PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

May 11, 2022
5:00 P.M.
Meeting # 893

Personnel Commission Members

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

Staff Members

Ginan Henson, Director of Classified Personnel Services
Kimberley Battung, Senior Administrative Assistant

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting April 13, 2022 – *Action*
APPROVAL OF MINUTES – Special Meeting April 26, 2022 - *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)
- Public Hearing – Final Reading Proposed Annual Budget of the Personnel Commission for Fiscal Year 2022-2023

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Request to Extend Eligibility List for School Office Manager I Additional Six Months - *Action*

GENERAL ITEMS

- 2021-2022 Budget Status – *Information; Discussion*
- 2022-2023 Personnel Commission Budget – Second Reading and Adoption - *Action*
- Request for Advanced Step Placement to Step 5 for Occupational Therapist – *Action*
- Resolution in Honor of Classified School Employees Week, May 15-21, 2022 - *Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

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.

*** PLEASE POST ***

SIMI VALLEY UNIFIED SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

BY THE PERSONNEL COMMISSION

ANNUAL BUDGET OF THE PERSONNEL COMMISSION

FOR FISCAL YEAR 2022-2023

(Educational Code Sections 45253 and 88073)

The Public Hearing on this Proposed Budget will be held in conjunction with the Regular Meeting of the Personnel Commission:

Date:	Wednesday, May 11, 2022
Time:	5:00 p.m.
Location:	Board Room 101 W. Cochran Street Simi Valley, CA 93065

The Public is invited to attend and present their views.

By: _____

Ginan Henson, Director
Classified Personnel Services

Dated: May 4, 2022

Notice: Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight 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.

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 Simi Valley Unified School District Office, Classified Personnel Services, 101 W. Cochran Street, Simi Valley, CA 93065.

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

April 13, 2022
5:00 P.M.
Meeting # 891

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

Staff Members	
Ginan Henson, Director, Classified Personnel Services	5:00 P.M.
Kimberley Battung, Senior Administrative Assistant	5:00 P.M.

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

The flag salute was led by Ms. Handin. **Flag Salute**

Agenda

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Agenda, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. Motion #22.0413.1

Consent Agenda

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Consent Agenda, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. Motion #22.0413.2

Minutes

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Regular Meeting of March 16, 2022, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. Motion #22.0413.3

Commission Comments

Ms. Hobiger mentioned the passing of Robin Sota, former secretary at Royal High School, and Thomas Pinneri, former lead custodian at Simi Valley High School.

Public Comments

No public comments.

Personnel Items

Director's Report

Ms. Henson thanked Lynn Wood for providing the information discussed at the last regular meeting. She will discuss it with B-Cabinet. Ms. Henson informed the Commissioners that Michael Enstrom, custodian at Valley View Middle School, passed away. She stated that there will be a need to hire many new Paraeducator, General Education positions for the Universal Traditional Kindergarten program; we anticipate additional Paraeducator I, Special Education positions next year as well. We will be participating in a job fair sponsored by the Simi Valley Chamber of Commerce on April 23, 2022 and the Simi Valley Street Fair on April 30, 2022.

Ms. Henson discussed the reasons for this recommendation. She stated that both the Interim Director of Information Technology and the Assistant Superintendent of Student Support Services agreed with the recommendations. On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Request to Abolish Unused Classifications of Media Center Coordinator; Network Systems Manager; Paraeducator, Speech and Language.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Request to Abolish Unused Classifications of Media Center Coordinator; Network Systems Manager; Paraeducator, Speech and Language
Motion #22.0413.4

Ms. Henson explained the reasoning for the classification specification revision. Ms. Hobiger asked why CPR certification wasn't part of the minimum qualifications. Ms. Henson said she research why it isn't included and if it should be added. It was agreed to table this motion until there was additional information. There was no motion.
Vote 0-0; Aye-None; No-None; Abstained-None; Absent-None.

Classification Specification Revision for Occupational Therapist
Motion #22.0413.5

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Request for Classification Specification Revision for Worker's Compensation Coordinator.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Classification Specification Revision for Worker's Compensation Coordinator
Motion #22.0413.6

Ms. Henson asked for clarification regarding the policy about making minor corrections to classification specifications in regards to spelling or punctuation errors. Ms. Hobiger stated the policy has always been that all changes go through the Personnel Commission, but she was open to discussion. It was decided to table the motion until Ms. Rhoades was present to give her input. There was no motion.
Vote 0-0; Aye-None; No-None; Abstained-None; Absent-None.

