PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

March 16, 2022
5:00 P.M.
Meeting # 890

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 February 9, 2022 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

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

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Classification Specification Revision and Title Change from Construction Project Manager (C4 Bond) to Construction Project Manager – *Action*

CLOSED SESSION

- The Commission will convene in Closed Session in accordance with provisions in Government Code Section 54957, Public Employment Matters: Public Employee Performance Evaluation – Director, Classified Personnel Services

RETURN TO OPEN SESSION

- Report of Action Taken in Closed Session

GENERAL ITEMS

- 2021-2022 Budget Status – *Information; Discussion*
- First Discussion of Universal Transitional Kindergarten – Information; Discussion
- Personnel Commissioners' Email Addresses – *Discussion*
- Presentation of Submitted Amended Sections from February 9, 2022 Classified Personnel Report - *Information*

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.

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

February 9, 2022
5:00 P.M.
Meeting # 889

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.
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. Rhoades and carried, the Personnel Commission approved the Agenda, as presented. Motion #22.0209.1
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda
Ms. Hobiger, Ms. Rhoades and Ms. Handin asked for clarification regarding several Consent Agenda items. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented and to be updated at the March Board Meeting. Motion #22.0209.2
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 January 12, 2022, as presented. Motion #22.0209.3
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 Special Meeting of January 26, 2022, as presented. Motion#22.0209.4
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Commission Comments
Ms. Hobiger mentioned the need to finalize the travel arrangements to and from the airport for the upcoming CSPCA Conference. It was agreed to discuss the specifics after the meeting.

Public Comments
Lynn Wood, from Hillside Middle School, asked about the Seniority Lists because her school site only has one. Kathryn Birdt from Justin Elementary School also stated that her school site only has one. Ms. Henson said that she would look into the issue. Ms. Henson stated that a Seniority Report is given to the school sites in July and is information as of June 30th. She explained that a new seniority report was recently created in January only to be used as preliminary data for the new lay-off procedures that mirrors Certificated Personnel and will not be sent to the school sites.

Personnel Items

Director's Report

Ms. Henson reported that she and Elaheh Hossain attended a position control training with Janice Carnahan in Certificated Personnel, the Director of Fiscal Services, the Payroll Supervisor and Carol Lovejoy. She mentioned that Human Resources currently is responsible for a great deal of position control, but they may consider making some changes to this process. Ms. Henson reported that the third phase of the Frontline/Escape integration will take place tomorrow and is going well. Ms. Henson reported that a special training is taking place on March 11th for the entire school district. Those not normally scheduled to work will be invited but not required to attend. Those in attendance will be paid. Ms. Henson stated that we will participate in the Simi Valley Street Fair in April. She is collecting questions and topics from her staff for CSPCA Conference to ensure she attends the right classes and obtains the information.

General Items

2021-2022 Budget Status

Ms. Handin approved of the "County Approved Budget" column. She recommended using this column when calculating balances. Ms. Henson stated that she is going to request additional funds for some categories due to the expansion in operating costs and the addition of new employees that will require training. Ms. Hobiger highly recommended the Merit Academy and mentioned the offering of Merit Academy Scholarships.

Information

Meeting Dates

Future Commission meeting dates were announced:
March 16, 2022…..April 13, 2022……May 11, 2022…….5:00 p.m. Board Room

Job Opportunities

Job Opportunities were announced for: Adult Education Instructional Assistant, Academic Skills; School Services Assistant I; School Services Assistant II; Senior Mechanic; Paraeducator – Visually Impaired.
Ms. Handin asked about the status of the posting for Director of Transportation position. Ms. Henson stated that the recruitment was delayed but should be posted soon.

Future Consideration

Ms. Rhoades stated that information was requested at the last Closed Session that is still pending.

