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
Lori Rhoades, Chairperson
Arrived
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.

The flag salute was led by Ms. Rhoades.

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.

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.

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.

There were no Commission comments.

There were no public comments.

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.

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

Call to Order
Flag Salute
Agenda
Motion #21.0210.1
Consent Agenda
Motion #21.0210.2
Minutes
Motion #21.0210.3
Commission Comments
Public Comments
Personnel Items
Director’s Report
General Items
2020-2021
Budget Status
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.

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.

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.

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.

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.
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.

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

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

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

Items for future consideration include: Tabled items from this meeting

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

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