Procedure for Updating and Amending Classification Specifications
Motion #22.0413.7

General Items

Ms. Handin stated the 2021-2022 budget looks great.

2021-2022 Budget Status

Review and discussion took place between the commissioners and Ms. Henson regarding next year's budget. Ms. Battung provided additional benefits data based on the rates given to Ms. Henson by Carol Lovejoy.

2022-2023 Personnel Commission Budget – First Reading

The Commissioners were provided their new district email addresses and the directions to activate the accounts. Ms. Hobiger asked Ms. Battung to order new business cards with the updated information.

Update on Personnel Commissioners' Email Addresses

Information

Future Commission meeting dates were announced:
May 11, 2022…….June 8, 2022…….July 13, 2022…….5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Accounting Assistant I; Accounting Technician-Special Funds; Construction Project Manager (Bond); Lead Student Store Assistant; Senior Accounting Technician; Senior Administrative Assistant, Confidential; Workers' Compensation Coordinator.

Job Opportunities

Future Consideration

Ms. Henson stated that a Special Meeting will be necessary to discuss the new job classification of Construction Planning Coordinator. It was agreed to hold the Special Meeting on April 26, 2022 at 5:00 p.m. Tabled items from this meeting will also be discussed.

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:56 P.M.

Motion #22.0413.8

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

ABSENT

Lori Rhoades, Member

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
SPECIAL MEETING MINUTES

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

April 26, 2022
5:00 P.M.
Meeting # 892

Personnel Commission Members	Arrived
Sandy Handin, Chairperson	ABSENT
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.
Kimberley Battung, Senior Administrative Assistant	5:00 P.M.

Call to Order

The meeting was called to order at 5:00 P.M. by Kathleen Hobiger, Vice-Chairperson.

Flag Salute

The flag salute was led by Ms. Hobiger.

Agenda

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

Motion #22.0426.1

Commission Comments

There were no Commission Comments.

Public Comments

There were no Public Comments.

Personnel Items

Request to Approve Classification Specification Revision for Occupational Therapist
Motion #22.0426.2

Ms. Henson reviewed the recommendation for the Classification Specification Revision for Occupational Therapist as it was presented at the last regular meeting. She stated that upon discussion with Sean Goldman, Asst. Superintendent of Student Support Services, CPR certification for this job classification is not mandatory however it is something to consider for the future. Ms. Rhoades and Ms. Hobiger strongly recommend that all Occupational Therapists be CPR certified and maybe an in-service could be done to get them the certification. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Classification Specification Revision for Occupational Therapist.
Vote 2-0; Aye-Hobiger and Rhoades; No-None; Abstained-None; Absent - Handin.

Request to Approve New Classification of Construction Planning Coordinator at Classified Salary Schedule 135
Motion #22.0426.3

Ms. Henson presented the recommendation to approve a new classification of Construction Planning Coordinator. Discussion between the commissioners and Ms. Henson took place. Ms. Rhoades voiced her concern regarding the addition of management positions without the addition of an equal amount of non-management positions. Ms. Henson stated that a new clerical support position has been created to support the new management position. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the New Classification of Construction Planning Coordinator at Classified Salary Schedule 135.
Vote 2-0; Aye-Hobiger and Rhoades; No-None; Abstained-None; Absent - Handin.

Information

Meeting Dates

Future Personnel Commission meeting dates were announced.
May 11, 2022…..June 8, 2022…..July 13, 2022…..5:00 p.m. District Board Room

Future Consideration

Ms. Henson stated that an applicant for a vacant Occupational Therapist position is requesting reconsideration of her initial step placement. Also, a new position in Student Support services will need to be created that will coordinate the placement of Paraeducator I, Special Education as well as Paraeducator General Education. Ms. Hobiger asked if the October meeting date be changed.

Adjournment

Motion #22.0426.4

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

Vote 2-0; Aye-Hobiger and Rhoades; No-None; Abstained-None; Absent - Handin.