Adjournment

Motion #22.0209.5

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:05 P.M.
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 3-7-2022

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	Student Support Services	3/3/2022	3/24/2022	Multiple Choice; Structured Interview; Online Computer Applications Test	N/A	Week of 4/4/2022	Week of 4/11/2022	4/14/2022	
Adult Education Instructional Assistant, Academic Skills	1	SICE	3/2/2022	3/23/2022	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Week of 4/4/2022	Week of 4/11/2022	4/14/2022	Extended Recruitment
Bus Driver	1	Student Safety & Transit	Continuous	One week prior to test date	Structured Interview	N/A	N/A	N/A	N/A	
Cafeteria Assistant	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Certified Educational Sign Language Interpreter	1	Mountain View	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Community Liaison	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Custodian	1	Maintenance & Operations	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	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	3/22/2022	Week of 4/4/2022	4/7/2022	
Instructional Support Specialist, IBI	3	Various	Continuous	One week prior to test date	Structured Interview	N/A	N/A	TBD	Ongoing	
Job Developer/Coach	1	SICE	2/11/2022	3/7/2022	T&E & Structured Interview	Week of 3/7/2022	N/A	Week of 3/14/2022	3/17/2022	
Library Assistant	1	Crestivew	2/11/2022	3/7/2022	Multiple Choice Test; Structured Interview	N/A	Week of 3/17/202	Week of 3/21/2022	3/24/2022	
Occupational Therapist	1	Student Support Services	3/3/2022	3/25/2022	Structured Interview	N/A	N/A	Early April	TBD	
Paraeducator	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	Early April	TBD	Ongoing	
Paraeducator Spanish	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	3/1/2022	3/17/2022	3/21/2022	Processing Provisional Substitutes
Paraeducator - Visually Impaired	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	3/18/2022	3/21/2022	
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	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	Processing Substitutes
Paraeducator, Deaf or Hard of Hearing	1	Student Support Services	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	
Passenger Vehicle Driver	1	Student Safety & Transit	Continuous	One week prior to the structured interview	Structured Interview	N/A	N/A	between 3/15/2022 - 3/16/2022	3/21/2022	
School Services Assistant I	2	Mountain View White Oak	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	2/24/2022	3/17/2022	3/21/2022	
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
Workers' Compensation Coordinator	
Accounting Assistant I	
School Office Manager I	
Student Support Assistant III	

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REALLOCATION OF CLASSIFICATIONS

RECOMMENDATION:

The following change of classification title is recommended:

From: Construction Project Manager (C4 Bond) To: Construction Project Manager

BASIS OF RECOMMENDATION:

The above change of classification title is recommended to remove the appearance that the job classification is funded by a specific Bond measure.

A revised classification specification containing updated language, updated minimum qualifications, and the title change is presented in the current format for approval in conjunction with this report.

GH

Presented to the Personnel Commission on March 16, 2022

Position: **CONSTRUCTION PROJECT MANAGER ~~(C4 Bond)~~**	Revisions:
Department/Site: Business & Facilities	FLSA: Exempt
Approved by: Personnel Commission, May 2006	Salary Range: 170 (Management)

Summary

Plans, coordinates, and facilitates highly complex, multi-disciplinary, multi-phase architectural and engineering projects and reviews in connection with capital construction, improvement and remodeling. Oversees and conducts feasibility studies that include engineering and architectural aspects, research for funding sources, and community acceptance. Directs the work of other staff, outside consultants and contractors, and other agencies.

Distinguishing Career Features

The Construction Project Manager is a senior-level professional and leadership position that combines large-scale project management with engineering/architecture. The Construction Project Manager requires advanced knowledge of engineering and architectural design principles, practices, and procedures; estimating and project accounting; construction methods and the principles, methods and practices of construction project management. ~~Advancement to this position will generally occur from a Project Engineer position, is based on need, requires the ability to originate and facilitate large, multi-disciplinary projects, and must be a registered professional engineer or architect~~.

