d. The probationary period shall be extended by the same number of days a probationary employee is absent for any combination of leaves (paid and unpaid) in excess of five (5) working days over the probationary period.

13.3.2 Performance Evaluation During Permanent Service

a. The schedule of evaluation for permanent classified employees shall be annually between March 15 and May 15 of each year.

1. Employees designated as permanent and whose most recent performance evaluation has been rated as "Satisfactory" or higher shall be evaluated at least every second year.
2. Employees whose most recent evaluation was rated "Needs Improvement" or "Not Satisfactory" shall be evaluated annually or as specified.

b. An employee may be given a special (unscheduled) evaluation at any time during employment if deemed necessary by the supervisor to document either outstanding or unsatisfactory performance by an employee.

Education Codes: 45260 and 45261; 88080 and 88081

13.4 Evaluation Rater

13.4.1 Each employee is to be rated by his/her assigned immediate supervisor. In cases where the employee is assigned to more than one department or site, the employee shall receive separate evaluations for each assignment.

13.4.2 In cases where the immediate supervisor does not get to observe the employee at work on a day-to-day basis, such as employees assigned to work under the direction of a certificated teacher, the supervisor shall seek performance feedback from the teacher or site administrator in addition to one's own observations when issuing a performance evaluation.

13.4.3 In cases where evaluations are performed by a functional supervisor located at the District Office (rather than providing daily direct and immediate supervision over the person being evaluated), the functional supervisor and the immediate or first-line supervisor shall confer with respect to the evaluation and both individuals shall sign the performance evaluation report.

Education Codes: 45260 and 45261; 88080 and 88081

13.5 Performance Evaluation Procedures

Data on Classified Evaluation Structure

School Districts	Permanent Evaluation Due Dates	Frequency of Evaluations
CSPCA Model Merit Rules (Best Practices)	Perm- between March 15 and May 15 of each year	Annually
CVUSD	Perm unit members evaluated on an annual basis btw March 15 to May 15	Annually (at the discretion of supervisor one additional nonscheduled eval may be provided) or after 3 consecutive satisfactory evals every 2 yrs.
Fillmore	Sometme during the month of April, unless needed more often because of job performance	Perm- every 2 years
Ox Elem	By October 30 of each year, unit members shall be notified in writing by their immediate supervisor if they are going to be evaluated during the school year. (CSEA)	Perm employees shall be evaluated not less frequently than once every 2 years after becoming perm in assigned class (CSEA)
OX Union	Perm classified emplyees shall be evaluated in March each year	Annually unless he/she evaluated since the preceeding February 1
PVUSD	Annually within 30 days of employee's anniversary unless during the months of July through September, then adjusted to June or October	Annually
Santa Paula	Perm at least once during the time period from March through April	Annually
SVUSD	Once a year one month prior to employee's anniversary date	Annually
VUSD	Perm within 30 days of anniversary date	if most recent eval rates "satisfactory" shall be evaluated at least every second year within 30 days of anniversary date

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REALLOCATION OF CLASSIFICATIONS

RECOMMENDATION:

It is recommended that effective July 1, 2022, the following classifications be reallocated on the Classified Salary Schedule as follows:

CLASSIFICATION: ADMINISTRATIVE SERVICES ASSISTANT I
FROM: RANGE 60 ($16.18 - $19.70/HOURLY)
TO: RANGE 65 ($16.91 - $20.72/HOURLY)

CLASSIFICATION: ADMINISTRATIVE SERVICES ASSISTANT II
FROM: RANGE 70 ($17.72 - $21.72/HOURLY)
TO: RANGE 75 ($18.57 - $22.66/HOURLY)

CLASSIFICATION: CAREER GUIDANCE ASSISTANT
FROM: RANGE 65 ($16.91 - $20.72/HOURLY)
TO: RANGE 70 ($17.72 - $21.72/HOURLY)

