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

Abolishment of an Unused Classification of Library Media Technician I

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. Motion #21.0210.9

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

Information

Meeting Dates

Future Commission meeting dates were announced:
March 10, 2021…..April 14……May 12……..5:00p.m...via Zoom until further notice.

Job Opportunities

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

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

L Rhoades

Lori Rhoades, Chairperson

Handin

Sandy Handin, Vice Chairperson

Kathleen Hobiger

Kathleen Hobiger, Member