ABSENT
Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member

Simi Valley Unified School District Personnel Commission

Classification Title	Number of Vacancies	Vacancy Locations	Open Date	Closing Date	Type of Exam	T&E Completed By	Test Date	Structured Interview	Eligibility List Established	Comments
Accounting Assistant I	1	Fiscal Services	#######	4/22/2022	Multiple Choice; Structured	N/A	Week of 5/2/2022	Week of 5/9/2022	5/12/2022	
Accounting Technician - Special Funds	1	Student Support Services	4/5/2022	4/28/2022	Multiple Choice; Structured	N/A	5/10/2022	Week of 5/16/2022	5/19/2022	
Bus Driver	1	Student Safety & Transit	Continuous	One week prior to	Structured Interview	N/A	N/A	TBD	TBD	
Cafeteria Assistant	Multiple	Various	Continuous	One week prior to	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	Multiple Choice Test; Structured	N/A	TBD	TBD	TBD	
Community Liaison	Multiple	Various	Continuous	One week prior to	Multiple Choice Test; Structured	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Construction Project Manager (Bond)	1	Bond Management Office	#######	5/6/2022	T&E & Structured Interview	Week of 5/2/2022	N/A	Week of 5/9/2022	5/12/2022	
Custodian	2	Various	Continuous	One week prior to	Multiple Choice Test; Structured	N/A	3/8/2022	TBD	Ongoing	Processing Provisional Substitutes
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Groundskeeper	1	Royal HS	Continuous	One week prior to	Multiple Choice Test; Structured	N/A	TBD	TBD	TBD	
Instructional Support Specialist, IBI	3	Various	Continuous	One week prior to	Structured Interview	N/A	TBD	4/12/2022	Ongoing	
Library Technician	1	Royal HS	#######	5/5/2022	Multiple Choice Test; Structured	N/A	5/9/2022	5/16/2022	5/19/2022	
Machine Program Shop Assistant	1	SICE	Continuous	One week prior to	Structured Interview	N/A	N/A	Week of 5/23/2022	5/26/2022	
Maintenance Technician	1	Maintenance & Operations	#######	5/5/2022	Multiple Choice Test; Structured	N/A	Week of 5/9/2022	Week of 5/16/2022	5/19/2022	
Paraeducator	Multiple	Various	Continuous	One week prior to	Multiple Choice Test; Structured	N/A	4/19/2022	TBD	Ongoing	
Paraeducator Spanish	Multiple	Various	Continuous	One week prior to	Multiple Choice Test; Structured	N/A	4/19/2022	4/25/2022	4/28/2022	Processing Provisional Substitutes
Paraeducator - Visually Impaired	Multiple	Various	Continuous	One week prior to	Multiple Choice Test; Structured	N/A	5/13/2022	Week of 5/16/2022	5/19/2022	
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to	Multiple Choice Test	N/A	Monthly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Paraeducator II, Special Education	0	Various	Continuous	One week prior to	Multiple Choice Test; Structured	N/A	Monthly (approx)	TBD	Ongoing	Processing Substitutes
Paraeducator, Deaf or Hard of Hearing	0	Student Support Services	Continuous	One week prior to	Multiple Choice Test; Structured	N/A	TBD	TBD	Ongoing	Processing Substitutes
Passenger Vehicle Driver	1	Student Safety & Transit	Continuous	One week prior to the structure	Structured Interview	N/A	N/A	TBD	TBD	
School Services Assistant I	2	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview; Online	N/A	TBD	TBD	Ongoing	

Classification Title	Number of Vacancies	Vacancy Locations	Open Date	Closing Date	Type of Exam	T&E Completed By	Test Date	Structured Interview	Eligibility List Established	Comments
School Services Assistant II	2	Various	#######	5/13/2022	Multiple Choice Test; Structured Interview; Online	N/A	Week of 5/16/2022	Week of 5/23/2022	5/26/2022	
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Senior Accounting Technician	1	Educational Services	#######	4/22/2022	Multiple Choice Test; Structured Interview; Online	N/A	Week of 5/2/2022	Week of 5/9/2022	5/12/2022	
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to	Structured Interview	N/A	Week of 4/4/2022	Week of 4/11/2022	4/14/2022	
Workers' Compensation Coordinator	1	Risk Management	#######	5/13/2022	T&E & Structured Interview	Week of 5/13/2022	N/A	Week of 5/23/2022	5/26/2022	