Essential Duties and Responsibilities

- Plans, coordinates, and participates in all aspects of project conceptualization, design, development, and implementation including preliminary technical research and feasibility analysis, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results.
- Coordinates and integrates multi-phase design, development, and construction work-in-progress with state agencies, as well as with interest groups, neighborhood associations, other stakeholders, and the public.
- Works with outside architects, engineers, construction firms, and agencies to develop construction action plans and construction specifications that comply with the District's architectural and engineering standards, and themes.
- Contributes to, and otherwise prepares project cost estimates and schedules. Develops and or reviews engineering specifications to comply with the District's standards and project goals.
- Oversees, conducts, and/or audits seismic, load bearing, and other structural and environmental computations. Approves, as part of a multidisciplinary team, plans, costs, and engineering change notices.
- Develops project schedules and work sequences, and sets up, manages, and participates in progress and quality reviews. Establishes internal and external communications schedules.
- Reviews engineering and financial performance reports. Oversees inspections and verifications of work of inspectors, engineering staff, and contractors during construction. Reviews and recommends approval of change orders.
- Plans and develops community-based participation including techniques and processes to inform and explain project objectives and answer questions from the public, media and other agencies.
- Prepares for and makes presentations to community or other interest groups, including the District's Board of Education. Develops performance reports, correspondence, and other documents in connection with projects.
- Resolves problems associated with projects. Works with a variety of people to solve technical, legal, and logistical problems, including those that are unanticipated.
- Supervises and prepares facility plans that include analysis and allocation of space and relocation of services to facilitate construction. Conducts research of facility capabilities. Receives information about growth projections and classroom needs. Prepares projections for space requirements.
- Prepares and monitors intergovernmental agreements, right-of-way, easement agreements that are necessary to enable construction. Prepares periodic internal and external reports, such as those required by the state.
- Maintains complete project files including drawings, proposals, contracts, work-in-progress reviews, inspections, and communications.
- Need to add supervises and evaluates the performance of assigned personnel
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Advanced professional knowledge of the theory, principles, and practices of civil engineering or architecture including design, cost, construction materials and techniques, and regulations. Specialized knowledge of commercial construction project management principles, processes, systems and techniques. Special knowledge of state requirements for emergency preparedness in commercial/public access structures include those for restoration or remodel. Knowledge of construction project funding sources and budgeting, and work planning and scheduling. In-depth understanding of Division of State Architects reporting and inspection requirements, intergovernmental agreements, right-of-way, and easements. Working knowledge of engineering contract administration. In-depth knowledge of plan checking and building inspection procedures. Working knowledge of computer-aided-design and computer-aided-engineering programs. Sufficient human relations skill to convey technical engineering concepts; to "sell" project concepts; to facilitate, lead, and guide performance of professional, trades, and technical employees; and to work cooperatively with internal and external customers. Technical writing skills sufficient to prepare project specifications, requests-for-proposal, process documentation, and external communications. Advanced mathematics skills to conduct stress, load bearing, and financial computations.

- **Abilities**

Requires the ability to: Perform all the responsibilities of the position. Plan, organize, assign, coordinate, review and evaluate the work of engineers, architects, and construction management firms. Prepare, administer and monitor a project budget and anticipate future budgetary needs. Interpret and apply complex rules, regulations, laws and ordinances. Analyze technical design engineering, construction engineering and surveying problems. Read construction-related drawings. Use AutoCAD, or equivalent engineering software. Conduct mathematical computations using physics, algebra, analytic geometry, and statistical analysis. Plan, organize, sequence, and supervise work associated with complex projects, converting them into project action plans. Work as contributing member of a team, work productively and cooperatively with other teams and external customers, review performance, and convey a positive image of the District.

- **Physical Abilities**

Requires: sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time; sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devises at a proficient level; visual acuity to create three-dimensional drawings and observe structural work-in-progress; verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

- **Education and Experience**

Requires a Bachelor's degree in civil or a related engineering discipline, or architectural studies and ~~six~~ five years experience ~~involved in construction project management/leadership, including experience~~ in commercial architecture or civil/structural engineering. Three years of the aforementioned experience must include construction project management and two years of the aforementioned experience must include training, leading, or supervising others.~~Additional construction project management experience may be substituted for some higher education on a year for year basis~~.

- **Licenses and Certificates**

Requires a valid California driver's license. A California Professional Engineer or Architect Certificate is desired.

- **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist. The incumbent performs work of a sedentary to moderately active nature.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Construction Manager/Project Coordinator

Purpose Statement

Performs engineering, technical, and compliance reviews in connection with engineering projects and studies. Coordinates and monitors construction project work-in-progress, assuring compliance with contractual and regulatory requirements. Provides consultation to internal and external customers on development, infrastructure, and occupational safety requirements.

Distinguishing Career Features

The Construction Manager/Project Coordinator is part of a career path for construction management. The position will serve as an advisor in the facilities, construction management, and space planning environments. Advancement to Construction Manager/Project Coordinator is based on need and compliance with the qualifications of the position. Advancement potential exists to Construction Project Manager.