CLASSIFICATION: COSMETOLOGY PROGRAM TECHNICIAN
FROM: RANGE 60 ($16.18 - $19.70/HOURLY)
TO: RANGE 65 ($16.91 - $20.72/HOURLY)

CLASSIFICATION: HEALTH SERVICES ASSISTANT
FROM: RANGE 60 ($16.18 - $19.70/HOURLY)
TO: RANGE 65 ($16.91 - $20.72/HOURLY)

CLASSIFICATION: LIBRARY ASSISTANT
FROM: RANGE 55 ($15.50 - $18.88/HOURLY)
TO: RANGE 60 ($16.18 - $19.70/HOURLY)

CLASSIFICATION: LIBRARY TECHNICIAN
FROM: RANGE 64 ($16.72 - $20.46/HOURLY)
TO: RANGE 70 ($17.72 - $21.72/HOURLY)

CLASSIFICATION: LEAD LIBRARY TECHNICIAN
FROM: RANGE 73 ($18.22 - $22.28/HOURLY)
TO: RANGE 75 ($18.57 - $22.66/HOURLY)

CLASSIFICATION: STUDENT SERVICES ASSISTANT II
FROM: RANGE 63 ($16.59 - $20.31/HOURLY)
TO: RANGE 65 ($16.91 - $20.72/HOURLY)

CLASSIFICATION: SCHOOL SERVICES ASSISTANT III
FROM: RANGE 70 ($17.72 - $21.72/HOURLY)
TO: RANGE 75 ($18.57 - $22.66/HOURLY)

CLASSIFICATION: TRANSLATOR/INTERPRETER
FROM: RANGE 75 ($18.57 - $22.66/HOURLY)
TO: RANGE 80 ($19.39 - $23.72/HOURLY)

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

BASIS OF RECOMMENDATION:

Effective January 1, 2022, California minimum wage increased to $15.00/hour. As a result, some of the clerical job classifications were increased to meet the minimum wage requirements. This resulted in a misalignment in the relationship of the clerical family. This proposed reallocation of the clerical classifications realigns the original relationship between the job classifications.

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Presented to the Personnel Commission on 6/8/2022

CURRENT SALARY SCHEDUL

CLERICAL						
Administrative Clerk	55	2686.73	15.50	2821.93	16.28	
Administrative Services Assistant I	60	2804.48	16.18	2961.50	17.09	
Administrative Services Assistant II	70	3071.64	17.72	3239.56	18.69	
Career Guidance Assistant	65	2930.97	16.91	3098.89	17.88	
Cosmetology Program Technician	60	2804.48	16.18	2961.50	17.09	
Emergency Services and Safety Coordinator	95	3861.08	22.28	4081.34	23.55	
Health Services Assistant	60	2804.48	16.18	2961.50	17.09	
Library Assistant	55	2686.73	15.50	2821.93	16.28	
Library Technician	64	2898.26	16.72	3071.64	17.72	
Lead Library Technician	73	3157.77	18.22	3322.43	19.17	
Media Center Coordinator	84	3482.71	20.09	3685.53	21.26	
Marketing and Communications Coordinator	102	4110.77	23.72	4353.93	25.12	
Risk Management Technician	80	3360.58	19.39	3547.05	20.46	
School Services Assistant I	55	2686.73	15.50	2821.93	16.28	
School Services Assistant II	63	2875.36	16.59	3049.83	17.60	
School Services Assistant III	70	3071.64	17.72	3239.56	18.69	
Special Education Data Technician	90	3685.53	21.26	3891.61	22.45	
Translator / Interpreter	75	3218.83	18.57	3387.85	19.55	
Worker's Compensation Coordinator	90	3685.53	21.26	3891.61	22.45	