Upcoming Recruitments

Classification		Location

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 3/31/2022 Encumbered	Expensed	County Approved Budget Balance
530-0RET	**RETIREE BENS**						
(166928) 010-3702-0000-0-0000-7490-165-530-0RET-0	OPEB CLAS, UNDISTRIB,UNRES		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	**2,400.00**	**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	3,000.00	2,700.00		1,950.00	750.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0			206.00-				.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	180.00	207.00		68.65	138.35
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	21,255.00	22,000.00	3,940.74	19,027.98	968.72-
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	34.00	36.00	36.00		9.75	26.25
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	75.00	84.00	84.00		53.70	30.30
Total for Optional 0257		**33,669.00**	**24,349.00**	**25,027.00**	**3,940.74**	**21,110.08**	**23.82-**
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		1,179.78	869.22
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR					23.79	23.79-
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	157.00	157.00		90.25	66.75
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	26.00	26.00	26.00		5.88	20.12
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	57.00	57.00	57.00		32.41	24.59
Total for Optional 0270		**2,289.00**	**2,289.00**	**2,289.00**	**.00**	**1,332.11**	**956.89**
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	873.02	238.61	88.37
Total for Optional 0271		**1,200.00**	**1,200.00**	**1,200.00**	**873.02**	**238.61**	**88.37**
530-0276	**CONTRACTED PERSONNEL SERVICES**						
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	2,500.00	2,500.00	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**	**21,199.00**	**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	240.00	160.00		176.52	16.52-
Total for Optional 0278		**160.00**	**240.00**	**160.00**	**.00**	**176.52**	**16.52-**
530-0279	**ADVERTISING**						

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 3/31/2022 Encumbered	Expensed	County Approved Budget Balance
(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
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	3,000.00	2,500.00		5,511.29	3,011.29-
(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**	**6,000.00**	**5,000.00**	**499.00**	**5,840.29**	**1,339.29-**
530-0BV5	**POSTAGE**						
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	600.00	500.00			500.00
Total for Optional 0BV5		**500.00**	**600.00**	**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	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**	**.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	108,536.00	137,736.00	18,937.94	90,154.83	28,643.23
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN		10,296.00			9,432.34	9,432.34-
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	1.00	9,273.00-	13,375.00	4,338.68	17,347.17	8,310.85-
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR		1,446.00-	4,437.00	1,441.12	7,603.08	4,607.20-
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	25,340.00	10,596.00	25,340.00	4,636.66	19,597.22	1,106.12
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	1.00	1,171.00-	1,671.00	94.18	424.75	1,152.07
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,		520.00-	3,700.00	520.80	2,738.63	440.57
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	120.00	107.00	110.00	20.00	67.16	22.84
		163,198.00	**117,125.00**	**186,369.00**	**29,989.38**	**147,365.18**	**9,014.44**
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**

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 3/31/2022 Encumbered	Expensed	County Approved Budget Balance
530-0N55	**PRINTING & XEROX USAGE**						
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP	750.00	650.00	750.00		36.00	714.00
Total for Optional 0N55		**750.00**	**650.00**	**750.00**	**.00**	**36.00**	**714.00**
530-0RFN	**ATTORNEY FEES**						
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	49,420.00	50,000.00	19,572.50	802.50	29,625.00
Total for Optional 0RFN		**50,000.00**	**49,420.00**	**50,000.00**	**19,572.50**	**802.50**	**29,625.00**
530-0W 95	**INTERVIEW PANEL EXPENSES**						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	590.00	590.00	590.00		284.90	305.10
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	1,000.00	2,000.00	194.12	1,028.82	777.06
Total for Optional 0W 95		**2,590.00**	**1,590.00**	**2,590.00**	**194.12**	**1,313.72**	**1,082.16**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**						
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	69,198.00	135,698.00	134,649.00	17,224.55	114,332.83	3,091.62
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	30,537.00	45,677.00	45,677.00	3,946.12	26,193.50	15,537.38
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,197.00	15,274.00	15,274.00	1,317.64	8,736.82	5,219.54
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	48,850.00	16,694.00	19,472.00	5,640.99	28,457.43	14,626.42-
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	1,640.00	1,467.00	1,640.00	86.15	571.10	982.75
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,666.00	5,495.00	3,666.00	473.66	3,144.14	48.20
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	340.00	250.00	250.00	30.00	170.00	50.00
Total for Optional 0242 and Expense accounts		**164,428.00**	**220,555.00**	**220,628.00**	**28,719.11**	**181,605.82**	**10,303.07**
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	32,328.00	55,829.00	9,850.00	31,675.28	14,303.72
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	13,508.00	16,144.00	16,144.00	2,256.62	7,256.76	6,630.62
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,511.00	5,399.00	5,399.00	753.55	2,416.04	2,229.41
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	13,052.00	10,763.00	13,052.00	2,534.86	5,618.03	4,899.11
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	726.00	633.00	726.00	49.26	157.93	518.81
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,622.00	1,938.00	1,652.00	270.88	871.14	509.98
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	220.00	180.00	30.00	90.00	60.00
Total for Optional 0353 and Expense accounts		**92,558.00**	**67,425.00**	**92,982.00**	**15,745.17**	**48,085.18**	**29,151.65**
TOTAL		**552,677.00**	**528,278.00**	**623,830.00**	**99,533.04**	**435,457.46**	**88,839.50**

