PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

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

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 January 13, 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*
- 2021 CSPCA Merit Academy – *Information; Discussion*
- Classification Specification Revision for Custodian I (minimum qualifications only) – *Action*
- Classification Specification Revision for Groundskeeper I (minimum qualifications only) – *Action*
- Classification Specification Revision and Title Change from Library Clerk to Library Assistant – *Action*
- Classification Specification Revision and Title Change from Library Media Technician II to Library Technician – *Action*
- Classification Specification Revision and Title Change from Library Media Technician III to Lead Library Technician – *Action*
- Abolishment of an Unused Classification of Library Media Technician I – *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

Remote (via Zoom)

January 13, 2021
5:00 P.M.
Meeting # 870

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson - Absent	ABSENT
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 5:00 P.M. by Kathleen Hobiger, Member. **Call to Order**

The flag salute was led by Ms. Hobiger. **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-Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-Rhoades. Motion #21.0113.1

Consent Agenda

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the consent agenda, as presented. Vote 2-0; Aye-Hobiger, Handin; No-None; Abstained-None; Absent-Rhoades. Motion #21.0113.2

Minutes

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of December 9, 2020. Vote 2-0: Aye – Hobiger, Handin; No-None; Abstained-None; Absent-Rhoades. Motion #21.113.3

Closed Session

The Commission met in Closed Session at 5:04 p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Public Employee Appointment – Applicant Appeal from Rejection.

Return to Open Session

The Commission returned to Open Session at 5:20 p.m. The Commission unanimously denied the applicant's appeal.

Ms. Hobiger announced the passing of former employees Bette Daniels who was a Cafeteria Manager at HMS and Patricia Brausam who was an Attendance Clerk. Commission Comments

There were no public comments. Public Comments

Personnel Items

Ms. Crocker reported Covid updates: elementary sites continue to operate in person; most Secondary Campus Supervisors have been re-assigned to the elementary sites; federal leave provided under the FFCRA expired on 12/31/20. The 2020-2023 CSEA contract was approved by the Board last month; new salary schedules reflecting the minimum wage increase on January 1, 2021 have been posted on the classified personnel web page; our new HR Assistant II , Brandi Lubrano, has resigned as of 1/26/21 due to personal reasons; there are 12 recruitments in progress; 3 classification studies have been completed in the current fiscal year. Director's Report

General Items

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

Ms. Crocker presented the basis for the proposed classification specification revision for Bond Program Manager (minimum qualifications only). Prior to conducting a recruitment to fill an upcoming vacancy within the classification, the hiring manager requested the minimum qualifications be updated to include experience in public and commercial environments. 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 revisions to the Bond Program Manager classification specification (minimum qualifications only).

Classification Specification Revision for Bond Program Manager (minimum qualifications only) Motion #21.1113.4

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

Ms. Crocker presented the basis for the proposed classification specification revision for Custodian I (minimum qualifications only). The hiring department requested to remove the high school requirement, as the requirement is not justified by the assigned duties. Discussion ensued among the Commissioners and Ms. Crocker. After discussion, the Commission decided to table the item until Ms. Rhoades is present.
There was no motion.

Classification Specification Revision for Custodian I (minimum qualifications only) Motion #21.1113.5

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

Ms. Crocker presented the basis for the proposed classification specification revision for Groundskeeper I (minimum qualifications only). The hiring department requested to remove the high school requirement, as the requirement is not justified by the assigned duties. Discussion ensued among the Commissioners and Ms. Crocker. After discussion, the Commission decided to table the item until Ms. Rhoades is present.
There was no motion.

Classification Specification Revision for Groundskeeper I (minimum qualifications only) Motion #21.1113.6

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

Ms. Yerushalmi presented the basis for the proposed classification specification revision for Database Administrator. Prior to conducting a recruitment to fill a vacancy within the classification, the hiring manager requested the job description be revised to more accurately reflect the essential functions and minimum qualifications necessary for successful job performance. Discussion ensued among the Commissioners, Ms. Yerushalmi, and Ms. Crocker. On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the proposed revisions to the Database Administrator classification specification.

Classification Specification Revision for Database Administrator Motion #21.1113.7

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

Ms. Crocker presented the basis for the proposed classification specification revision for Work Control Specialist. Prior to conducting a recruitment to fill a vacancy within the classification, the hiring manager requested the job description be revised to more accurately reflect the essential functions and minimum qualifications necessary for successful job performance. Discussion ensued among the Commissioners and Ms. Crocke On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the proposed revisions to the Work Control Specialist classification specification.

Classification Revision for Work Control Specialist Motion #21.1113.8

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

Classification Specification Revision and Title Change from Secretary to Administrative Assistant

Ms. Crocker presented the basis for the proposed classification specification revision and title change from Secretary to Administrative Assistant. The current job description was established in 1985 with no revisions since 1997. Proposed revisions to the classification specification add increased detail and clarity to reflect current essential functions and minimum qualifications. The proposed title change is to reflect current terminology. 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 revisions to the Secretary classification specification and title change to Administrative Assistant.

Motion #21.1113.9

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

Information

Meeting Dates

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

Job Opportunities

Job Opportunities were announced for: Adult Education Instructional Assistant – Welding; Senior Accountant

Future Consideration

Items for future consideration include: Tabled items from this meeting

Adjournment

Motion #21.1113.10

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:54 P.M. Vote 2-0; Aye-Hobiger, Handin; No-None; Abstained- Rhoades.