PROPOSED SALARY SCHEDUI

Administrative Clerk	55	2686.73	15.50	2821.93	16.28	
Administrative Services Assistant I	65	2930.97	16.91	3098.89	17.88	
Administrative Services Assistant II	75	3218.83	18.57	3387.85	19.55	
Career Guidance Assistant	70	3071.64	17.72	3239.56	18.69	
Cosmetology Program Technician	65	2930.97	16.91	3098.89	17.88	
Emergency Services and Safety Coordinator	95	3861.08	22.28	4081.34	23.55	
Health Services Assistant	65	2930.97	16.91	3098.89	17.88	
Library Assistant	60	2804.48	16.18	2961.50	17.09	
Library Technician	70	3071.64	17.72	3239.56	18.69	
Lead Library Technician	75	3218.83	18.57	3387.85	19.55	
Media Center Coordinator	84	3482.71	20.09	3685.53	21.26	
Marketing and Communications Coordinator	102	4110.77	23.72	4353.93	25.12	
Risk Management Technician	80	3360.58	19.39	3547.05	20.46	
School Services Assistant I	55	2686.73	15.50	2821.93	16.28	
School Services Assistant II	65	2930.97	16.91	3098.89	17.88	
School Services Assistant III	75	3218.83	18.57	3387.85	19.55	
Special Education Data Technician	90	3685.53	21.26	3891.61	22.45	
Translator / Interpreter	80	3360.58	19.39	3547.05	20.46	
Worker's Compensation Coordinator	90	3685.53	21.26	3891.61	22.45	

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2961.50	17.09	3098.89	17.88	3272.26	18.88
3098.89	17.88	3239.56	18.69	3414.01	19.70
3387.85	19.55	3547.05	20.46	3764.03	21.72
3239.56	18.69	3387.85	19.55	3590.66	20.72
3098.89	17.88	3239.56	18.69	3414.01	19.70
4275.42	24.67	4469.52	25.79	4741.02	27.35
3098.89	17.88	3239.56	18.69	3414.01	19.70
2961.50	17.09	3098.89	17.88	3272.26	18.88
3218.83	18.57	3360.58	19.39	3547.05	20.46
3482.71	20.09	3649.54	21.06	3861.08	22.28
3861.08	22.28	4038.81	23.30	4275.42	24.67
4556.75	26.29	4789.00	27.63	5056.15	29.17
3720.42	21.46	3891.61	22.45	4110.77	23.72
2961.50	17.09	3098.89	17.88	3272.26	18.88
3188.31	18.39	3322.43	19.17	3520.87	20.31
3387.85	19.55	3547.05	20.46	3764.03	21.72
4081.34	23.55	4275.42	24.67	4518.58	26.07
3547.05	20.46	3720.42	21.46	3927.59	22.66
4081.34	23.55	4275.42	24.67	4518.58	26.07

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2961.50	17.09	3098.89	17.88	3272.26	18.88
3239.56	18.69	3387.85	19.55	3590.66	20.72
3547.05	20.46	3720.42	21.46	3927.59	22.66
3387.85	19.55	3547.05	20.46	3764.03	21.72
3239.56	18.69	3387.85	19.55	3590.66	20.72
4275.42	24.67	4469.52	25.79	4741.02	27.35
3239.56	18.69	3387.85	19.55	3590.66	20.72
3098.89	17.88	3239.56	18.69	3414.01	19.70
3387.85	19.55	3547.05	20.46	3764.03	21.72
3547.05	20.46	3720.42	21.46	3927.59	22.66
3861.08	22.28	4038.81	23.30	4275.42	24.67
4556.75	26.29	4789.00	27.63	5056.15	29.17
3720.42	21.46	3891.61	22.45	4110.77	23.72
2961.50	17.09	3098.89	17.88	3272.26	18.88
3239.56	18.69	3387.85	19.55	3590.66	20.72
3547.05	20.46	3720.42	21.46	3927.59	22.66
4081.34	23.55	4275.42	24.67	4518.58	26.07
3720.42	21.46	3891.61	22.45	4110.77	23.72
4081.34	23.55	4275.42	24.67	4518.58	26.07