SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
SPECIAL MEETING MINUTES

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

May 25, 2022
5:00 P.M.
Meeting # 894

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.

Call to Order

The meeting was called to order at 5:00 P.M. by Sandy Handin, Chairperson.

Flag Salute

The flag salute was led by Ms. Handin.

Agenda
Motion #22.0525.1

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

Commission Comments

Ms. Rhodes suggested that the changes on Classification Specification Revision documents be stricken out, in red or a larger print to be easier to find. Ms. Rhodes also proposed that Ms. Flynn attend Merit Academy.

Public Comments

There were no Public Comments.

Personnel Items

Request for Classification Specification Revision for Construction Planning Coordinator
Motion #22.0525.2

Ms. Henson reviewed the recommendation for the Classification Specification Revision for Construction Planning Coordinator. She explained that after a meeting with Director of Facilities and Planning, the revisions in the classification specification made it better aligned within the Bond family and clearly defined a career path. Ms. Hobiger recommended that verbiage under Job Requirements section be amended. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Classification Specification Revision for Construction Planning Coordinator as amended.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent - None.

Request for Classification Specification Revision for Construction Project Manager
Motion #22.0525.3

Ms. Henson reviewed the recommendation for Classification Specification Revision for Construction Project Manager to better align it within the Bond family and define a clear career path. Ms. Hobiger asked that the verbiage under Job Requirements section be amended. On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Classification Specification Revision for Construction Project Manager as amended.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent - None.

Request Classification Specification Revision

Ms. Henson reviewed the recommendation for Classification Specification Revision for Bond Program Manager to better align it within the Bond family and define a clear career path. Ms. Hobiger asked that the verbiage under Job Requirements section be amended.

for Bond Program Manager
Motion #22.0525.4

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Classification Specification Revision for Bond Program Manager as amended.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent - None.

Request Classification Specification Revision and Reopening of Recruitment for Construction Manager/ Project Coordinator
Motion #22.0525.5

Ms. Henson reviewed the recommendation for Classification Specification Revision and Reopening of Recruitment for Construction Manager/ Project Coordinator to better align it within the Bond family and define a clear career path. Ms. Henson mentioned that the updated verbiage within the purpose statement, increased education and/or experience qualifications, and additional certification would facilitate the recruitment of qualified candidates. Ms. Hobiger inquired what an RFP was in the Essential Functions section and recommended that the section be amended to spell RFP out and that the verbiage under Job Requirements section be amended as well. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Classification Specification Revision and Reopening of Recruitment for Construction Manager/ Project Coordinator as amended.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent - None.

Request to Approve New Classification Cosmetology School Assistant
Motion #22.0525.6

Ms. Henson reviewed the recommendation to approve new classification Cosmetology School Assistant. The position had been abolished during COVID-19 school closures. Now that in person instruction had reconvened, it had been determined that this job classification was necessary to meet the needs of the Cosmetology Program. Ms. Henson added that the previous salary range did not comply with the current minimum wage requirements and asked that the salary range be set at 54. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved New Classification Cosmetology School Assistant as presented.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent - None.

Information
Meeting Dates

Future Personnel Commission meeting dates were announced.
June 8, 2022….July 13, 2022.... August 17, 2022....5:00 p.m….. District Board Room

Future Consideration

Ms. Henson stated that the Clerical family requires realignment due to previous minimum wage increase that skewed the salary alignment. Ms. Henson also mentioned that there is a need to reopen a few positions due to recent resignations, e.g., Student Support Services has a need for a Job Developer and Workability aides. Recruitment for some of the positions will need to be reopened because some of the eligibility lists have 4-5 candidates left and Ms. Henson is noticing same names on multiple lists.

Adjournment
Motion #22.0525.7

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:37 p.m.

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

S Handin
Sandy Handin, Chairperson

Kathleen Hobiger
Kathleen Hobiger, Vice Chairperson

L Rhoades
Lori Rhoades, Member