PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

March 10, 2021
5:00 P.M.
Meeting # 872

THIS MEETING IS BEING HELD VIA ZOOM WEBINAR. Follow this link: SVUSD Personnel Commission Meeting

To submit a public comment or request to speak, please follow the instructions on the Classified Personnel website. Public comments and requests to speak must be submitted by 2:00 PM on the day of the meeting.

Personnel Commission Members

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

Staff Members

Sophia Crocker, Director of Classified Personnel Services
Sallie Kleingarn, Senior Administrative Assistant

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting February 10, 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

- 2020-2021 Budget Status – *Information; Discussion*
- Custodial and Grounds Classification Specification Revisions Update – *Information; Discussion*

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

Remote (via Zoom)

February 10, 2021
5:00 P.M.
Meeting # 871

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	
Sophia Crocker, Director, Classified Personnel Services	5:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	5:00 P.M.

The meeting was called to order at 5:05 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. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the agenda, as presented. Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0210.1

Consent Agenda

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the consent agenda, as presented. Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0210.2

Minutes

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of January 13, 2021, as amended. Vote 2-0: Aye –Handin, Hobiger; No-None; Abstained-Rhoades; Absent-None. Motion #21.0210.3

Commission Comments

There were no Commission comments.

Public Comments

There were no public comments.

Personnel Items

Director's Report

Ms. Crocker reported Covid updates: Superintendent is working with Simi Adventist to offer vaccines for district staff; testing is being offered to employees district-wide at no cost; however, due to inadequate participation, the service is being discontinued; secondary schools will be starting targeted support in early February and some secondary campus supervisors temporarily reassigned to elementary sites will need to return to their secondary site; district-provided child supervision for employees' children will end on 2/19. New HR Asst. II has been hired, Elaheh "Ellie" Hossain, who started last week. Sub Anthony Trimarchi is helping the department from 2/4 – 2/26 for four hours each day. There are 14 recruitments in progress and another opened today; there are no new classification studies for the current fiscal year.

General Items

2020-2021 Budget Status

Ms. Crocker reported on the status of the current 2020-2021 Commission budget.

Ms. Crocker presented the basis for the proposed classification specification revision for Custodian I (minimum qualifications only). Ms. Crocker presented the basis for removing the high school requirement, including an overview of the purpose of minimum qualifications, alternative forms of education and training, the potential for adverse impact, survey data from 11 other school districts, SVUSD's examination process, and other information. Discussion ensued among the Commissioners and Ms. Crocker. After discussion, the Commission decided to table the item and requested Ms. Crocker brings the item back along with proposed revisions to the entire Custodian series. There was no motion.

Vote 0-0: Aye-None; No-None; Abstained-None; Absent-None.

Classification Specification Revision for Custodian I (minimum qualifications only) Motion #21.0210.4

The Commission decided to table the item and requested Ms. Crocker brings the item back along with proposed revisions to the entire Groundskeeper series. There was no motion.

Vote 0-0: Aye-None; No-None; Abstained-None; Absent-None.

Classification Specification Revision for Groundskeeper I (minimum qualifications only) Motion #21.0210.5

Ms. Crocker presented the basis for the proposed classification specification revision and title change from Library Clerk to Library Assistant. The proposed revisions reorganize and consolidate the language to reflect essential functions rather than detailed duties. The proposed title change is to reflect current terminology. Discussion ensued among the Commissioners and Ms. Crocker. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the proposed classification specification revision and title change from Library Clerk to Library Assistant.

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

Classification Specification Revision and Title Change from Library Clerk to Library Assistant Motion #21.0210.6

Ms. Crocker presented the basis for the proposed classification specification revision and title change from Library Media Technician II to Library Technician. The proposed revisions reorganize and consolidate the language to reflect essential functions rather than detailed duties. The proposed title change is to more accurately reflect the current essential functions of the job. Discussion ensued among the Commissioners and Ms. Crocker. On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the proposed classification specification revision and title change from Library Media Technician II to Library Technician, as amended.