		Simi Valley Unified School District						
		2022-2023 PERSONNEL COMMISSION BUDGET						
		PROPOSED						
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**NOTES**	**2020-2021 Approved Budget**	**2020-2021 Expensed**	**2021-2022 County Approved Budget***	**2021-2022 Encumbered as of 3-31-2022**	**2021-2022 Expensed as of 3-31-2022**	**2022-2023 Proposed Budget**
530-0RET	**RETIREE BENS**							
(166928) 010-3702-0000-0-0000-7490-165-530-0RET-0	OPEB CLAS, UNDISTRIB,UNRES					600.00	400.00	
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un		2,400.00	2,233.20	2,400.00		2,097.30	2,400.00
			2,400.00	**2,233.20**	**2,400.00**	**600.00**	**2,497.30**	**2,400.00**
530-0257	**PERSONNEL COMISSIONERS SALARIES**							
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR		2,700.00	1,900.00	2,700.00		1,800.00	2,700.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0			616.00					
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas		207.00	64.83	207.00		63.36	207.00
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas		30,653.00	21,668.78	22,000.00	5,911.11	17,057.61	23,396.00
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas		2.00	1.03	36.00		9.00	14.00
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas		81.00	52.33	84.00		49.56	75.00
Total for Optional 0257			**34,259.00**	**23,686.97**	**25,027.00**	**5,911.11**	**18,979.53**	**26,392.00**
530-0270	**PERSONNEL COMISSION STAFF OT**							
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT		2,049.00	505.02	2,049.00		1,023.54	2,049.00
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR		468.00	1.93			23.79	519.00
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas		157.00	36.32	157.00		78.29	157.00
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class		2.00	.20	26.00		5.10	10.00
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas		67.00	13.90	57.00		28.12	56.00
Total for Optional 0270			**2,743.00**	**557.37**	**2,289.00**	**.00**	**1,158.84**	**2,791.00**
530-0271	**OFFICE SUPPLIES**							
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	Includes purchases from warehouse (paper and water)	1,200.00	258.61	1,200.00		238.61	1,200.00
Total for Optional 0271			**1,200.00**	**258.61**	**1,200.00**	**.00**	**238.61**	**1,200.00**
530-0276	**CONTRACTED PERSONNEL SERVICES**							
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	CODESP = $2500; E-Skill = $2500 (anticipated increase to $2750)	4,750.00	2,550.00	2,500.00		5,090.00	5,250.00
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	NeoGov = $18,286.91	15,576.00	18,698.88	18,699.00		17,170.81	18,699.00
Total for Optional 0276			**20,326.00**	**21,248.88**	**21,199.00**	**.00**	**22,260.81**	**23,949.00**
530-0278	**STAFF MILEAGE**	Local						
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	Mileage reimbursement for delivering PC binders	160.00	69.48	160.00		176.52	240.00
Total for Optional 0278			**160.00**	**69.48**	**160.00**	**.00**	**176.52**	**240.00**
530-0279	**ADVERTISING**							
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	Updated to reflect planned increased advertising on addtl websites	1,767.00	983.60	1,767.00		1,309.83	3,000.00
Total for Optional 0279			**1,767.00**	**983.60**	**1,767.00**	**.00**	**1,309.83**	**3,000.00**
530-0284	**DUES & MEMBERSHIP**							
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	IPMA = $1005 (Nov-Oct); CSPCA = $1100 (July-June); PTCNC = $40 (Renew Dec); PCASC = $100 (July-June)	3,007.00	1,005.00	3,007.00		1,340.00	3,500.00
Total for Optional 0284			**3,007.00**	**1,005.00**	**3,007.00**	**.00**	**1,340.00**	**3,500.00**
530-0286	**EQUIPMENT > $500**							

