PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

October 13, 2021
5:00 P.M.
Meeting # 882

Personnel Commission Members

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

Staff Members

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

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting August 18, 2021 – *Action*
– Special Meeting October 4, 2021 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

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

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*

GENERAL ITEMS

- 2021-2022 Budget Status – *Information; Discussion*
- Approval of Contract of Employment for Ginan Henson, Director of Classified Personnel – *Action*
- Classification Specification Revision and Title Change from Database Administrator to Data Systems Administrator – *Action*
- Request for Advanced Step Placement for Certified Educational Sign Language Interpreter – *Action*
- Request for Advanced Step Placement for Counseling & Guidance Technician – *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.

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room

September 8, 2021
5:00 P.M.
Meeting # 880

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

Staff Members	
Ginan Henson, Interim Director, Classified Personnel Services	5:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	5:00 P.M.

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

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

Agenda

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the agenda, as amended. Motion #21.0908.1
Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Consent Agenda

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the consent agenda, as amended. Motion #21.0908.2
Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Minutes

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of August 18, 2021, as presented. Motion #21.0908.3
Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Commission Comments

There were no commission comments.

Public Comments

There were no public comments.

Personnel Items

Director's Report

Ms. Henson reported the statistics on current recruitments, newly hired employees and promoted employees; ideas were presented on new ways to achieve more successful recruitments for classified employees.

General Items

2021-2022 Budget Status

Ms. Henson reported on the status of the current 2021-2022 Commission budget.

Classification Specification Revision and Title Change from Database Administrator to Data Systems Administrator

Ms. Henson presented a draft of a revised classification specification revision and title change from Database Administrator to Data Systems Administrator. She presented the reasoning behind the change; this draft was completed by Ms. Crocker prior to her departure; the commission agreed to table the item until further revisions can be completed.

Closed Session

At 5:21 p.m. the Personnel Commission met in Closed Session in accordance with provisions in Government Code Section 54957: Public Employment Matters – Appointment, Employment. At 7:04 p.m. they returned to Open Session with no action taken in Closed Session.

Information

Future Commission meeting dates were announced:
October 13, 2021…November 17, 2021….December 15, 2021…5:00 p.m. at the District Office.

Meeting Dates

Job Opportunities were announced for: Food Services Delivery Specialist

Job Opportunities

Future Consideration

There were no items for future consideration.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 7:09 P.M.
Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Motion #21.0908.4

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
SPECIAL MEETING MINUTES

District Office
101 W. Cochran Street
Simi Valley, CA 93065

October 4, 2021
10:00 A.M.
Meeting #881

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	10:00 A.M.
Sandy Handin, Vice Chairperson	10:00 A.M.
Kathleen Hobiger, Member	10:00 A.M.

Staff Members	
Sallie Kleingarn, Senior Administrative Assistant	10:00 A.M.

Call to Order

The meeting was called to order at 10:00 A.M. by Lori Rhoades, Chairperson.

Flag Salute

The Flag Salute was led by Ms. Rhoades.

Agenda
Motion # 21.1004.1

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

Commission Comments

There were no Commission Comments.

Public Comments

There were no Public Comments.

Closed Session

The Commission went into Closed Session at 10:01 A.M., in accordance with provisions in Government Code 54957, Public Employment Matters: Appointment; Employment – Director of Classified Personnel Services.

Return to Open Session
Report of Action

The Commission returned to Open Session at 1:01 P.M. During closed session, the Commission authorized the issuance of a contract agreement to Ginan Henson as the Director, Classified Personnel Services for the Simi Valley Unified School District.

Information
Calendar

Future Personnel Commission meeting dates were announced.

Adjournment
Motion # 21.1004.2

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 1:03 P.M.
Vote: 3-0: Aye: Rhoades, Handin, Hobiger; No: None; Abstained: None.