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

Classification Specification Revision and Title Change from Library Media Technician II to Library Technician Motion #21.0210.7

Ms. Crocker presented the basis for the proposed classification specification revision and title change from Library Media Technician III to Lead Library Technician. The proposed revisions reorganize and consolidate the language to reflect essential functions rather than detailed duties. The proposed title change is to more accurately reflect the current essential functions of the job. Discussion ensued among the Commissioners and Ms. Crocker. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the proposed classification specification revision and title change from Library Media Technician III to Lead Library Technician, as amended.

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

Classification Specification Revision and Title Change from Library Media Technician III to Lead Library Technician Motion #21.0210.8

Ms. Crocker requested the abolishment of an unused classification of Library Media Technician I. There are no incumbents assigned to the classification, and the applicable department does not plan to assign positions to the classification in the near future. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the abolishment of an unused classification of Library Media Technician I.

Abolishment of an Unused Classification of Library Media Technician I
Motion #21.0210.9

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

Information

Future Commission meeting dates were announced:
March 10, 2021…..April 10……May 12……..5:00p.m...via Zoom until further notice.

Meeting Dates

Job Opportunities were announced for: Administrative Assistant; Adult Education Instructional Assistant, Welding; Counseling and Guidance Technician; Custodian I; Database Administrator

Job Opportunities

Future Consideration

Items for future consideration include: Tabled items from this meeting

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 6:04 P.M. Vote 3-0: Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None

Motion #21.0210.10

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

Simi Valley Unified School District Personnel Commission

Requested Position Classification Studies

FY 2020-21

Classification	Location	Request Date	Status	Reclassified
Administrative Services Assistant I	Superintendent's Office	Aug-20	Complete	No
Payroll Technician (3 positions)	Fiscal Services	Feb-20	Complete	Yes
School Services Assistant III	Simi Institute for Careers & Education	May-20	Complete	No

Updated: 11/10/20

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 3-5-21

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
Adult Ed Instructional Assistant - Welding	2	SICE	11/2/2020	3/11/2021	Multiple Choice Test; Structured Interview	N/A	week of 3/15	week of 3/22	3/30/2021
Bond Program Manager	0	N/A	2/4/2021	3/19/2021	T&E; Structured Interview	3/22/2021	N/A	week of 3/29	4/7/2021
Cafeteria Assistant	Multiple	Various	Continuous	3/16/2021	Multiple Choice Test	N/A	3/23/2021	N/A	3/25/2021
Certified Educational Sign Language Interpreter	1	Certificated Personnel	2/25/2021	3/19/2021	Multiple Choice Test; Structured Interview	N/A	week of 3/22	week of 4/5	4/13/2021
Community Liaison	3	Mountain View/Sycamore Elementary; Santa Susana Elementary; Park View Elementary	Continuous	3/18/2021	Multiple Choice Test; Structured Interview	N/A	week of 3/22	week of 3/29	4/7/2021
Custodian I	1	SICE	2/2/2021	2/23/2021	Multiple Choice Test; Structured Interview	N/A	3/2/2021	3/10/2021	3/12/2021
Database Administrator	1	Information Technology	1/26/2021	3/9/2021	T&E; Structured Interview	3/10/2021	N/A	week of 3/15	3/23/2021
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Library Assistant	3	Arroyo Elementary; Mountain View Elementary; Park View Elementary	2/22/2021	3/15/2021	Multiple Choice Test; Structured Interview	N/A	week of 3/22	week of 3/29	4/7/2021
Paraeducator, Deaf or Hard of Hearing	1	Student Support Services	2/17/2021	3/10/2021	Multiple Choice Test; Structured Interview	N/A	week of 3/15	week of 3/22	3/30/2021
Paraeducator, Spanish	Multiple	Various	Continuous	3/3/2021	Multiple Choice Test; Structured Interview	N/A	week of 3/8	week of 3/15	3/23/2021
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Work Control Specialist	1	Maintenance & Operations	2/10/2021	3/5/2021	T&E; Structured Interview	3/8/2021	N/A	week of 3/15	3/23/2021

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2020-2021 P.C. BUDGET

521, 530, and 540 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2020-2021 Approved Budget	Revised Budget	Current Budget Status as of 2/28/21 Encumbered	Expensed	Balance
530-H&W	**RETIREE BENS**					
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un	2,400.00	2,400.00		2,233.20	166.80
		2,400.00	**2,400.00**	**0.00**	**2,233.20**	**166.80**
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		1,150.00	1,550.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0	Pers/Clas Undistrib.Unres	616.00	616.00			616.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	207.00		38.41	168.59
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	30,653.00	7,424.40	14,237.78	8,990.82
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	2.00	2.00		.61	1.39
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	88.00	81.00		31.66	49.34
Total for Optional 0257		**34,266.00**	**34,259.00**	**7,424.40**	**15,458.46**	**11,376.14**
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		386.77	1,662.23
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/Clas	468.00	468.00			468.00
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	157.00		27.25	129.75
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	2.00	2.00		.17	1.83
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	67.00	61.00		10.63	50.37
Total for Optional 0270		**2,743.00**	**2,737.00**	**.00**	**424.82**	**2,312.18**
530-0271	**OFFICE SUPPLIES**					
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	1,200.00	1,044.00	30.80	128.68	884.52
Total for Optional 0271		**1,200.00**	**1,044.00**	**30.80**	**128.68**	**884.52**
530-0276	**CONTRACTED PERSONNEL SERVICES**					
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	4,750.00	2,500.00		2,500.00	.00
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	15,576.00	18,700.00		18,698.88	1.12
Total for Optional 0276		**20,326.00**	**21,200.00**	**.00**	**21,198.88**	**1.12**
530-0278	**STAFF MILEAGE**					
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	160.00	160.00		30.28	129.72
Total for Optional 0278		**160.00**	**160.00**	**.00**	**30.28**	**129.72**
530-0279	**ADVERTISING**					
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	1,767.00		983.60	783.40
Total for Optional 0279		**1,767.00**	**1,767.00**	**.00**	**983.60**	**783.40**
530-0284	**DUES & MEMBERSHIP**					
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,007.00	3,007.00		1,005.00	2,002.00
Total for Optional 0284		**3,007.00**	**3,007.00**	**.00**	**1,005.00**	**2,002.00**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2020-2021 P.C. BUDGET

521, 530, and 540 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2020-2021 Approved Budget	Revised Budget	Current Budget Status as of 2/28/21 Encumbered	Expensed	Balance
530-0286	**EQUIPMENT > $500**					
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	1,266.00	860.00			860.00
Total for Optional 0286		**1,266.00**	**860.00**	**.00**	**.00**	**860.00**
530-0669	**TRAVEL & CONFERENCE**					
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	5,000.00	4,895.00			4,895.00
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST		105.00		2,405.00	2,300.00-
Total for Optional 0669		**5,000.00**	**5,000.00**	**.00**	**2,405.00**	**2,595.00**
530-0BV5	**POSTAGE**					
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	344.00			344.00
Total for Optional 0BV5		**500.00**	**344.00**	**.00**	**.00**	**344.00**
530-0DER	**CONSULTANTS**					
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	6,484.00	4,899.75		1,584.25
Total for Optional 0DER and Expense accounts		**6,484.00**	**6,484.00**	**4,899.75**	**.00**	**1,584.25**
530-0E92	**DIRECTOR'S SALARY**					
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI	134,408.00	134,408.00	45,011.64	89,395.50	0.86
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	30,645.00	30,645.00	9,317.40	18,504.85	2,822.75
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	10,283.00	10,283.00	3,443.40	6,838.77	0.83
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	24,526.00	24,526.00	8,686.48	16,653.26	-813.74
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	68.00	68.00	22.52	44.72	0.76
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	4,369.00	4,033.00	1,237.84	2,458.41	336.75
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	360.00	160.00	40.00	60.00	60.00
		204,659.00	**204,123.00**	**67,759.28**	**133,955.51**	**2,408.21**
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	594.00			594.00
Total for Optional 0N55		**750.00**	**594.00**	**.00**	**.00**	**594.00**
530-0RFN	**ATTORNEY FEES**					
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	50,000.00	16,266.50	3,733.50	30,000.00
Total for Optional 0RFN		**50,000.00**	**50,000.00**	**16,266.50**	**3,733.50**	**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			590.00
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	2,000.00		190.47	1,809.53
Total for Optional 0W95		**2,590.00**	**2,590.00**	**.00**	**190.47**	**2,399.53**
Total for Mgmt Code 530		**337,330.00**	**336,781.00**	**96,380.73**	**181,747.40**	**58,652.87**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2020-2021 P.C. BUDGET

521, 530, and 540 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2020-2021 Approved Budget	Revised Budget	Current Budget Status as of 2/28/21		
				Encumbered	Expensed	Balance
540 - 0242	**CONFIDENTIAL PC STAFF SALARIES**					
(084651) 010-2401-0000-0-0000-7490-165-540-0242-0	Off Sal Mo	127,498.00	127,498.00	41,977.44	83,052.51	2,468.05
(111821) 010-3202-0000-0-0000-7490-165-540-0242-0	PERS/Clas	29,070.00	29,057.00	8,689.36	17,191.91	3,175.73
(087484) 010-3302-0000-0-0000-7490-165-540-0242-0	OASDI/Clas	9,754.00	9,754.00	3,201.72	6,334.41	217.87
(089156) 010-3402-0000-0-0000-7490-165-540-0242-0	H&W Clas	10,802.00	10,802.00	3,712.72	7,105.70	16.42-
(090828) 010-3502-0000-0-0000-7490-165-540-0242-0	SUI Clas	64.00	64.00	20.92	41.42	1.66
(092500) 010-3602-0000-0-0000-7490-165-540-0242-0	Wrk Comp Clas	4,144.00	3,831.00	1,154.36	2,283.94	392.70
(133552) 010-3752-0000-0-0000-7490-165-540-0242-0	OPEB Clas (Oth Post Empl Benefits)	720.00	320.00	80.00	120.00	120.00
Total for Optional 0242 and Expense accounts		**182,052.00**	**181,326.00**	**58,836.52**	**116,129.89**	**6,359.59**
540-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**					
(084652) 010-2401-0000-0-0000-7490-165-540-0353-0	OFF SAL MO, UNDISTRIB, UN	19,238.00	19,238.00	6,090.08	9,775.50	3,372.42
(111822) 010-3202-0000-0-0000-7490-165-540-0353-0	PERS/CLAS, UNDISTRIB, UNR	4,387.00	4,387.00	1,260.64	1893.92	1,232.44
(087485) 010-3302-0000-0-0000-7490-165-540-0353-0	OASDI/CLS, UNDISTRIB, UNR	1,472.00	1,472.00	461.12	747.84	263.04
(089157) 010-3402-0000-0-0000-7490-165-540-0353-0	H&W CLASS, UNDISTRIB, UNR	10,000.00	10,000.00	1,525.80		8,474.20
(090829) 010-3502-0000-0-0000-7490-165-540-0353-0	SUI CLASS, UNDISTRIB, UNR	10.00	10.00	3.04	4.61	2.35
(092501) 010-3602-0000-0-0000-7490-165-540-0353-0	WRK COMP CLS, UNDISTRIB,	626.00	576.00	167.48	268.85	139.67
(133553) 010 3702 0000-0-0000-7490-165-540-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	80.00	20.00	20.00	40.00
Total for Optional 0353 and Expense accounts		**35,913.00**	**35,763.00**	**9,528.16**	**12,710.72**	**13,524.12**
Total for Mgmt Code 540		**217,965.00**	**217,089.00**	**68,364.68**	**128,840.61**	**19,883.71**
TOTAL		**555,295.00**	**553,870.00**	**164,745.41**	**310,588.01**	**78,536.58**