		Simi Valley Unified School District						
		2022-2023 PERSONNEL COMMISSION BUDGET						
		PROPOSED						
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	NOTES	2020-2021 Approved Budget	2020-2021 Expensed	2021-2022 County Approved Budget*	2021-2022 Encumbered as of 3-31-2022	2021-2022 Expensed as of 3-31-2022	2022-2023 Proposed Budget
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	Includes expected purchase of Laptop and chromebook	1,266.00		1,266.00			3,066.00
Total for Optional 0286			**1,266.00**	**.00**	**1,266.00**	**.00**	**.00**	**3,066.00**
530-0669	**TRAVEL & CONFERENCE**							
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	Includes two additional attendees at CSPCA Conference ($2800); two attendees at Merit Academy = $1150; Additional training for new employees	5,000.00		2,500.00	1,964.04	3,547.29	10,000.00
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST			2,405.00	2,500.00	749.00	79.00	2,000.00
Total for Optional 0669			**5,000.00**	**2,405.00**	**5,000.00**	**2,713.04**	**3,626.29**	**12,000.00**
530-0BV5	**POSTAGE**							
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,		500.00		500.00			500.00
Total for Optional 0BV5			**500.00**	**.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		6,484.00			6,484.00
Total for Optional 0DER and Expense accounts			**6,484.00**	**.00**	**6,484.00**	**.00**	**.00**	**6,484.00**
530-0E92	**DIRECTOR'S SALARY**	Updated to reflect anticipated 2% salary increase and step increases						
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI		134,408.00	138,466.26	137,736.00	27,849.90	80,685.86	122,720.00
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN						9,432.34	
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR		30,645.00	28,378.73	13,375.00	6,380.40	15,177.83	31,134.00
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR		10,283.00	10,592.68	4,437.00	2,119.02	6,882.52	9,388.00
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR		24,526.00	25,339.74	25,340.00	6,954.99	17,278.89	27,820.00
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR		68.00	69.27	1,671.00	138.51	377.66	614.00
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,		4,369.00	3,807.86	3,700.00	765.87	2,478.23	3,375.00
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR		360.00	100.00	110.00	30.00	57.16	120.00
			204,659.00	**206,754.54**	**186,369.00**	**44,238.69**	**132,370.49**	**195,171.00**
530-0MWW	**EMPLOYEE RECOGNITION**							
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-0	MATLS/SUPPS		212.00		212.00			250.00
Total for Optional 0MWW			**212.00**	**.00**	**212.00**	**.00**	**.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		36.00	750.00
Total for Optional 0N55			**750.00**	**.00**	**750.00**	**.00**	**36.00**	**750.00**
530-0RFN	**ATTORNEY FEES**							
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	For routine and non-routine legal expenses. Necessary in the event of an appeal to PC requiring a hearing officer	50,000.00	7,102.50	50,000.00	19,572.50	802.50	50,000.00
Total for Optional 0RFN			**50,000.00**	**7,102.50**	**50,000.00**	**19,572.50**	**802.50**	**50,000.00**
530-0W95	**INTERVIEW PANEL EXPENSES**	Updated to reflect increased in-person interviews						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	Includes interview panel mileage	590.00	24.95	590.00		266.93	750.00
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	Interview panel meals and snacks	2,000.00	485.87	2,000.00	113.31	967.46	2,500.00
Total for Optional 0W95			**2,590.00**	**510.82**	**2,590.00**	**113.31**	**1,234.39**	**3,250.00**