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 10-7-21

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
Accounting Assistant II	1	Fiscal	9/30/2021	10/21/2021	Multiple Choice Test; Structured Interview; 10-Key; Online App. Test	N/A	week of 10/25	week of 11/1	11/8/2021	
Administrative Assistant	2	Ed. Services; IT	10/8/2021	10/29/2021	Multiple Choice Test; Structured Interview; Online App. Test	N/A	week of 11/1	week of 11/8	11/15/2021	
Bus Driver	Multiple	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 (approximately)	N/A	On-Going	Processing Provisional Substitutes
Certified Educational Sign Language Interpreter	2	Royal & MV	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	10/14/2021	TBD	TBD	
Community Liaison	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	week of 9/13	week of 9/20-9/28	10/2/2021	Processing Provisional Substitutes
Construction Manager/Project Coordinator	1	Bond	10/6/2021	10/27/2021	T&E & Structured Interview	11/1/2021	N/A	week of 11/8	11/10/2021	
Custodian	4	Berylwood, Maintenance& Operation, Sinaloa, SICE	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	9/21	week of 9/27	10/1/2021	Processing Provisional Substitutes
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	On-going	Processing Provisional Substitutes
Groundskeeper	0	N/A	Continuous	One week prior to test date	Multiple Choice Test	N/A	N/A	N/A	On-going	
Human Resources Assistant II	1	Classified Personnel	10/8/2021	10/29/2021	Multiple Choice Test; Structured Interview; Online App. Test	N/A	week of 11/8	week of 11/15	11/19/2021	
Instructional Support Specialist, IBI	Multiple	Various	Continuous	One week prior to test date	Structured Interview	N/A	N/A	N/A	N/A	
Job Developer/Coach	1	SICE	9/23/2021	10/11/2021	T&E & Structured Interview	10/12/2021	N/A	week of 10/18	10/22/2021	
Library Technician	1	Monte Vista	9/28/2021	10/19/2021	Multiple Choice Test; Structured Interview	N/A	week of 9/25	week of 11/1	11/5/2021	
Paraeducator	Multiple	Various	9/29/2021	10/20/2021	Multiple Choice Test; Structured Interview	N/A	week of 9/25	week of 11/1	11/5/2021	
Paraeducator Spanish	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	week of 9/14	week of 9/20-9/29	10/3/2021	Processing Provisional Substitutes
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	On-going	Processing Provisional Substitutes
Paraeducator II, Special Education	1	SVHS	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	9/27/2021	week of 10/4	week of 10/11	
Passenger Vehicle Driver	0	Student Safety & Transit	Continuous	One week prior to the structured interview	Structured Interview	N/A	N/A	NA	NA	
School Office Manager II	1	Sinaloa	9/24/2021	10/15/2021	Multiple Choice Test; Structured Interview; Online App. Test	N/A	10/19/2021	10/27/2021	11/1/2021	
School Services Assistant II	2	Hillside; SSHS	10/8/2021	10/29/2021	Multiple Choice Test; Structured Interview; Online App. Test	N/A	11/1/2021	11/8/2021	1/16/1903	
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing	Processing Provisional Substitutes
Welding Program Shop Assistant	1	SICE	9/29/2021	10/20/2021	Structured Interview	N/A	N/A	week of 11/1	11/2/2021	

Up coming recruitments

Classification	Location
Data Systems Administrator	Tech. Services
HR Rep, HR Systems & Info	Classified Personnel
Cafeteria Services Specialist	Child Nutrition
School Services Assistant III	SSHS
Counseling & Guidance Tech	Various

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2021-2022 P.C. BUDGET

521, 530, and 540 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2021-2022 Approved Budget	Revised Budget	Current Budget Status as of 9/30/21		
				Encumbered	Expensed	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		2,097.30	302.70
		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	2,700.00		450.00	2,250.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	207.00		15.84	191.16
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	30,653.00		5,573.25	25,079.75
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	34.00	34.00		2.25	31.75
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	75.00	75.00		12.39	62.61
Total for Optional 0257		**33,669.00**	**33,669.00**	**.00**	**6,053.73**	**27,615.27**
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		174.71	1,874.29
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	157.00		13.37	143.63
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	26.00	26.00		.87	25.13
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	57.00	57.00		4.80	52.20
Total for Optional 0270		**2,289.00**	**2,289.00**	**.00**	**193.75**	**2,095.25**
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
Total for Optional 0271		**1,200.00**	**1,200.00**	**.00**	**.00**	**1,200.00**
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	.00
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	18,699.00	18,699.00		17,170.81	1,528.19
Total for Optional 0276		**21,199.00**	**21,199.00**	**.00**	**19,670.81**	**1,528.19**
530-0278	**STAFF MILEAGE**					
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	160.00	160.00		99.46	60.54
Total for Optional 0278		**160.00**	**160.00**	**.00**	**99.46**	**60.54**
530-0279	**ADVERTISING**					
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	1,767.00		1,309.83	457.17
Total for Optional 0279		**1,767.00**	**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		1,100.00	1,907.00
Total for Optional 0284		**3,007.00**	**3,007.00**	**.00**	**1,100.00**	**1,907.00**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2021-2022 P.C. BUDGET