Essential Functions

- Participates in the administration and coordination of construction, remodel, rehabilitation, and improvement projects.
- Applies and interprets District policies and procedures, ordinances, and other regulations pertaining to construction of facilities and public access areas.
- Receives and participates in evaluating engineering plans, work processes, project reporting systems and procedures in connection with the review of construction, remodel, rehabilitation, and improvement projects and for compliance with construction standards.
- Participates in pre-construction meetings. Recommends construction features that are of benefit to the District in addition to compliance with standards and regulations.
- Develops tracking systems to monitor compliance with construction standards and contractual requirements such as those for performance, payments, inspections, and permits.
- Develops tracking systems to monitor compliance with state regulatory requirements for occupational safety and environmental regulation.
- Coordinates, monitors, and inspects work-in-progress and ensures compliance with the construction standards, regulations, and contractual requirements. Reviews and recommends approval of change orders.
- Prepares feasibility and cost estimates, cost-to-contractual requirements analyses, and prepares and reviews project schedules and work sequences. Prepares progress and quality reviews.
- Coordinates and obtains permits from other agencies that demonstrate the District's compliance with federal, state and local laws, codes, and regulations.
- Participates in developing and implementing engineering standards and priorities for the District. Interprets and applies standards in designs and review of consultant work. Participates in the preparation of RFPs and hiring of consultants and contractors.
- Analyzes and prepares reports on effects to the community and environment caused by proposed construction, such as traffic and other transportation services.
- Prepares and makes presentations to the Board of Education, external agencies, and community groups as appropriate and commensurate with the skills required of the job.

DRAFT

- Creates, assembles and maintains complete files of capital improvement and other multi-disciplinary projects from conceptual format to completed works, including blueprints, contractual documents, and change orders.

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
- Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios

Knowledge of:

- Principles of school facilities planning
- Construction methods, practices, characteristics, and costs
- Laws, codes, and regulations pertaining to public facilities construction
- Principles and practices of construction project management
- Principles of contract management
- Principles of budgetary planning and control
- Principles and practices of report preparation
- Principles and procedures of records management
- Knowledge of software applications used in building construction management

Ability to:

- Plan, organize, coordinate and review progress and compliance of construction projects
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction
- Read and interpret construction documents, including blueprints, plans, and specifications
- Estimate scope of work, including cost, labor, materials, and supplies
- Coordinate, inspect and evaluate the work of others
- Manage multiple assignments simultaneously
- Plan and organize work to meet changing priorities and deadlines
- Analyze situations and adopt effective courses of action
- 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

Requires a bachelor's degree with a major in civil, structural, or a closely related engineering discipline, planning, or construction management and three years of progressively responsible professional engineering, architecture, construction or facilities management experience with emphasis on projects. Additional related experience may be substituted for higher education requirement on the basis of two years of experience for one year of college. No more than total of two years of the higher education requirement may be substituted for additional experience.

Licenses and Certificates

Requires a valid California driver's license. A California Professional Engineer or Architect Certificate is desired.

Working Environment

Work is performed primarily in an indoor environment where minimal safety considerations exist. Work is performed occasionally outdoors where safety considerations exist from moving equipment, environmental factors (e.g. temperature, rain, wind, dust), and noise extremes.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/160	Exempt	February 2007	March 2016

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Bond Program Manager

Purpose Statement

Under the general direction of the Director of Facilities and Planning, manages and coordinates the activities of the district's bond-funded construction program. Employment is for the duration of the bond-funded construction program only.