_____ _____

Lori Rhoades, Chairperson Sandy Handin, Vice Chairperson

_____

Kathleen Hobiger, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 2-5-21

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
Administrative Assistant	0	N/A	1/26/2021	2/16/2021	Multiple Choice Test; Structured Interview	N/A	week of 2/22	week of 3/1	3/9/2021
Adult Ed Instructional Assistant - Welding	2	SICE	11/2/2020	2/15/2021	Multiple Choice Test; Structured Interview	N/A	week of 2/15	week of 2/22	3/2/2021
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
Certified Educational Sign Language Interpreter	1	Certificated Personnel	9/4/2020	12/16/2020	Multiple Choice Test; Structured Interview	N/A	week of 1/18	week of 2/8	2/17/2021
Community Liaison	2	Mountain View/Sycamore Elementary; Santa Susana Elementary	Continuous	2/2/2021	Multiple Choice Test; Structured Interview	N/A	week of 2/8	week of 2/15	2/23/2021
Counseling and Guidance Technician	1	Royal HS	2/4/2021	2/25/2021	T&E; Structured Interview	2/26/2021	N/A	week of 3/1	3/9/2021
Custodian I	1	SICE	2/2/2021	2/23/2021	Multiple Choice Test; Structured Interview	N/A	week of 3/1	week of 3/8	3/16/2021
Custodian II	2	Crestview Elementary; Simi Valley HS	1/11/2021	2/2/2021	Multiple Choice Test; Structured Interview	N/A	week of 2/8	week of 2/15	2/23/2021
Database Administrator	1	Information Technology	1/26/2021	2/16/2021	T&E; Structured Interview	2/17/2021	N/A	week of 2/22	3/2/2021
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Paraeducator, Spanish	Multiple	Various	Continuous	2/2/2021	Multiple Choice Test; Structured Interview	N/A	week of 2/8	week of 2/15	2/23/2021
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Payroll Specialist	1	Fiscal Services	12/16/2020	1/11/2021	Multiple Choice Test; Structured Interview	N/A	week of 1/18	2/11/2021	2/16/2021
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing

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

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 1/31/21		
				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		900.00	1,800.00
(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		31.68	175.32
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	30,653.00	9,280.50	12,381.68	8,990.82
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	2.00	2.00		.48	1.52
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	88.00	81.00		24.78	56.22
Total for Optional 0257		**34,266.00**	**34,259.00**	**9,280.50**	**13,338.62**	**11,639.88**
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		255.85	1,793.15
(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		17.24	139.76
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	2.00	2.00		.11	1.89
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	67.00	61.00		7.03	53.97
Total for Optional 0270		**2,743.00**	**2,737.00**	**.00**	**280.23**	**2,456.77**
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		128.68	915.32
Total for Optional 0271		**1,200.00**	**1,044.00**	**.00**	**128.68**	**915.32**
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		22.44	137.56
Total for Optional 0278		**160.00**	**160.00**	**.00**	**22.44**	**137.56**
530-0279	**ADVERTISING**					
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	1,767.00	195.00	788.60	783.40
Total for Optional 0279		**1,767.00**	**1,767.00**	**195.00**	**788.60**	**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 1/31/21		
				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		105.00	.00
Total for Optional 0669		**5,000.00**	**5,000.00**	**.00**	**105.00**	**4,895.00**
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	56,264.55	78,142.59	0.86
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	30,645.00	30,645.00	11,646.75	16,175.50	2,822.75
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	10,283.00	10,283.00	4,304.25	5,977.92	0.83
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	24,526.00	24,526.00	10,858.10	14,481.64	-813.74
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	68.00	68.00	28.15	39.09	0.76
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	4,369.00	4,033.00	1,547.30	2,148.95	336.75
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	360.00	160.00	50.00	50.00	60.00
		204,659.00	**204,123.00**	**84,699.10**	**117,015.69**	**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	16,580.00	3,420.00	30,000.00
Total for Optional 0RFN		**50,000.00**	**50,000.00**	**16,580.00**	**3,420.00**	**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			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**	**115,654.35**	**159,726.81**	**61,399.84**

SVUSD Classified Personnel Services						
PERSONNEL COMMISION REPORT						
2020-2021 P.C. BUDGET						
521, 530, and 540 Accounts						
		2020-2021 Approved Budget	**Revised Budget**	**Current Budget Status as of 1/31/21**		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**			**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	52,471.80	72,558.15	2,468.05
(111821) 010-3202-0000-0-0000-7490-165-540-0242-0	PERS/Clas	29,070.00	29,057.00	10,861.70	15,019.57	3,175.73
(087484) 010-3302-0000-0-0000-7490-165-540-0242-0	OASDI/Clas	9,754.00	9,754.00	4,002.15	5,533.98	217.87
(089156) 010-3402-0000-0-0000-7490-165-540-0242-0	H&W Clas	10,802.00	10,802.00	4,640.90	6,177.52	16.42-
(090828) 010-3502-0000-0-0000-7490-165-540-0242-0	SUI Clas	64.00	64.00	26.15	36.18	1.67
(092500) 010-3602-0000-0-0000-7490-165-540-0242-0	Wrk Comp Clas	4,144.00	3,831.00	1,442.95	1,995.34	392.71
(133552) 010-3752-0000-0-0000-7490-165-540-0242-0	OPEB Clas (Oth Post Empl Benefits)	720.00	320.00	100.00	100.00	120.00
Total for Optional 0242 and Expense accounts		**182,052.00**	**181,326.00**	**73,545.65**	**101,420.74**	**6,359.61**
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	362.75	8,325.48	10,549.77
(111822) 010-3202-0000-0-0000-7490-165-540-0353-0	PERS/CLAS, UNDISTRIB, UNR	4,387.00	4,387.00	75.10	1593.76	2,718.14
(087485) 010-3302-0000-0-0000-7490-165-540-0353-0	OASDI/CLS, UNDISTRIB, UNR	1,472.00	1,472.00	27.75	636.91	807.34
(089157) 010-3402-0000-0-0000-7490-165-540-0353-0	H&W CLASS, UNDISTRIB, UNR	10,000.00	10,000.00			10,000.00
(090829) 010-3502-0000-0-0000-7490-165-540-0353-0	SUI CLASS, UNDISTRIB, UNR	10.00	10.00	0.20	3.88	5.92
(092501) 010-3602-0000-0-0000-7490-165-540-0353-0	WRK COMP CLS, UNDISTRIB,	626.00	576.00	10.00	228.98	337.02
(133553) 010 3702 0000-0-0000-7490-165-540-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	80.00		15.00	65.00
Total for Optional 0353 and Expense accounts		**35,913.00**	**35,763.00**	**475.80**	**10,804.01**	**24,483.19**
Total for Mgmt Code 540		**217,965.00**	**217,089.00**	**74,021.45**	**112,224.75**	**30,842.80**
TOTAL		**555,295.00**	**553,870.00**	**189,675.80**	**271,951.56**	**92,242.64**

Simi Valley Unified School District

Classification: **CUSTODIAN I**	Revisions: December 2013
Department/Site: Elementary, Middle, or High School; or other designated District site	FLSA: Non-Exempt
Approved by: Personnel Commission, October 2011	Salary Range: 69 (Classified)

Summary

Performs custodial duties at a designated school or District site; maintains buildings and adjacent grounds areas in a clean, orderly, safe and secure condition. Work instruction and guidance may be received from a Custodian II. Supervision and evaluation are provided by an assigned administrator or Plant Manager.