521, 530, and 540 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2021-2022 Approved Budget	Revised Budget	Current Budget Status as of 9/30/21 Encumbered	Expensed	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
Total for Optional 0286		**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	2,500.00			2,500.00
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,500.00	2,500.00	499.00		2,001.00
Total for Optional 0669		**5,000.00**	**5,000.00**	**499.00**	**.00**	**4,501.00**
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**	**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**	**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	137,736.00		28,522.56	109,213.44
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN				8,208.66	-8,208.66
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	31,556.00	1.00		3,227.24	-3,226.24
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	10,537.00			2,809.91	-2,809.91
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	25,340.00	25,340.00		4,343.24	20,996.76
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	1,695.00	1.00		111.46	-110.46
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	3,788.00			1,010.10	-1,010.10
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	120.00	120.00			120.00
		210,772.00	**163,198.00**	**.00**	**48,233.17**	**114,964.83**
530-0MWW	**EMPLOYEE RECOGNITION**					
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-	MATLS/SUPPS	212.00	212.00			212.00
Total for Optional 0MWW		**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	750.00			750.00
Total for Optional 0N55		**750.00**	**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	50,000.00	20,000.00		30,000.00
Total for Optional 0RFN		**50,000.00**	**50,000.00**	**20,000.00**	**.00**	**30,000.00**
530-0W95	**INTERVIEW PANEL EXPENSES**					
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	590.00	590.00		40.64	549.36
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	2,000.00		287.80	1,712.20
Total for Optional 0W95		**2,590.00**	**2,590.00**	**.00**	**328.44**	**2,261.56**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2021-2022 P.C. BUDGET

521, 530, and 540 Accounts

				Current Budget Status as of 9/30/21		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2021-2022 Approved Budget**	**Revised Budget**	**Encumbered**	**Expensed**	**Balance**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**					
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	133,288.00	69,198.00		32,834.31	36,363.69
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	30,537.00	30,537.00		7,522.32	23,014.68
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,197.00	10,197.00		2,504.64	7,692.36
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	10,819.00	48,850.00		8,833.41	40,016.59
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	1,640.00	1,640.00		163.71	1,476.29
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,666.00	3,666.00		902.96	2,763.04
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	240.00	340.00		20.00	320.00
Total for Optional 0242 and Expense accounts		**190,387.00**	**164,428.00**	**0.00**	**52,781.35**	**111,646.65**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**					
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	57,190.00	58,959.00		5,107.92	53,851.08
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	13,103.00	13,508.00		1,170.21	12,337.79
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,376.00	4,511.00		387.18	4,123.82
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	13,052.00	13,052.00		1,144.41	11,907.59
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	704.00	726.00		25.32	700.68
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,573.00	1,622.00		140.49	1,481.51
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	180.00		5.00	175.00
Total for Optional 0353 and Expense accounts		**90,178.00**	**92,558.00**	**.00**	**7,980.53**	**84,577.47**
TOTAL		**623,830.00**	**552,677.00**	**20,499.00**	**139,848.37**	**392,329.63**

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that the following classification be established:

CLASSIFICATION TITLE:

Data Systems Administrator

ANNUAL SALARY RANGE:
Classified Salary Schedule #143 ($71,112.00-$87,821.40/annual)

BACKGROUND: The Director of Information Technology requested the establishment of the proposed classification to provide advanced technical and analytical support to the district's database management systems and data reporting. The existing higher-level classification of Database Administrator is responsible for the design, development, implementation, operation of the district's database management systems and associated server infrastructure. These functions are no longer needed for the student information system and are not needed for the K-12 enterprise resource planning (ERP) system. When the student information system vendor began hosting the system servers, the vendor assumed responsibility for the higher-level database administrator functions. The main responsibility for this job classification is to configure settings for security and proper data collection and to serve as the liaison between the applications and database staff and vendors. The existing lower-level classification of Student Data System Specialist is responsible for coordinating data input, storage, and retrieval in the student information system, providing user support with regard to data entry and retrieval, and producing local, state, and federal student data reports. The classification does not have responsibility for performing advanced technical and analytical functions within the system at the level of the proposed classification, including configuring and maintaining all functions and modules in the system, or for performing data analysis or report design. The same holds true for the K-12 enterprise resource planning (ERP) system. Therefore, a new classification is warranted to meet the District's current needs.

BASES OF RECOMMENDATION: Under the general direction of the Director of Information Technology, an incumbent in the proposed classification will serve as technical expert for all databases assigned to them, primarily the district's student information system, and perform complex data analysis to ensure the data integrity. This incumbent will serve as the liaison between the applications and data base staff and vendors. A classification specification detailing the approved duties and responsibilities of the new classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on consideration of the District's current structure. With regard to the external market, similar classifications were identified but not at an equivalent level of responsibility and complexity and were therefore not considered comparable to the proposed classification.

With regard to internal equity, the proposed salary for the new classification is approximately 6% less than the Database Administrator (Classified Salary Schedule #149, $75,326.76-$92,978.40/annual) and 20% more than the Student Data System Specialist (Classified Salary Schedule #118, $56,341.20-$69,130.80/annual). In consideration

of the aforementioned information, it is appropriate to allocate the new classification to Classified Salary Schedule #143 ($71,112.00-$87,821.40/annual).

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Presented to the Personnel Commission on 10/13/2021

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Database Administrator

Purpose Statement

Under the general supervision of the Director of Information Technology, serves as a technical database administration expert, responsible for the design, implementation, operation, integrity, and security of the district's database management systems.

Essential Functions

- Plans, develops, implements, and monitors the district's database management systems, including the student information system, enterprise resource planning (ERP) system, district portal, and other database systems; develops and applies procedures and standards pertaining to database administration, utilization, and performance in collaboration with other information technology staff.
- Designs, develops, implements, and maintains the data system architecture for the data warehouse, databases, associated systems, and system integration tools at the logical and physical data model levels; defines database items, structure, and relationships; defines and ensures backup of all databases are performed in full and incrementally at all storage locations; develops and maintains database documentation, including data dictionary (metadata) and models, data standards, policies, and procedures.
- Monitors and analyzes database performance and identifies, troubleshoots, diagnoses, and resolves problems; performs database optimization to ensure optimal performance; tests and installs patches and upgrades to database systems, servers, and related peripheral equipment, and other related applications and systems.
- Develops specifications for and designs and implements database queries and customized scripts for reporting and data extract needs; performs data mining and data warehousing; consults with users to assess and meet data needs; defines data elements and structures to be accessed, extracted, and transformed; utilizes data integration tools to execute rules created in the design phase of data warehousing.
- Collaborates with information technology staff and external vendors to design, develop, and implement server infrastructure to support database systems and ensure proper integration of systems; troubleshoots and resolves data integration and reporting problems; provides information and technical direction to staff on activities required to perform upgrades and implement projects and procedures.
- Designs, develops, tests, implements, and maintains database security and disaster prevention and recovery plans to safeguard information against accidental or unauthorized access, damage, modification, or disclosure of data; provides data access permissions in accordance with district policies and state and federal requirements to ensure data security.
- Evaluates, measures, and maximizes system performance, security, availability, and effectiveness; researches and analyzes capacity and growth requirements and proposes database system enhancements to meet future needs.
- Coordinates major releases for the district's database systems with external vendors and other information technology staff; oversees projects related to the development, enhancement, maintenance, and implementation of databases and related software.
- Collaborates with vendors to support district database needs; participates in the selection of hardware and software products and services.
- Represents the information technology department at various professional meetings, committees, and task forces to convey and obtain information.

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 and maintain assigned databases and specialized applications and systems

Knowledge of:

- Principles and practices of database design, reporting, querying, and administration
- Data warehouse and systems architecture
- Principles and practices of data integration and business intelligence constructs
- Relational database management principles and tools (RDB)
- Assigned database management systems
- Methods and techniques of database documentation, including procedures and definitions for metadata
- Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval
- Database security tools and practices
- Script languages applicable to the position
- Principles of project management
- Applicable federal, state, and local laws, codes, and regulations governing database administration practices
- District organization, operations, policies, procedures, and objectives
- English grammar, spelling, and composition

Ability to:

- Perform complex database administration in a clustered and highly available environment
- Develop and apply conceptual framwork and technology to the design, development, implementation, and management of data warehouse and data integration
- Learn, interpret, and apply complex technical publications, manuals, and applicable state and federal laws governing database administration practices
- Design and implement full and incremental database backup
- Identify, analyze, evaluate, trobelshoot, and solve complex database system problems
- Design and develop database querying and reporting capabilities
- Develop database security solutions
- Maintain up-to-date technical knowledge and skills and adapt, learn, and apply new information, skills, and technology
- Manage multiple assignments simultaneously
- Plan and organize work to meet changing priorities and deadlines
- Relay technical concepts to non-technical audiences
- Maintain confidential records and information
- Colaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Exercise initiative and independence of judgment and action
- Provide training, guidance, and work direction to others

- Prepare technical records, reports, and documentation

Education and Experience

An associate degree in database management, computer science, information technology, or a related field AND five years of recent (gained in the past seven years) experience administering modern database technology. Microsoft Certified Database Administrator (MCDBA) certification and experience installing, implementing, and maintaining Microsoft SQL Server in a clustered and highly available environment are preferred.

OR

A bachelor's degree in database management, computer science, information technology, or a related field AND three years of recent (gained in the past five years) experience administering modern database technology. Microsoft Certified Database Administrator (MCDBA) certification and experience installing, implementing, and maintaining Microsoft SQL Server in a clustered and highly available environment are preferred.

Working Environment

Work is performed in an indoor environment where minimal safety considerations exist.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/149	Non Exempt	November 2015	January 2021

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Data Systems Administrator

Purpose Statement

Under the general supervision of the Director of Information Technology, serves as technical expert for the district's database management systems. Administers the configuration and the security of these information systems, and performs complex data analysis to ensure data integrity. Serves as liaison between the applications and the database staff and vendors.

Essential Functions

- Performs a variety of advanced technical and analytical functions within the district's information systems, such as the student information system, K-12 enterprise resource planning (ERP) system, district's bus routing system, and other database systems.
- Configures and maintains system functions and modules to ensure system capabilities meet the district's needs.
- Analyzes, troubleshoots, and resolves information system issues at the district-level; refers server-level issues to the student information system vendor and serves as primary liaison with the vendor regarding ongoing system maintenance and troubleshooting and resolution of server-level system issues.
- Reviews and analyzes large, multi-faceted data sets and designs, develops, and produces a variety of complex reports; integrates data from multiple data sets into one database system to streamline information and develop reports; troubleshoots and resolves data integration and reporting issues; collects, inputs, retrieves, verifies, mines, and exports data from a variety of sources for use in various reports; develops and implements standards, practices, and procedures to ensure the integrity of data reported.
- Develops specifications for and designs and implements complex database queries for data analysis, configuration, reporting, and extract needs.
- Consults with users to assess and meet data and reporting needs; reviews and evaluates requests for data and reports to determine project schedules and timelines and ensure the timely production of data.
- Performs audits of data, records, and reports for accuracy and completeness, identifies errors or discrepancies and coordinates corrections.
- Recommends, implements, and coordinates projects and enhancements, in collaboration with vendors and information technology staff, to support and enhance district data management efforts; participates in the selection of information technology products and services to support data management.
- Provides technical support and training to staff on data reporting and use of data management applications; designs and produces training materials and resources.
- Provides training, guidance, and work direction to lower-level information technology staff.
- Represents the information technology department at various professional meetings, committees, and task forces to convey and obtain information.

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 and maintain assigned databases and specialized applications and systems

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Knowledge of:

- Knowledge of database design and maintenance
- Knowledge of Student Information or Student Administration Systems, and/or K-12 Enterprise Resource Planning (ERP) Systems.
- Principles and practices of advanced data analysis and report design
- Principles and practices of data integration
- Database tools applicable to the position, including Structured Query Language (SQL)
- Database security principles and practices
- Principles and practices of project management
- Applicable federal, state, and local laws, codes, and regulations governing data management and reporting practices
- District organization, operations, policies, procedures, and objectives
- English grammar, spelling, and composition

Ability to:

- Perform complex data analysis, manipulation, and report design
- Identify, analyze, evaluate, troubleshoot, and solve complex data issues and requests
- Design and develop complex database querying and reporting capabilities
- Maintain up-to-date technical knowledge and skills and adapt, learn, and apply new information, skills, and technology
- Manage multiple assignments simultaneously
- Plan and organize work to meet changing priorities and deadlines
- Relay technical concepts to non-technical audiences
- Maintain confidential records and information
- Colaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Exercise initiative and independence of judgment and action
- Provide training and guidance on proper procedures for data management and data accuracy
- Prepare technical records, reports, and documentation

Education and Experience

A high school diploma or equivalent AND five years of recent (gained in the past seven years) experience performing database operations or data analysis and reporting involving the use of database applications, preferably with student information systems. Structured Query Language (SQL) experience is preferred.

OR

An associate degree in management information systems, computer science, information technology, or a related field AND three years of recent (gained in the past five years) experience performing database operations or data analysis and reporting involving the use of database applications, preferably with student information systems. Structured Query Language (SQL) experience is preferred.

OR

A bachelor's degree in management information systems, computer science, information technology, or a related field AND one year of recent (gained in the past three years) experience performing database operations or data analysis and reporting involving the use of database applications, preferably with student information systems. Structured Query Language (SQL) experience is preferred.

Working Environment

Work is performed in an indoor environment where minimal safety considerations exist.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/143	Non Exempt		