Essential Functions

- Manages the development and delivery of major bond construction and special projects related to design, alteration, remodeling, and inspection of new and existing district buildings, structures, and site improvements.
- Manages the activities of the Bond Department and supervises department and project management personnel.
- Monitors construction progress to ensure that contractors adhere to schedules, construction is performed properly and according to standards, and shop drawings and material submittals are processed in a timely manner; coordinates required changes with the project architect and contractors; coordinates and conducts job-start meetings.
- Develops and manages Bond Program contracts, including negotiating, developing, reviewing, monitoring, and enforcing contracts and addressing and resolving disputes with contractors and consultants.
- Manages the bidding process and contractor prequalification process, including evaluating bids and qualifications; conducts and documents pre-bid meetings and site visits to survey existing site conditions.
- Serves as liaison among contractors, contract architects, school personnel, and district departments and units to coordinate communication, participation, and efforts.
- Coordinates the ordering of constructability reviews of construction documents to ensure projects can be built effectively by current construction methods and to eliminate errors and omissions; reviews requests for clarification and assists in interpreting construction documents.
- Administers close-out post acceptance and occupation activities and resolves problems; participates in final equipment and system tests, final inspections, and warranty inspections; develops and presents occupancy plans.
- Gathers and analyzes data to prepare project budgets and develop appropriate fiscal controls; manages bond program and project budgets, including tracking and monitoring expenditures.
- Oversees and participates in the preparation and submission of a variety of reports and required documentation (e.g. project applications, project status reports, budget reports), including ensuring timely submission to regulatory agencies and other bodies (e.g. Board of Education, Office of Public School Construction, Division of State Architects, Independent Community Oversight Committee).
- Attends, participates in, and facilitates a variety of meetings (e.g. community, parent group, Board of Education, oversight committees, regular progress meetings with contractors) to discuss projects and obtain and provide information.
- Coordinates the ordering and delivery of district-furnished equipment.

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
- Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios

Knowledge of:

- Principles of school facilities planning
- Construction methods, practices, characteristics, and costs including the methods of basic trades
- Laws, codes, and regulations pertaining to public facilities construction
- Principles and practices of management and supervision
- Principles of contract management, including bid preparation and evaluation and contract negotiation and administration
- Principles and practices of budget preparation and management
- Principles and practices of report preparation
- Principles and procedures of records management

Ability to:

- Plan, organize, and manage the activities of a bond-funded construction program
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction
- Read and interpret construction documents, including blueprints, plans, and specifications
- Estimate scope of work, including cost, labor, materials, and supplies
- Supervise, coordinate, and evaluate the work of others
- Plan and organize work to meet changing priorities and deadlines
- Analyze situations and adopt effective courses of action
- Learn and apply new information, skills, and technology
- Establish and maintain effective working relationships with district personnel, architects, engineers, community members, construction contractors, and others encountered in the course of work
- Prepare project budgets and develop fiscal controls
- Develop and maintain records and reports
- Communicate clearly and concisely, both orally and in writing

Education and Experience

A bachelor's degree in architecture, engineering, construction management, business, or a related field AND five years of experience in construction and rehabilitation project management and delivery within a school or similarly complex public or commercial environment

Working Environment

Work is performed primarily in an indoor environment where minimal safety considerations exist. Work is performed occasionally outdoors where safety considerations exist from moving equipment, environmental factors (e.g. temperature, rain, wind, dust), and noise extremes.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/184	Exempt	August 2005	January 2021

Simi Valley Unified School District

Classification: **CONSTRUCTION MANAGER/PROJECT COORDINATOR**	Revisions: March 9, 2016
Department/Site: Facilities & Planning	FLSA: Exempt
Approved by: Personnel Commission, February 2007	Salary Range: 160 (Management)

Summary

Performs engineering, technical, and compliance reviews in connection with engineering projects and studies. Coordinates and monitors construction project work-in-progress, assuring compliance with contractual and regulatory requirements. Provides consultation to internal and external customers on development, infrastructure, and occupational safety requirements.

Distinguishing Career Features

The Construction Manager/Project Coordinator is part of a career path for engineering and/or construction management. The position will serve as an advisor in the facilities, construction management, and space planning environments. Advancement to Construction Manager/Project Coordinator is based on need and compliance with the qualifications of the position. Advancement potential exists to Construction Project Manager.