		Simi Valley Unified School District						
		2022-2023 PERSONNEL COMMISSION BUDGET						
		PROPOSED						
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**NOTES**	**2020-2021 Approved Budget**	**2020-2021 Expensed**	**2021-2022 County Approved Budget***	**2021-2022 Encumbered as of 3-31-2022**	**2021-2022 Expensed as of 3-31-2022**	**2022-2023 Proposed Budget**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**	Updated to reflect anticipated 2% salary increase and step increases						
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo		127,498.00	128,782.40	134,649.00	33,155.73	103,059.88	143,831.00
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas		29,070.00	26,395.83	45,677.00	7,595.91	23,610.88	36,490.00
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas		9,754.00	9,823.12	15,274.00	2,536.38	7,874.46	11,003.00
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas		10,802.00	12,854.71	19,472.00	9,967.98	25,134.77	55,640.00
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas		64.00	64.24	1,640.00	165.81	514.72	719.00
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas		4,144.00	3,541.49	3,666.00	911.76	2,834.14	3,955.00
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)		720.00	200.00	250.00	60.00	150.00	240.00
Total for Optional 0242 and Expense accounts			**182,052.00**	**181,661.79**	**220,628.00**	**54,393.57**	**163,178.85**	**251,878.00**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**	Updated to reflect anticipated 2% salary increase and step increases						
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN		19,238.00	16,989.13	55,829.00	14,485.29	26,750.28	61,981.00
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR		4,387.00	3,318.75	16,144.00	3,318.57	6,128.45	15,725.00
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR		1,472.00	1,294.94	5,399.00	1,108.14	2,039.26	4,742.00
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR		10,000.00	1,525.84	13,052.00	3,802.32	4,350.60	17,224.00
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR		10.00	8.22	726.00	72.42	133.30	310.00
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,		626.00	467.23	1,652.00	398.37	735.70	1,704.00
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES		180.00	40.03	180.00	45.00	75.00	180.00
Total for Optional 0353 and Expense accounts			**35,913.00**	**23,644.14**	**92,982.00**	**23,230.11**	**40,212.59**	**101,866.00**
TOTAL			**555,288.00**	**472,121.90**	**623,830.00**	**150,772.33**	**389,422.55**	**688,687.00**

RESOLUTION

In Recognition Of

CLASSIFIED SCHOOL EMPLOYEE WEEK

MAY 15 – MAY 21, 2022

BE IT RESOLVED by the Personnel Commission of Simi Valley Unified School District:

WHEREAS, the California State Legislature adopted a resolution in 1986 declaring the third full week of May each year as **Classified School Employee Week** recognizing the many outstanding contributions and services provided by classified employees; and

WHEREAS, the Personnel Commission of Simi Valley Unified School District has the utmost respect and admiration for our district's many classified school employees serving as paraprofessionals in the classrooms providing direct assistance to teachers and giving students the individual attention and the support needed to succeed academically; and

WHEREAS, the Personnel Commission of Simi Valley Unified School District recognizes other classified school employees performing essential clerical and office support functions at the district office and school sites creating a smooth operating educational environment; and

WHEREAS, the Personnel Commission of Simi Valley Unified School District recognizes a large group of classified school employees performing maintenance, custodial, and grounds keeping services ensuring that the school buildings and surrounding areas are clean, safe, and well maintained for the students and thus protect the public's investment in our school facilities; and

WHEREAS, the Personnel Commission of Simi Valley Unified School District recognizes many other classified school employees serving as food service workers furnishing students with nutritional meals and snacks, enabling them to focus their attention on learning; and

WHEREAS, the Personnel Commission of Simi Valley Unified School District acknowledges a number of classified school employees who provide transportation services which bring students safely to and from school and other school-related activities; and

WHEREAS, the Personnel Commission of Simi Valley Unified School District acknowledges the classified school employees who provide campus supervision, responsible for monitoring our students before, during, and after school hours, supporting a safe environment on our school campuses.

THEREFORE, BE IT RESOLVED on this 11th day of May, 2022, that the Personnel Commission of Simi Valley Unified School District proclaims the week of May 15 – May 21, 2022 as ***Classified School Employee Week*** and honors the classified school employees for their many contributions to our educational community and commends them for their shared commitment to our vision.

PASSED AND ADOPTED this 11th day of May, 2022, by the Personnel Commission of Simi Valley Unified School District. Aye: ; No: ; Abstained: .

_____
Sandy Handin, Chairperson

_____
Kathleen Hobiger, Vice Chairperson

_____
Lori Rhoades, Member