Distinguishing Career Features

This is the first level in a Custodial career path. Incumbents receive basic on-the-job training as it pertains to cleaning schedules and routines. In addition to demonstrating the competencies and abilities required of the position, the Custodian I must work cooperatively and productively with co-workers, students, and/or members of the public. Advancement potential exits to Custodian II based on need, incumbent's compliance with the stated qualifications, and the ability to lead individual custodians, a small team and special projects or crews.

Essential Duties and Responsibilities

- Performs regularly scheduled cleaning of classrooms, labs, and office areas including, but not limited to furniture, fixtures, flooring, windows and boards. Cleans public entry and use areas including, but not limited to hallways, walkways, stairways and meeting rooms. Washes and cleans eating areas. Cleans and disinfects drinking fountains, door handles and door push plates.
- Sweeps, scrubs mops, washes, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets, and spot cleans as necessary. Dusts and polishes furniture and woodwork. Cleans chalk boards, white boards and erasers. Empties pencil sharpeners.
- Cleans, scrubs and disinfects restrooms, including floors, stalls, toilets and urinals. Polishes metalwork, cleans sinks, mirrors, and other restroom fixtures. Maintains various classroom and restroom supplies including paper towels, soap, toilet paper, and related items.
- Empties and cleans waste receptacles, and replaces liners. Picks up paper and debris. Picks up trash containers and empties into large bins.
- Rearranges, moves and sets in place furniture and equipment, according to established instructions and seating arrangements. Sets up meeting rooms, classrooms, and other school facilities for special meetings, functions and events, which may include theater, athletic fields, multi-purpose rooms and/or gymnasium use.
- Unlocks and locks doors and gates. Raises and lowers flags. Secures internal and external entry and exit doors, ensuring that windows are closed and locked, and lights are off. Sets alarms as required.
- Checks doors, windows, and assigned area for vandalism. Reports safety, sanitary, and fire hazards. Observes pedestrian/visitor activity at the assigned site, reporting unusual activity or behavior to the appropriate level of authority.
- Restocks supplies and storage areas. May deliver mail, parcels and other materials to and from District sites or within school site.
- Participates in major cleaning projects that include, but are not limited to carpet cleaning and floor stripping and refinishing.
- Inspects equipment used on a regular basis for function and required servicing; makes minor repairs as needed. May maintain and make minor repairs to buildings and fixtures. Reports and makes arrangements for complex repairs and maintenance needs.
- Ensures that secondary containers for cleaning and other products are properly labeled, and that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Documents work activities and unanticipated occurrences.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Basic knowledge of the methods, materials, tools, equipment and cleaning supplies used in custodial care and routine facilities maintenance. Basic knowledge of work hazards and safe work techniques, including lifting procedures. Some knowledge of chemical reactions and proper safety precautions for use. Basic knowledge of building and plumbing repairs. Sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Sufficient human relations skill to exercise courtesy when dealing with others.

- **Abilities**

Requires the ability to: Perform all essential duties of the position with general supervision. Quickly learn the schedules, procedures and tools used in custodial work. Operate and maintain tools and equipment. Observe all safety precautions and procedures. Perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor. Follow oral and written directions and read MSDS sheets. Work independently and collaboratively. Learn and apply District policies and procedures within a reasonable period of time. Perform work assignments on varying shifts.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires: near visual to read directions and product labels, observe environmental conditions, and write; sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly; manual and finger dexterity to clean, use supplies and equipment, make minor repairs, and write; ability to lift, carry, push and pull items, supplies and equipment of medium weight; ability to bend, squat, reach (above, at and below shoulder level), and twist and turn head and trunk to clean, remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

- **Education and Experience**

~~Requires graduation from high school or equivalent.~~ Custodial experience, or previous work experience performing duties similar to those listed above, is ~~highly desirable~~preferred.

- **Licenses and Certificates**

May require a valid California driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.

Simi Valley Unified School District

Classification: **GROUNDSKEEPER I**	Revisions:
Department/Site: Maintenance & Operations, or designated school site	FLSA: Non-Exempt
Approved by: Personnel Commission, October 2011	Salary Range: 67 (Classified)

Summary

Performs a variety of work involving grounds and landscape maintenance of school sites, and District grounds, including public access areas, gardens, and sports fields. Works under the general direction of assigned lead or supervisor. Works primarily as skilled crew member but on small assignments may work independently with little or no direction.

Distinguishing Career Features

The Groundskeeper I is the first, and entry-level in a groundskeeping career path. Advancement to Groundskeeper II is based on need, and requires two years experience and demonstrated competency in maintaining a complete site that includes landscaping, horticultural techniques, and lawn care. Advancement to Groundkeeper III is based on need and requires competency in turf management and skill at operating medium-to-heavy duty specialized equipment.

Essential Duties and Responsibilities

Incumbents in this position are capable of learning and performing all of the essential duties, however, may specialize in a portion listed below based on the needs of the school sites and other facilities, and projects:

- Mows, edges, aerates, and re-seeds lawns. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Operates and cleans power walking lawn mowers, power blowers, and other motorized equipment requiring similar skill.
- Assists with landscaping projects. Participates in constructing and contouring raised beds, gardens, and drainage areas.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as instructed. Spades and otherwise prepares grounds for planting.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas.
- Maintains and assists with repairs to and modification of irrigation systems. Digs trenches, unloads and relocates materials, and cleans tools and equipment.
- Assists with repairs to and replacement of landscape irrigation components. May make changes to shutoff valves, irrigation valves, and physical layouts.
- Assists in adjusting, maintaining, and repairing electronic timers. Assists with replacing and repairing a variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
- Assists in draining, flushing, cleaning, and repairing water storage reservoirs and irrigation boxes from water sources on a periodic basis.
- Performs surveillance over play and other public areas to identify potential safety issues.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Working knowledge of the procedures, methods, techniques, and equipment used in grounds and landscape maintenance. Knowledge of the procedures used in the proper application of fertilizers and other additives. Basic knowledge of routine maintenance of sprinkler irrigation systems. Sufficient human relations skill to interact with co-workers, staff, and students. Sufficient mathematic skills to calculate weights, proportions, and sums.

- **Abilities**

Requires the ability to: Perform all of the essential duties of the position. Plant, cultivate, prune, and care for plants, trees, and lawns. Use herbicides and pesticides safely. Learn and perform sidewalk repairs, including mixing and pouring concrete, asphalt, etc. Identify common turf and other plant diseases and pests, and take steps to mitigate or eradicate. Use and perform servicing and minor repair to hand tools, mechanical equipment and power tools. Maintain accurate records. Prioritize and organize work to meet timelines and deadlines.

- **Physical Abilities**

Requires: ability to stand for extended periods of time; ability to manipulate (lift, carry, move) light to heavy weights on a regular basis; ability to push, pull, and guide materials of heavy weights; ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis; sufficient hand-eye coordination, and hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information; auditory ability to hear machinery sounds and alarms; near and far visual acuity to read printed materials and observe grounds objects; speaking ability to carry on ordinary conversations; and ability to work in extreme temperature conditions.

- **Education and Experience**

Requires ~~graduation from high school or equivalent and 1 year~~ six months of groundskeeping, landscaping or equivalent experience.

- **Licenses and Certificates**

Requires a valid California driver's license.

- **Working Conditions**

Work is performed mostly outdoors where significant health and safety considerations exist from physical labor, exposure to extreme weather conditions and working with machinery.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

RECOMMENDATION:

The following changes of classification titles are recommended:

From: Library Clerk	To: Library Assistant
From: Library Media Technician II	To: Library Technician
From: Library Media Technician III	To: Lead Library Technician

BASIS OF RECOMMENDATION:

The above changes of classification titles are recommended to reflect current terminology and the essential functions associated with the classifications.

Revised classification specifications are presented for approval in conjunction with this report.

SC

Presented to the Personnel Commission on February 10, 2021

Position: **LIBRARY CLERK**	Revisions:
Department/Site: Elementary School Site	FLSA: Non-Exempt
Approved by: Personnel Commission, October 2005	Salary Range: 55 (Classified)

Summary

Organizes and performs a variety of clerical and technical library duties in a school library that is part of a school improvement program, ensuring student access to materials, reference, and search resources.

Distinguishing Career Features

The Library Clerk represents the first level in a library support career ladder created for school improvement programs. Advancement to Library Clerk is possible within an elementary environment by demonstrating the ability to provide support to computer labs, participate in the selection of library materials, perform basic reference, and administer special library programs for elementary students. Advancement to Library Media Technician I requires compliance with the stated qualifications and a demonstrated ability to provide a full range of customer services in a secondary environment that encompasses providing support to computer labs, basic reference and assisting with textbook management.

Essential Duties and Responsibilities

- Assists teachers by scheduling computer lab, and special study groups along with the established operations of a school Library. May provide basic support to students using personal computer workstations.
- Assists students with use of the library; assists them locating materials; teaches them to use resource guides. Teaches use of computer-aided catalogs and the Dewey Decimal System.
- Assists teachers and librarian or principal with selection of materials that support curriculum corresponding with age, grade, and course level of students. Prepares purchase orders and other required paper work, routes for purchase.
- Conducts reading circles. Selects books and stories for the appropriate grade level; reads to class-sized groups of children.
- Charges out and checks in library materials. Collects service charges on overdue, lost, or damaged materials. Prepares overdue notices and other similar short forms.
- Receives new materials (books, media, textbooks or periodicals), enters into system, prepares for and enters into circulation (shelves).
- Processes and catalogs pre-classified books and other library materials by obtaining correct bibliographic records on-line from a computer database. Inputs original cataloging into a computer database. Places location numbering to library materials.
- May organize and facilitate reading programs, book purchase events, and other activities designed to stimulate student interest, ability, and motivation in reading, and increase reading comprehension, including book talks, reading clubs, or specialized reading curriculum.
- Assists in organizing and conducting periodic book fairs.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures. Conducts annual physical inventory of all library materials.
- Organizes and decorates library. Designs and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.
- Orders books, magazines, and periodicals for library use within established parameters set by a librarian or school site administrator.
- Schedules audio-visual equipment by using a sign-out system. Delivers equipment to classrooms. Performs basic troubleshooting and repair of equipment. Maintains accounting for all equipment.
- Follows-up on overdue materials. Bills and collections fees. Sets up and/or releases student record holds.
- Performs routine clerical and record keeping duties. Maintains routine files.
- May train and oversee the work of student helpers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Specialized knowledge of basic library methods, practices and terminology including use of library computer-aided catalog and basic reference sources. Working knowledge of the Dewey Decimal System of classification. Working knowledge of, and skill at accessing automated library systems and records. Working knowledge of the policies and procedures encompassing library operations. Sufficient knowledge of personal computer workstations and common business and education software to instruct others in their use and provide basic troubleshooting. Working knowledge of the procedures used for purchasing library materials. Sufficient knowledge of the English language to write instructions and read expressively. Sufficient human relations skill in order to influence students' reading habits and to interact with staff and teachers on administration of library programs.

- **Abilities**

Requires the ability to: Perform the essential functions of the position with only general supervision and support. Follow detailed procedures such as standard library cataloging and filing rules. Schedule library and computer lab services to optimize class and individual student use. Organize computer files for remote access. Maintain a well organized and attractive library setting. Apply and explain library rules, regulations and policies. Monitor and maintain acceptable student behavior. Deal courteously with library patrons including students, teachers, parents and members of the public. Organize and prioritize projects. Perform routine clerical and record keeping duties.

- **Physical Abilities**

Requires: ability to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature; ambulatory ability to sit, stand, kneel, stoop, reach, twist, walk and move carts; sufficient visual acuity to recognize letters and numbers; sufficient hand-arm-eye coordination to use a personal computer keyboard; ability to reach to selves for placement of light-to-medium weight objects; sufficient hearing and speech ability to carry on conversations in person and over the phone.

- **Education and Experience**

Requires a high school diploma or equivalent, plus post high school library science curriculum or equivalent, and one year of experience in a library or similar instructional setting.

- **Licenses and Certificates**

May require a valid California driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Library Assistant

Purpose Statement

Under the general supervision of an assigned supervisor, provides basic library support for an elementary school library.

Essential Functions

- Performs circulation activities in an elementary school library including but not limited to receiving new materials (e.g. books, media, textbooks, periodicals), entering materials into the automated circulation system, preparing and entering materials into circulation, checking in and out library materials, inspecting items for damage, and re-shelving items.
- Collects charges on overdue, lost, and damaged materials; prepares and disseminates overdue notices; follows up on overdue materials, bills, and collections fees; prepares and submits reporting of fees collected.
- Schedules the use of the library and computer lab; orients teachers, students, and classes on library operations and monitors student conduct to ensure organized and proper use of the library.
- Assists students with use of the library and related facilities and equipment, including but not limited to assisting with the use of computers and technology devices, locating books and materials, and using resource guides to support students in utilizing the library.
- Assists teachers, administrators, and other personnel with selection of materials to support curriculum.
- Organizes and facilitates activities to stimulate student interest and ability in reading (e.g. reading circles, book fairs, book talks, reading clubs).
- Organizes and performs textbook and consumable distribution and collection to ensure the accurate and efficient distribution and collection of materials to students and staff.
- Conducts periodic inventory of library materials and reports and investigates discrepancies between physical and electronic count to ensure items are accounted for; prepares lists of damaged and outdated materials and disposes of materials according to established procedures.
- Circulates, stores, inventories, and operates a variety of technology equipment and devices (e.g. computers, laptops, instructional technology, media and audiovisual equipment) to ensure proper distribution and availability.
- Maintains the library website to share information, provide literary resources, and promote the library and its services.
- Designs, constructs, and displays materials such as library displays, bulletin boards, posters, and signs to present information, stimulate interest in the library, and maintain a positive aesthetic.
- Orders books, magazines, periodicals, supplies, and equipment for the library in accordance with parameters established by a librarian or administrator to maintain an adequate inventory of materials.
- Repairs books and materials to ensure items are in proper condition.
- Establishes and maintains a variety of records and files to document library activities.
- Performs light cleaning to maintain a clean and orderly library environment.
- Trains and provides work direction to volunteers and student workers assigned to the library.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

DRAFT

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
- Accurately enter electronic data and information at a speed necessary for successful job performance

Knowledge of:

- Basic library methods, practices, and terminology
- Library operations, policies, and procedures
- Dewey Decimal System of classification
- Automated circulation systems
- Basic mathematical principles to perform basic routine library financial transactions
- Methods and techniques of proper phone etiquette
- Methods of ordering and inventory management of library materials
- Proper methods of operation and storage of technology assigned to the library
- Customer service methods and techniques
- Fundamentals of English grammar, spelling, and composition
- Principles and procedures of records management

Ability to:

- Perform library circulation activities, including shelving and re-shelving items
- Perform basic routine library financial transactions
- Perform scheduling of library facilities
- Perform customer service in a library environment
- Organize and facilitate activities to stimulate student interest and ability in reading
- Perform high volume textbook and consumables distribution and collection
- Order, maintain, and conduct inventory of library materials
- Maintain an organized library setting
- Prepare and maintain accurate records
- Work effectively in an environment with frequent interruptions
- Carry out verbal and written instructions
- Learn and apply new information, skills, and technology
- Collaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Provide training and work direction to others

Education and Experience

A high school diploma or equivalent AND one year of experience performing clerical or library support services in a library or similar environment

OR

An associate degree with coursework in library science or related field

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/055	Non Exempt	October 2005	

Previous Titles

Library Clerk

Position: **LIBRARY MEDIA TECHNICIAN II**	Revisions:
Department/Site: School Site	FLSA: Non-Exempt
Approved by: Personnel Commission, July 2005	Salary Range: 64 (Classified)

Summary

Provides a variety of paraprofessional library services including, but not limited to technical support for automated library services, administrative support to a Librarian, partial leadership over day-to-day library operations, and advanced assistance to library users.

Distinguishing Career Features

The Library Media Technician II is the second level of a technical career ladder for library support. Advancement to this level requires compliance with the education and experience requirements and a demonstrated ability to lead and provide a full range of customer services encompassing circulation, cataloging, intermediate reference, periodical research, and coordination of computer labs. Advancement to Library Media Technician III requires leadership over a secondary school library and a small team of Library Media Technicians where a Librarian is not on site.

Essential Duties and Responsibilities

- Coordinates and participates in the work of other library staff, including regular and student staff. Develops and maintains a schedule for staff and student employees that maximizes service level.
- Maintains the automated circulation system by updating software releases, database resources, and internal information such as student lists, due dates, and location of collection items. Researches and resolves basic technical issues surrounding the automated systems, referring complex problems to information technology staff.
- Places orders for books, periodicals, and a variety of supplies for library use within pre-established parameters and procedures. Coordinates with purchasing and accounting to verify that payments are commensurate with receipt of purchased items.
- Maintains and monitors periodical subscriptions, ensuring complete listing and documentation of holdings.
- Assists students, staff, and the public by answering questions on the use of the library, internal and external resources, and location of materials. Provides instruction on the use of computers in the library. Processes a full range of library material and fee transactions.
- Provides intermediate level reference services to students and staff using automated and manual resources.
- Conducts "walk-and-talk" orientations for students in areas such as general use of the library, periodical research, bibliographic search, internet search, or use of electronic media.
- Receives new materials (e.g., books, media, textbooks or periodicals), enters into system, prepares for and enters into circulation (shelves). Provides location numbering to library materials and enters onto an automated library record system using a personal computer.
- May perform bibliographic verification or searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
- Processes inter-library loan requests. Searches and transfers requested materials to locations and individuals. Monitors in-and-out distribution and location of publications.
- Processes and maintains records for requests, receipts, and returns of cooperative library system materials. Maintains records for lost and overdue books, fines. May issue grade and record holds based on student account balances.
- Trains and supervises student workers.
- Coordinates the receipt, processing, storing, control and distribution of textbooks.
- May organize, coordinate, and conduct periodic book fairs and other library events.
- May mend and repair book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Conducts annual physical inventory of all library materials.
- Coordinates, designs, and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.
- Circulates, stores, inventories, maintains, performs minor repair and operates a variety of audiovisual equipment used in the library, e.g., audio and visual playback devices.

- May schedule films and other presentations in and/or for the library.
- Performs routine clerical and record keeping duties.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: In-depth procedural knowledge of library methods, practices and terminology including use of library computer-aided catalog and basic reference sources. Complete understanding of the Dewey Decimal System of classification. Basic knowledge of machine readable classification and coding. Working knowledge of automated carding systems and records. Knowledge of and skill at conducting bibliographic searches. Complete understanding of library operations, goals and objectives. Working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, research, and database software used in education for data entry and retrieval. Basic knowledge of financial record keeping sufficient to process transactions and maintain a portion of a departmental budget. Sufficient communication skills to convey specialized concepts to students and to resolve urgent student needs. Sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums. Sufficient writing skills to document instructions on use of library services.

- **Abilities**

Requires the ability to: Perform all of the duties of the position with only general supervision and support. Follow detailed procedures such as standard library cataloging and filing rules. Use cataloguing software programs to download and transfer information onto library circulation programs, organize files for remote access, and instruct others. Maintain a well organized and attractive library setting. Apply and explain library services, layout, rules, and policies. Maintain the circulation area in a manner conducive to support research and studying. Deal courteously with library patrons including students and faculty. Perform routine clerical and record keeping duties.

- **Physical Abilities**

Requires: ability to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature; ambulatory ability to sit, stand, kneel, stoop, reach, twist, walk and move carts; sufficient visual acuity to recognize letters and numbers; sufficient hand-arm-eye coordination to use a personal computer keyboard; ability to reach to shelves for placement of light-to-medium weight objects; sufficient hearing and speech ability to carry on conversations in person and over the phone.

- **Education and Experience**

Requires the equivalent of an Associates Degree in library science curriculum or equivalent and two years of experience in an academic library setting. Additional experience in a library environment or higher education in an information technology field may substitute for higher education on a two year for one year basis.

- **Licenses and Certificates**

May require a valid California driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Library Technician

Purpose Statement

Under the general supervision of an assigned supervisor, provides advanced technical library support for a secondary school library.

Distinguishing Characteristics

A Library Technician provides advanced technical library support for a secondary school library. In comparison, a Lead Library Technician provides leadership and oversight of the day-to-day operations of a secondary school library, in addition to providing advanced technical library support.

Essential Functions

- Performs circulation activities in a secondary school library including but not limited to receiving new materials (e.g. books, media, textbooks, periodicals), entering materials into the automated circulation system, preparing and entering materials into circulation, checking in and out library materials, inspecting items for damage, and re-shelving items.
- Collects charges on overdue, lost, and damaged materials; prepares and disseminates overdue notices; follows up on overdue materials, bills, and collections fees; sets up and releases student grade and records holds.
- Maintains the automated circulation system, including conducting software updates; troubleshoots and resolves basic technical issues and refers complex problems to the information technology department.
- Circulates, stores, inventories, and operates a variety of technology equipment and devices (e.g. computers, laptops, instructional technology, media and audiovisual equipment) to ensure proper distribution and availability; performs basic maintenance and repair of technology equipment and devices and refers complex problems to the information technology department.
- Processes and monitors inter-library transfers and loan requests, including locating and transferring requested materials to locations and individuals and monitoring return of materials.
- Evaluates library materials (e.g. books, media, textbooks, periodicals) and recommends retention and retirement of materials to ensure they are in appropriate condition; repairs books and materials to ensure items are in proper condition; disposes of materials in accordance with established procedures.
- Organizes, oversees, and participates in the receipt, processing, storing, distribution, and collection of textbooks and consumables to students and staff.
- Schedules the use of the library and computer lab; orients teachers, students, and classes on library operations; monitors student conduct to ensure organized and proper use of the library.
- Assists students with use of the library and related facilities and equipment, including but not limited to assisting with the use of computers and technology devices, locating books and materials, and using resource guides to support students in utilizing the library; provides advanced user support (e.g. intermediate-level reference services, periodical research, bibliographic verification and search, internet search) to library users.
- Assists teachers, administrators, and other personnel with selection of materials to support curriculum.
- Implements strategies to proactively promote the library and related services, including organizing and facilitating events (e.g. book fairs, presentations, study sessions) to promote the use of the library and its services.
- Conducts periodic inventory of library materials and reports and investigates discrepancies between physical and electronic count to ensure items are accounted for.

DRAFT

- Maintains the library website to share information, provide literary resources, and promote the library and its services.
- Designs, constructs, and displays materials such as library displays, bulletin boards, posters, and signs to present information, stimulate interest in the library, and maintain a positive aesthetic.
- Orders books, magazines, periodicals, supplies, and equipment for the library and monitors and maintains subscriptions in accordance with parameters established by a librarian or administrator to maintain an adequate inventory of materials.
- Establishes and maintains a variety of records and files to document library activities.
- Performs light cleaning to maintain a clean and orderly library environment.
- Trains and provides work direction to volunteers and student workers assigned to the library.
- May proctor tests administered in the library.

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
- Accurately enter electronic data and information at a speed necessary for successful job performance

Knowledge of:

- Technical library methods, practices, and terminology
- Technical library terms, including bibliographic elements
- Library operations, policies, and procedures
- Dewey Decimal System of classification
- Automated circulation systems
- Basic mathematical principles to perform basic routine library financial transactions
- Proper methods of operation, storage, and basic maintenance and repair of technology assigned to the library
- Methods and techniques of proper phone etiquette
- Methods of ordering and inventory management of library materials
- Customer service methods and techniques
- Fundamentals of English grammar, spelling, and composition
- Principles and procedures of records management

Ability to:

- Perform advanced technical library support
- Perform library circulation activities, including shelving and re-shelving items
- Perform basic routine library financial transactions
- Perform scheduling of library facilities
- Perform customer service in a library environment
- Maintain an automated circulation system
- Provide basic maintenance and troubleshooting of technology equipment and devices
- Perform high volume textbook and consumables distribution and collection
- Organize and facilitate events to promote the use of the library

- Order, maintain, and conduct inventory of library materials
- Maintain an organized library setting
- Prepare and maintain accurate records
- Work effectively in an environment with frequent interruptions
- Carry out verbal and written instructions
- Learn and apply new information, skills, and technology
- Collaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Provide training and work direction to others

Education and Experience

A high school diploma or equivalent AND two years of experience performing library support services, preferably in an academic library setting

OR

An associate degree with coursework in library science or related field AND one year of experience performing library support services, preferably in an academic library setting

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/064	Non Exempt	July 2005	

Previous Titles

Library Media Technician II

Position: **LIBRARY MEDIA TECHNICIAN III**	Revisions:
Department/Site: School Site	FLSA: Non-Exempt
Approved by: Personnel Commission, July 2005	Salary Range: 73 (Classified)

Summary

Provides a variety of paraprofessional library services including, but not limited to technical support for computer-aided library services, leadership over day-to-day operations of a secondary school library where a librarian is not available, and advanced assistance to library users.

Distinguishing Career Features

The Library Media Technician III is the senior-level in a technical career ladder for library support. Advancement to this level requires compliance with the education and experience requirements and a demonstrated ability to organize, lead, provide a full range of customer services encompassing circulation, advanced copy cataloging, intermediate reference, periodical research, coordination of computer labs, and textbook management. The Library Media Technician III differs from the "II" in that a librarian is not on site. Site administrator serves as supervisor.

Essential Duties and Responsibilities

- Oversees, guides, and participates in the work of other library staff, including regular and student staff. Develops and maintains a schedule for staff and student employees that maximizes service level.
- Maintains the automated circulation system by updating software releases, database resources, and internal information such as student lists, due dates, and location of collection items. Researches and resolves basic technical issues surrounding the automated systems, referring complex problems to information technology staff.
- Oversees and contributes to efficient scheduling and use of computer labs located in the library. Orients students in the use of computers. May provide basic technical support and basic troubleshooting of personal computer problems.
- Places orders for books, periodicals, and a variety of supplies for library use within pre-established parameters and procedures. Coordinates with purchasing and accounting to verify that payments are commensurate with receipt of purchased items.
- Maintains and monitors periodical subscriptions, ensuring complete listing and documentation of holdings.
- Assists students and staff by answering questions on the use of the library, internal and external resources, and location of materials. Provides instruction on the use of computers in the library.
- Communicates and monitors student conduct in the library. Participates with others to develop and communicate library use policies and guidelines.
- Provides basic-to-intermediate level reference services to students and staff using automated and manual resources.
- Maintains certain aspects of the budgets by maintaining up-to-date account balances. Verifies cash receipts and prepares deposits. Prepares and submits approved budget transfer requests. May review periodic budget reports and prepare summaries.
- Conducts "walk-and-talk" orientations for students in areas such as general use of the library, periodical research, bibliographic search, internet search, or use of electronic media.
- Receives new materials (books, media, textbooks or periodicals), enters into system, prepares for and enters into circulation (shelves). Provides location numbering to library materials and enters onto an automated library record system using a personal computer.
- May perform bibliographic verification or searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
- Maintains records for lost and overdue books, fines. May issue grade and record holds based on student account balances. Processes a full range of library material and fee transactions.
- Trains and supervises student workers.
- Coordinates the receipt, processing, storing, control and distribution of textbooks. Maintains all records for management of textbooks.
- May organize, coordinate, and conduct periodic book fairs and other library events.

- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Conducts annual physical inventory of all library and text materials.
- Coordinates, designs, and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.
- Circulates, stores, inventories, maintains, performs minor repair and operates a variety of audiovisual equipment used in the library, e.g., audio and visual playback devices.
- Creates and maintains a schedule for use of library facilities by classes, district staff, and the public.
- Processes inter-library loan requests. Searches and transfers requested materials to locations and individuals.
- Performs routine clerical and record keeping duties.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: In-depth procedural knowledge of library methods, practices and terminology including use of library card cataloging and/or automated system and basic reference sources. Complete understanding of the Dewey Decimal System of classification. Basic knowledge of machine readable classification and coding. Working knowledge of automated carding systems and records. Knowledge of and skill at conducting bibliographic searches. Working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, research, and database software used in education for data entry and retrieval. Basic knowledge of financial record keeping sufficient to process transactions and maintain a portion of a departmental budget. Sufficient communication skills to convey specialized concepts to students and to resolve urgent student needs. Sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums. Sufficient writing skills to document instructions on use of library services.

- **Abilities**

Requires the ability to: Perform all of the duties of the position with only general supervision and support. Follow detailed procedures such as standard library cataloging and filing rules. Use cataloging software programs to download and transfer information onto library circulation programs, organize files for remote access, and instruct others. Maintain a well organized and attractive library setting. Apply and explain library services, layout, rules, and policies. Maintain the circulation area in a manner conducive to support research and studying. Perform basic troubleshooting and orientation to personal computers. Deal courteously with library patrons including students, faculty and the public. Perform routine clerical and record keeping duties.

- **Physical Abilities**

Requires: ability to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature; ambulatory ability to sit, stand, kneel, stoop, reach, twist, walk and move carts; sufficient visual acuity to recognize letters and numbers; sufficient hand-arm-eye coordination to use a personal computer keyboard; ability to reach to shelves for placement of light-to-medium weight objects; sufficient hearing and speech ability to carry on conversations in person and over the phone.

- **Education and Experience**

Requires the equivalent of an Associates Degree in library science curriculum or equivalent and three years of experience in an academic library setting. Additional experience in a library environment or higher education in an information technology field may substitute for higher education on a two year for one year basis.

- **Licenses and Certificates**

May require a valid California driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Lead Library Technician

Purpose Statement

Under the general supervision of an assigned supervisor, coordinates and oversees the day-to-day operations of a secondary school library and provides advanced technical library support.

Distinguishing Characteristics

A Lead Library Technician provides leadership and oversight of the day-to-day operations of a secondary school library, in addition to providing advanced technical library support. In comparison, a Library Technician provides advanced technical library support and does not have responsibility for overseeing the day-to-day operations of the library.

Essential Functions

- Oversees, guides, and coordinates the work of library staff to ensure the smooth and efficient operation of the library; establishes and maintains a schedule for staff and student employees that maximizes service level.
- Implements and provides input into the development of library use policies and guidelines.
- Tracks, monitors, and maintains aspects of budgets associated with library operations.
- Coordinates and performs circulation activities in a secondary school library including but not limited to receiving new materials (e.g. books, media, textbooks, periodicals), entering materials into the automated circulation system, preparing and entering materials into circulation, checking in and out library materials, inspecting items for damage, and re-shelving items.
- Collects charges on overdue, lost, and damaged materials; prepares and disseminates overdue notices; follows up on overdue materials, bills, and collections fees; sets up and releases student grade and records holds.
- Maintains the automated circulation system; troubleshoots and resolves basic technical issues and refers complex problems to the information technology department.
- Circulates, stores, inventories, and operates a variety of technology equipment and devices (e.g. computers, laptops, instructional technology, media and audiovisual equipment) to ensure proper distribution and availability; performs basic maintenance and repair of technology equipment and devices and refers complex problems to the information technology department.
- Processes and monitors inter-library transfers and loan requests, including locating and transferring requested materials to locations and individuals and monitoring return of materials.
- Evaluates library materials (e.g. books, media, textbooks, periodicals) and recommends retention and retirement of materials to ensure they are in appropriate condition; repairs books and materials to ensure items are in proper condition; disposes of materials in accordance with established procedures.
- Organizes, oversees, and participates in the receipt, processing, storing, distribution, and collection of textbooks and consumables to students and staff.
- Oversees and participates in scheduling the use of the library and computer lab; orients teachers, students, and classes on library operations; monitors student conduct to ensure organized and proper use of the library.
- Assists students with use of the library and related facilities and equipment, including but not limited to assisting with the use of computers and technology devices, locating books and materials, and using resource guides to support students in utilizing the library; provides advanced user support (e.g. intermediate-level reference services, periodical research, bibliographic verification and search, internet search) to library users.

DRAFT

- Assists teachers, administrators, and other personnel with selection of materials to support curriculum.
- Implements strategies to proactively promote the library and related services including organizing and facilitating events (e.g. book fairs, presentations, study sessions) to promote the use of the library and its services.
- Conducts periodic inventory of library materials and reports and investigates discrepancies between physical and electronic count to ensure items are accounted for.
- Maintains the library website to share information, provide literary resources, and promote the library and its services.
- Designs, constructs, and displays materials such as library displays, bulletin boards, posters, and signs to present information, stimulate interest in the library, and maintain a positive aesthetic.
- Orders books, magazines, periodicals, supplies, and equipment for the library and monitors and maintains subscriptions in accordance with parameters established by a librarian or administrator to maintain an adequate inventory of materials.
- Establishes and maintains a variety of records and files to document library activities.
- Performs light cleaning to maintain a clean and orderly library environment.
- Trains and provides work direction to library staff, volunteers, and student workers assigned to the library.
- May proctor tests administered in the library.

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
- Accurately enter electronic data and information at a speed necessary for successful job performance

Knowledge of:

- Technical library methods, practices, and terminology
- Technical library terms, including bibliographic elements
- Library operations, policies, and procedures
- Dewey Decimal System of classification
- Automated circulation systems
- Basic mathematical principles to perform basic routine library financial transactions
- Proper methods of operation, storage, and basic maintenance and repair of technology assigned to the library
- Methods and techniques of proper phone etiquette
- Methods of ordering and inventory management of library materials
- Customer service methods and techniques
- Fundamentals of English grammar, spelling, and composition
- Principles and procedures of records management, including financial recordkeeping

Ability to:

- Coordinate library operations, services, and staff
- Track, monitor, and maintain budget information
- Perform advanced technical library support
- Perform library circulation activities, including shelving and re-shelving items
- Perform basic routine library financial transactions

- Perform scheduling of library facilities
- Perform customer service in a library environment
- Maintain an automated circulation system
- Provide basic maintenance and troubleshooting of technology equipment and devices
- Perform high volume textbook and consumables distribution and collection
- Organize and facilitate events to promote the use of the library
- Order, maintain, and conduct inventory of library materials
- Maintain an organized library setting
- Prepare and maintain accurate records
- Work effectively in an environment with frequent interruptions
- Carry out verbal and written instructions
- Learn and apply new information, skills, and technology
- Collaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing
- Provide training and work direction to others

Education and Experience

A high school diploma or equivalent AND three years of experience performing technical library support services, preferably in an academic library setting

OR

An associate degree with coursework in library science or related field AND two years of experience performing technical library support services, preferably in an academic library setting

OR

A bachelor's degree with coursework in library science or related field AND one year of experience performing technical library support services, preferably in an academic library setting

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/073	Non Exempt	July 2005	

Previous Titles

Library Media Technician III

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ABOLISHMENT OF AN UNUSED CLASSIFICATION

RECOMMENDATION:

It is recommended that the following classification be abolished:

CLASSIFICATION TITLE:

Library Media Technician I

BASIS OF RECOMMENDATION:

There are no positions assigned to the Library Media Technician I classification, and the applicable hiring department has indicated that it will not assign positions to the classification in the near future. Therefore, the classification may be abolished.

SC

Presented to the Personnel Commission on February 10, 2021