Essential Duties and Responsibilities

- Participates in the administration and coordination of construction, remodel, rehabilitation, and improvement projects.
- Applies and interprets District policies and procedures, ordinances, and other regulations pertaining to construction of facilities and public assess areas.
- Receives and participates in evaluating engineering plans, work processes, project reporting systems and procedures in connection with the review of construction, remodel, rehabilitation, and improvement projects and for compliance with construction standards.
- Participates in pre-construction meetings. Recommends construction features that are of benefit to the District in addition to compliance with standards and regulations.
- Develops tracking systems to monitor compliance with construction standards and contractual requirements such as those for performance, payments, inspections, and permits.
- Develops tracking systems to monitor compliance with state regulatory requirements for occupational safety and environmental regulation.
- Coordinates, monitors, and inspects work-in-progress and insure compliance with the construction standards, regulations, and contractual requirements. Reviews and recommends approval of change orders.
- Prepares feasibility and cost estimates, cost-to-contractual requirements analyses, and prepares and reviews project schedules and work sequences. Prepares progress and quality reviews.
- Coordinates and obtains permits from other agencies that demonstrate the District's compliance with federal, state and local laws, codes, and regulations.
- Participates in developing and implementing engineering standards and priorities for the District. Interprets and applies standards in designs and review of consultant work. Participates in the preparation of RFPs and hiring of consultants and contractors.
- Analyzes and prepares reports on effects to the community and environment caused by proposed construction, such as traffic and other transportation services.
- Prepares and makes presentations to the Board of Education, external agencies, and community groups as appropriate and commensurate with the skills required of the job.
- Creates, assembles and maintains complete files of capital improvement and other multi-disciplinary projects from conceptual format to completed works, including blueprints, contractual documents, and change orders.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Specialized knowledge in Construction Management, architectural and engineering methods, principles, practices, materials, costs, construction techniques and trends, regulations, standards and equipment. Working knowledge of infrastructure construction and management, occupational safety and environmental regulation. Working knowledge of contract administration. Working knowledge of and skill in administering projects that involves sequencing of steps and inclusion of multi-disciplinary teams. In-depth knowledge of computer-aided-design, and computer-aided-engineering and scheduling programs. Sufficient human relation skills to convey technical engineering concepts, to facilitate, and guide other professional, trades, and technical employees, and to work cooperatively with internal and external customers. Technical writing skills sufficient to prepare project specifications, requests-for-proposal, process documentation, and communications suitable for external distribution. Advanced mathematics skills to conduct and financial computations.

- **Abilities**

Requires the ability to: Perform all the responsibilities of the position. Plan, schedule, organize, coordinate, and review progress and compliance of engineering and construction projects. Prepare, administer and monitor a project budget. Interpret and apply complex rules, regulations, laws and ordinances. Prepare, review, approve and interpret engineering plans and specifications. Analyze technical design, engineering, construction logistics, and related problems. Read design and construction-related drawings. Use AutoCAD, or equivalent software. Conduct mathematical computations using physics, algebra, analytic geometry, and statistical analysis. Organize and sequence work associated with development and construction projects, converting them into project action plans. Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the District.

- **Physical Abilities**

Requires: the ability to perform work of a sedentary to moderately active nature; sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time; sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devises at a proficient level; visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress; and verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

- **Education and Experience**

Requires a bachelor's degree with a major in civil, structural, or a closely related engineering discipline, planning, or construction management and three years of progressively responsible professional engineering, architecture, construction or facilities management experience with emphasis on projects. Additional related experience may be substituted for higher education requirement on the basis of two years of experience for one year of college. No more than total of two years of the higher education requirement may be substituted for additional experience.

- **Licenses and Certificates**

Requires a valid California driver's license. A California Professional Engineer or Architect Certificate is desired.

- **Working Conditions**

Work is performed indoors and outdoors where safety considerations exist.

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2021-2022 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 2/28/2022		
(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**						
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un	2,400.00	2,400.00	2,400.00		2,097.30	302.70
		2,400.00	**2,400.00**	**2,400.00**	**0.00**	**2,097.30**	**302.70**
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		1,800.00	900.00
(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		63.36	143.64
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	21,255.00	22,000.00	7,881.48	15,087.24	968.72-
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	34.00	36.00	36.00		9.00	27.00
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	75.00	84.00	84.00		49.56	34.44
Total for Optional 0257		**33,669.00**	**24,349.00**	**25,027.00**	**7,881.48**	**17,009.16**	**136.36**
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		1,023.54	1,025.46
(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		78.29	78.71
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	26.00	26.00	26.00		5.10	20.90
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	57.00	57.00	57.00		28.12	28.88
Total for Optional 0270		**2,289.00**	**2,289.00**	**2,289.00**	**.00**	**1,158.84**	**1,130.16**
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		179.70	1,020.30
Total for Optional 0271		**1,200.00**	**1,200.00**	**1,200.00**	**.00**	**179.70**	**1,020.30**
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		155.46	4.54
Total for Optional 0278		**160.00**	**240.00**	**160.00**	**.00**	**155.46**	**4.54**
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
Total for Optional 0284		**3,007.00**	**3,007.00**	**3,007.00**	**.00**	**1,340.00**	**1,667.00**

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 2/28/2022 Encumbered	Expensed	County Approved Budget Balance
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			1,266.00
Total for Optional 0286		**1,266.00**	**1,266.00**	**1,266.00**	**.00**	**.00**	**1,266.00**
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	2,203.49	3,307.84	3,011.33-
(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	79.00	1,922.00
Total for Optional 0669		**5,000.00**	**6,000.00**	**5,000.00**	**2,702.49**	**3,386.84**	**1,089.33-**
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	37,133.20	71,402.56	29,200.24
(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	8,507.20	13,051.03	8,183.23-
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR		1,446.00-	4,437.00	2,825.36	6,176.18	4,564.54-
(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	9,273.32	14,960.56	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	184.68	331.49	1,154.83
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,		520.00-	3,700.00	1,021.16	2,222.94	455.90
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	120.00	107.00	110.00	40.00	47.16	22.84
		163,198.00	**117,125.00**	**186,369.00**	**58,984.92**	**117,624.26**	**9,759.82**
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			750.00
Total for Optional 0N55		**750.00**	**650.00**	**750.00**	**.00**	**.00**	**750.00**
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**
530-0W95	**INTERVIEW PANEL EXPENSES**						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	590.00	590.00	590.00		266.93	323.07
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	1,000.00	2,000.00	161.55	678.86	1,159.59
Total for Optional 0W95		**2,590.00**	**1,590.00**	**2,590.00**	**161.55**	**945.79**	**1,482.66**

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2021-2022 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 2/28/2022		
(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 - 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	44,207.64	92,007.97	1,566.61-
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	30,537.00	45,677.00	45,677.00	10,127.88	21,078.91	14,470.21
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,197.00	15,274.00	15,274.00	3,381.84	7,029.00	4,863.16
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	48,850.00	16,694.00	19,472.00	13,290.64	21,812.11	15,630.75-
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	1,640.00	1,467.00	1,640.00	221.08	459.45	959.47
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,666.00	5,495.00	3,666.00	1,215.68	2,530.22	79.90-
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	340.00	250.00	250.00	80.00	130.00	40.00
Total for Optional 0242 and Expense accounts		**164,428.00**	**220,555.00**	**220,628.00**	**72,524.76**	**145,047.66**	**3,055.58**
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	19,313.72	21,997.01	14,518.27
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	13,508.00	16,144.00	16,144.00	4,424.76	5,039.48	6,679.76
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,511.00	5,399.00	5,399.00	1,477.52	1,675.63	2,245.85
(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	1,588.68	3,083.16	8,380.16
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	726.00	633.00	726.00	96.56	109.54	519.90
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,622.00	1,938.00	1,652.00	531.16	604.98	515.86
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	220.00	180.00	60.00	60.00	60.00
Total for Optional 0353 and Expense accounts		**92,558.00**	**67,425.00**	**92,982.00**	**27,492.40**	**32,569.80**	**32,919.80**
TOTAL		**552,677.00**	**528,278.00**	**623,830.00**	**189,320.10**	**345,887.95**	**88,621.95**

Welcome to Universal TK for 2022-2023!



Have you heard? Simi Valley Schools is expanding its Transitional Kindergarten program to welcome ALL four-year-olds!

We are excited to offer Universal Transitional Kindergarten (TK) for all children born on or before September 1, 2018. We are accepting applications now for our full-day Universal TK program in the 2022-2023 school year, which will be offered at school sites throughout the Simi Valley Unified School District.

Here is what you need to know:

- Small class adult-child ratios.
- Universal TK classes are taught by credentialed teachers with experience in early-childhood education.
- Our Universal TK classrooms, playgrounds and other areas are designed specifically for our littlest learners.
- Universal TK is not available in all of our elementary schools. As the program grows, we will continue to add more classes.
- This is not a School of Choice program. Enrollment applications are submitted to the District Office.
- Universal TK is free.

Enrollment for the 2022-2023 school year happens now. Please go to www.simivalleyusd.org/kinderinfo for more information or to download the application packet. You can also visit us at the District Office at 101 West Cochran Street, Simi Valley. We are open from 8 a.m. to 4:30 p.m. Mondays through Fridays. Our Educational Services Department is available for questions at (805) 306.4500, Extension 4207.

Simi Valley Schools: From Here to Anywhere!



Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT