PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

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

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

CLOSED SESSION

- The Personnel Commission will meet in Closed Session in accordance with provisions in Government Code Sec. 54957, Public Employment Matters; Public Employee Appointment – Applicant Appeal from Rejection.

RETURN TO OPEN SESSION

- Report of any action taken during Closed Session

APPROVAL OF MINUTES – Regular Meeting December 9, 2020 – *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*
- Classification Specification Revision for Bond Program Manager (minimum qualifications only) – *Action*
- Classification Specification Revision for Custodian I (minimum qualifications only) – *Action*
- Classification Specification Revision for Groundskeeper I (minimum qualifications only) – *Action*
- Classification Specification Revision for Database Administrator – *Action*
- Classification Specification Revision for Work Control Specialist – *Action*
- Classification Specification Revision and Title Change from Secretary to Administrative Assistant – *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)

December 9, 2020
5:00 P.M.
Meeting # 869

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

Call to Order

The meeting was called to order at 5:00 P.M. by Kathleen Hobiger, Chairperson.

Flag Salute

The flag salute was led by Ms. Hobiger.

Agenda
Motion #20.1209.1

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

Consent Agenda
Motion #20.1209.2

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

Minutes
Motion #20.1209.3

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Commission approved the Minutes of the Regular Meeting of November 18, 2020. Vote 3-0: Aye – Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None.

Commission Comments

Ms. Hobiger announced the passing of former employee Gordon Lindeen.

Public Comments

There were no public comments.

Personnel Items
Director's Report

Ms. Crocker welcomed Ms. Kleingarn back from leave; a new hire for the vacant Human Resources Assistant II position, Brandi Lubrano, will be starting in January. Ms. Crocker reported that there are currently 12 recruitments in process and 3 classification studies have been completed in the current fiscal year.

General Items
2020-2021 Budget Status

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

Revision of Personnel Commission Rule 7.20 – Second Reading and Adoption
Motion #20.1209.4

Ms. Crocker presented the final reading of proposed revisions to Personnel Commission Ru 7.20. On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the revision of Personnel Commission Rule 7.20 as presented.

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

Ms. Crocker presented the final reading of proposed revisions to Personnel Commission Rules, Articles 1 & 2. On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the revision of Personnel Commission Rules, Articles & 2 as presented.

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

Revision of Personnel Commission Rules, Articles 1 & 2 – Second Reading and Adoption Motion #20.1209.5

Ms. Crocker presented the final reading of proposed revisions to Personnel Commission Rules, Article 3. On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the revision of Personnel Commission Rules, Article 3 as presented.

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

Revision of Personnel Commission Rules, Article 3 – Second Reading and Adoption Motion #20.1209.6

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the motion to elect Lori Rhoades as Chairperson of the Commission for a one-year term, to commence at the first meeting held in January, 2021.

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

Annual Election of Officers - Chairperson Motion #20.1209.7

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the motion to elect Sandy Handin as Vice Chairperson of the Commission for a one-year term, to commence at the first meeting held in January, 2021.

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

Annual Election of Officers - Chairperson Motion #20.1209.8

Future Commission meeting dates were announced:
January 13, 2021....February 10, 2021....March 10, 2021.....5:00p.m...via Zoom until further notice.

Information Meeting Dates

Job Opportunities were announced for: Administrative Services Assistant I; Library Media Technician II; Senior Mechanic, Skilled Maintenance Specialist

Job Opportunities

The Commission met in Closed Session at 5:11 p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Appointment, Employment Performance Evaluation, Discipline, Dismissal, Release: Report Employee Dismissal.

Closed Session

The Commission returned to Open Session at 5:22 p.m.. No action was taken during Closed Session.

Return to Open Session

There were no items for future consideration.

Future Consideration

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:23 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Adjournment
Motion #20.1209.9

Kathleen Hobigier, Chairperson

Lori Rhoades, Vice-Chairperson

Sandy Handin, Member

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 1-8-21

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 Services Assistant I	1	Superintendent's Office	12/1/2020	12/22/2020	Multiple Choice Test; Stuctured Interview	N/A	1/11/2021	1/14/2021	1/19/2021
Adult Ed Instructional Assistant - Welding	2	SICE	11/2/2020	1/29/2021	Multiple Choice Test; Structured Interview	N/A	week of 2/8	week of 2/15	2/23/2021
Bus Driver	Multiple	Student Safety & Transit	Continuous	1/7/2021	Structured Interview	N/A	N/A	1/15/2021	1/20/2021
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 1/25	2/2/2021
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Library Media Technician II	1	Santa Susana HS	11/18/2020	12/14/2020	Multiple Choice Test; Structured Interview	N/A	1/12/2021	week of 1/18	1/26/2021
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	week of 1/25	2/2/2021
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Senior Accountant	1	Fiscal Services	1/6/2021	1/28/2021	T&E; Structured Interview	1/29/2021	N/A	week of 2/1	2/9/2021
Senior Mechanic	1	Student Safety & Transit	11/20/2020	1/11/2021	T&E; Structured Interview	1/12/2021	N/A	week of 1/18	1/26/2021
Skilled Maintenance Specialist	1	M&O	11/18/2020	12/14/2020	Multiple Choice Test; Structured Interview	N/A	12/18/2020	week of 1/18	1/26/2021

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

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

'SD Classified Personnel Services

ERSONNEL 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 12/31/20		
				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		10,525.58	20,127.42
(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**	**.00**	**11,482.52**	**22,776.48**
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		14.60	145.40
Total for Optional 0278		**160.00**	**160.00**	**.00**	**14.60**	**145.40**
530-0279	**ADVERTISING**					
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	1,767.00		788.60	978.40
Total for Optional 0279		**1,767.00**	**1,767.00**	**.00**	**788.60**	**978.40**
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 12/31/20 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		66,889.68	67,518.32
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	30,645.00	30,645.00		13,846.15	16,798.85
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	10,283.00	10,283.00		5,117.07	5,165.93
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	24,526.00	24,526.00		12,310.02	12,215.98
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	68.00	68.00		33.46	34.54
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	4,369.00	4,033.00		1,839.49	2,193.51
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	360.00	160.00		40.00	120.00
		204,659.00	**204,123.00**	**.00**	**100,075.87**	**104,047.13**
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		28.18	1,971.82
Total for Optional 0W95		**2,590.00**	**2,590.00**	**.00**	**28.18**	**2,561.82**
Total for Mgmt Code 530		**337,330.00**	**336,781.00**	**21,479.75**	**140,760.76**	**174,540.49**

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 12/31/20 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		62,063.79	65,434.21
(111821) 010-3202-0000-0-0000-7490-165-540-0242-0	PERS/Clas	29,070.00	29,057.00		12,847.23	16,209.77
(087484) 010-3302-0000-0-0000-7490-165-540-0242-0	OASDI/Clas	9,754.00	9,754.00		4,733.55	5,020.45
(089156) 010-3402-0000-0-0000-7490-165-540-0242-0	H&W Clas	10,802.00	10,802.00		5,249.34	5,552.66
(090828) 010-3502-0000-0-0000-7490-165-540-0242-0	SUI Clas	64.00	64.00		30.95	33.05
(092500) 010-3602-0000-0-0000-7490-165-540-0242-0	Wrk Comp Clas	4,144.00	3,831.00		1,706.75	2,124.25
(133552) 010-3752-0000-0-0000-7490-165-540-0242-0	OPEB Clas (Oth Post Empl Benefits)	720.00	320.00		80.00	240.00
Total for Optional 0242 and Expense accounts		**182,052.00**	**181,326.00**	**0.00**	**86,711.61**	**94,614.39**
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		7,085.50	12,152.50
(111822) 010-3202-0000-0-0000-7490-165-540-0353-0	PERS/CLAS, UNDISTRIB, UNR	4,387.00	4,387.00		1337.08	3,049.92
(087485) 010-3302-0000-0-0000-7490-165-540-0353-0	OASDI/CLS, UNDISTRIB, UNR	1,472.00	1,472.00		542.05	929.95
(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		3.26	6.74
(092501) 010-3602-0000-0-0000-7490-165-540-0353-0	WRK COMP CLS, UNDISTRIB,	626.00	576.00		194.88	381.12
(133553) 010 3702 0000-0-0000-7490-165-540-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	80.00		10.00	70.00
Total for Optional 0353 and Expense accounts		**35,913.00**	**35,763.00**	**.00**	**9,172.77**	**26,590.23**
Total for Mgmt Code 540		**217,965.00**	**217,089.00**	**.00**	**95,884.38**	**121,204.62**
TOTAL		**555,295.00**	**553,870.00**	**21,479.75**	**236,645.14**	**295,745.11**

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Bond Program Manager

Purpose Statement

Under the general direction of the Director of Facilities and Planning, manages and coordinates the activities of the district's bond-funded construction program. Employment is for the duration of the bond-funded construction program only.

Essential Functions

- Manages the development and delivery of major bond construction and special projects related to design, alteration, remodeling, and inspection of new and existing district buildings, structures, and site improvements.
- Manages the activities of the Bond Department and supervises department and project management personnel.
- Monitors construction progress to ensure that contractors adhere to schedules, construction is performed properly and according to standards, and shop drawings and material submittals are processed in a timely manner; coordinates required changes with the project architect and contractors; coordinates and conducts job-start meetings.
- Develops and manages Bond Program contracts, including negotiating, developing, reviewing, monitoring, and enforcing contracts and addressing and resolving disputes with contractors and consultants.
- Manages the bidding process and contractor prequalification process, including evaluating bids and qualifications; conducts and documents pre-bid meetings and site visits to survey existing site conditions.
- Serves as liaison among contractors, contract architects, school personnel, and district departments and units to coordinate communication, participation, and efforts.
- Coordinates the ordering of constructability reviews of construction documents to ensure projects can be built effectively by current construction methods and to eliminate errors and omissions; reviews requests for clarification and assists in interpreting construction documents.
- Administers close-out post acceptance and occupation activities and resolves problems; participates in final equipment and system tests, final inspections, and warranty inspections; develops and presents occupancy plans.
- Gathers and analyzes data to prepare project budgets and develop appropriate fiscal controls; manages bond program and project budgets, including tracking and monitoring expenditures.
- Oversees and participates in the preparation and submission of a variety of reports and required documentation (e.g. project applications, project status reports, budget reports), including ensuring timely submission to regulatory agencies and other bodies (e.g. Board of Education, Office of Public School Construction, Division of State Architects, Independent Community Oversight Committee).
- Attends, participates in, and facilitates a variety of meetings (e.g. community, parent group, Board of Education, oversight committees, regular progress meetings with contractors) to discuss projects and obtain and provide information.
- Coordinates the ordering and delivery of district-furnished equipment.

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
- Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios

Knowledge of:

- Principles of school facilities planning
- Construction methods, practices, characteristics, and costs including the methods of basic trades
- Laws, codes, and regulations pertaining to public facilities construction
- Principles and practices of management and supervision
- Principles of contract management, including bid preparation and evaluation and contract negotiation and administration
- Principles and practices of budget preparation and management
- Principles and practices of report preparation
- Principles and procedures of records management

Ability to:

- Plan, organize, and manage the activities of a bond-funded construction program
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction
- Read and interpret construction documents, including blueprints, plans, and specifications
- Estimate scope of work, including cost, labor, materials, and supplies
- Supervise, coordinate, and evaluate the work of others
- Plan and organize work to meet changing priorities and deadlines
- Analyze situations and adopt effective courses of action
- Learn and apply new information, skills, and technology
- Establish and maintain effective working relationships with district personnel, architects, engineers, community members, construction contractors, and others encountered in the course of work
- Prepare project budgets and develop fiscal controls
- Develop and maintain records and reports
- Communicate clearly and concisely, both orally and in writing

Education and Experience

A bachelor's degree in architecture, engineering, construction management, business, or a related field AND five years of experience in ~~school~~ construction and rehabilitation project management and delivery within a school or similarly complex public or commercial environment

Working Environment

Work is performed primarily in an indoor environment where minimal safety considerations exist. Work is performed occasionally outdoors where safety considerations exist from moving equipment, environmental factors (e.g. temperature, rain, wind, dust), and noise extremes.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Management Salary Schedule/184	Exempt	August 2005	October 2020

Simi Valley Unified School District

Classification: **CUSTODIAN I**	Revisions: December 2013; January 2021 (minimum qualifications only)
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: January 2021 (minimum qualifications only)
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.

Simi Valley Unified School District

Classification: **DATABASE ADMINISTRATOR**	Created: November 18 , 2015
Department/Site: Information Technology	FLSA: Non-Exempt
Approved by: Personnel Commission, November 18, 2015	Salary Range: 149 (Classified)

Summary

Under supervision of Director of Information Technology, perform a variety of complex duties including the planning, developing, analyzing, implementing, and maintaining highly complex database systems; administer and maintain the student database application and other District database applications; and provide technical guidance and support to end-users.

The Database Administrator consults with staff and coordinates projects for the design and modification of complex and multi-faceted applications. Provides technical support, troubleshooting and problem resolution for staff on the student information system database and Ventura County Office Of Education's business system along with other database driven systems.

Distinguishing Career Features

The Database Administrator is the senior-level in a technical and professional career ladder for database administration, systems analysis, and support. Advancement along this ladder can occur through mastery of multiple applications, languages, coordination of original systems projects involving multiple departments, and ability to work on all platforms used or anticipated by the organization. The Database Administrator requires expanded capability and can consult with users from multiple functions and for original multi-faceted, multiple platform applications. The Database Administrator will demonstrate ability to lead complex projects involving multiple departments and committees, work independently on multiple platforms, and facilitate system integration.

Essential Duties and Responsibilities

- Serves as a leader for projects by coordinating and otherwise involving staff members from various organizational units.
- Participates in and may facilitate planning and implementation of long range systems goals. Researches and participates in the development of system requirements, and evaluation and selection of information systems.
- Defines the scope and objectives for applications, along with constraints and system requirements. Analyzes and defines current organizational functions, processes, sources and uses of information, and other data to determine application needs and requirements.
- Analyzes user business processes and designs applications/solutions to optimize their use of systems. Designs and produces application design specifications and documentation on inputs, outputs, and data structures.
- Coordinates, defines, prepares, and modifies applications. Designs inputs, including data entry screens and files. Designs outputs, including reports, files, and display screens. Designs, develops, and implements logical and physical database structures and relationships for microcomputers and network systems.
- Develops, codes, tests, and maintains application software on networked and web-based platforms and integrated data management packages. Consults with users on applications and data requirements.
- Coordinates and implements data conversions, integration, and transitions from old to new systems.
- Provides technical support, problem resolution, and data research for end users. Provides one-on-one support and training for integrated data management applications.
- Provides support to the Technology Services Department in database installation, maintenance, tuning, backup and recovery.

- Upgrades procedures regarding database systems.
- Develops specifications, design and implementation of database queries, scripts and views.
- Develops, maintains and enforces database procedures, standards and security practices to safeguard information against accidental or unauthorized damage, modification or disclosure of data.
- Designs, documents, implements, maintains and monitors storage, archival, back,up and recovery procedures; preserves the performance and integrity of data.
- Monitors and tunes database for optimal performance.
- Monitors system capacity for existing requirements and plans for future sizing needs.
- Administers and monitors software aspects of database servers.
- Analyzes logs and other pertinent data to access, anticipate and resolve potential database-related issues
- Assists users in develop of ad hoc reports.
- Develops and provides district specific procedures including data definitions, policies and designs.
- Keeps abreast of technology advancement, and maintains current understanding of the changes in the computer technology industry.
- Evaluates and analyzes vendor database management system applications to determine requirements, cost and feasibility of use
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Knowledge and skills required include in-depth knowledge of relational database applications, client and web-based systems; In-depth knowledge of complex principles and procedures of relational database systems, including analysis, and design, problem solving and analytical skills; Well-developed human relations skills to facilitate small group processes, conduct training, provide technical support, and apply understandable lines of questioning when trying to understand department needs or problems.

- **Abilities**

Establish general schedules and priorities for systems development projects and support services; Prepare reports and communicate effectively both oral and written; Establish and maintain cooperative and effective working relationships with those contacted in the course of work; Understand and carry out oral and written instructions; Relate to other people beyond giving and receiving instructions; Maintain work pace appropriate to given workload; Program and administer SQL database; Analyze and evaluate information processing problems, plans, procedures, and requirements for database management systems; Analyze the informational needs, problems, and procedures of departments, and design information systems to meet identified needs; Evaluate and adapt new developments in data processing technology and techniques to meet the needs of technology services; Define systems security and control procedures; Research and resolves complex technical problems; Regularly update software; Recover and correct database entry; cleanup; Create new database roles; modify and update roles as needed or required; Maintain database security (user accounts/roles/permissions/audit security logs, etc.); Maintain confidentially of information stored on systems, user accounts, profiles, security, and database administration.

- **Physical Abilities**

Requires: ability to function effectively indoors engaged in work of primarily a sedentary nature; ability to sit for extended periods of time; sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment; normal hearing and speaking skills to communicate with staff in one-on-one and small group settings, and distinguish sound prompts

from equipment; and visual acuity to read printed materials and computer screens.

- **Education and Experience**

A Bachelor's degree in Computer Science or related field and five years of progressive applications development experience. Additional related experience may be substituted for higher education requirement on the basis of two years of experience for one year of college. Industry certifications and additional experience may substitute for higher education requirement. No more than total of two years of the higher education requirement may be substituted by any combination of additional experience or industry certifications.

- **Licenses and Certificates**

Possession of a valid California driver's license and evidence of insurability must be presented/available upon acceptance of offer of employment and maintained throughout employment. Industry certifications applicable to job function are desirable.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Database Administrator

Purpose Statement

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

Essential Functions

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

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- Operate and maintain assigned databases and specialized applications and systems

Knowledge of:

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

Ability to:

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

- Prepare technical records, reports, and documentation

Education and Experience

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

OR

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

Working Environment

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

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

Simi Valley Unified School District

Classification: **WORK CONTROL SPECIALIST**	Revisions:
Department/Site: Maintenance & Operations	FLSA: Non-Exempt
Approved by: Personnel Commission, July 2007	Salary Range: 95 (Classified)

Summary

Coordinates and provides work order scheduling, documentation, and technical services for the Maintenance & Operations Department. Receives maintenance and operations work orders, estimates repair time needed and cost of service, and schedules work for completion, optimizing use of staff labor and materials; and coordinates outside contract services.

Distinguishing Career Features

The Work Control Specialist coordinates activities that include work order management and optimization, response to urgent requests, and cost accounting support. Advancement to this position is possible based on need, compliance with the stated job qualifications, and the ability to interact collaboratively with customers and Maintenance & Operations staff.

Essential Duties and Responsibilities

- Coordinates work order and other related maintenance and operations information, ensuring that project-based and urgent work requests are received, logged, evaluated, and scheduled as work orders to be completed on a timely basis.
- Schedules urgent and preventative maintenance work on a continual basis. Meets with immediate supervisor, and interacts with site administrators and department management, to establish priorities of work to be done. Provides follow-up reports to school sites and departments summarizing work accomplished.
- Studies, interprets, and converts intermediate-term work forecasts, work orders, materials availability, available and capacity into "timed" projections.
- Estimates calendar time, labor hours, and skill mix needed to complete work requests. Plans and schedules work to optimize work efficiency. Establishes priorities and expected costs and outcomes.
- Analyzes and prepares work assignments and schedules of trades staff to insure timely job completion. Plans, schedules and provides calendars for trade and service teams and individuals, showing assigned work and estimated timelines and materials. Sends requestors information on scheduled and completed work.
- Enters labor, material and other cost information to support project cost accounting and analysis. Logs-in approved invoices for payment.
- Maintains contact with staff in the field using special communications devices that transmit voice, text, and e-mail messages. Serves as the department's point-of-contact for training and troubleshooting of problems.
- Maintains an automated work order system; coordinates with Information Services to solve problems and communicate need for system changes, and new or revised programs, protocols and procedures; works with Information Services to assure that the system can provide information to users; may train users within the Maintenance & Operations Department.
- Performs a variety of special projects and prepares reports, including cost accounting and analysis reports, work priority sheets, and others as directed.
- Compiles information for and prepares comprehensive reports for District administrators. Tabulates costs of labor and materials for work orders, projects, preventative maintenance, and vandalism and sends to administrators.
- Oversees and participates in expediting invoices, purchase orders, and other documents to ensure timely receipt of and payment for services.
- Coordinates with staff to determine inventory levels of supplies, parts, and construction materials. Accounts for overages and shortages.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Working knowledge of work and project planning, inventory, and the types of labor and materials used in construction trades. Working knowledge of the special practices, technicalities, and terminology associated with the Maintenance and Operations department. Working knowledge of construction labor and material costs. Knowledge of radio and telephone communication techniques and etiquette. Knowledge of and skill using personal computers and handheld devices to access and use common office productivity software such as word processing, spreadsheets, database and specialized applications for work order control, and data communications via e-mail and the intranet. Sufficient human relation skills to convey technical concepts to others, exercise patience and work cooperatively with a variety of customers, administrators and employees, and portray a positive image of the department.

- **Abilities**

Requires the ability to: Perform all of the essential duties of the position with minimum supervision. Plan, schedule, and assign work to service and maintenance teams and individuals. Plan and coordinate services to attain high quality, accuracy, completeness and efficiency of work. Understand, follow and issue complex, technical or difficult written and oral instructions. Prepare routine, analytical and statistical records and reports and compose correspondence according to departmental or District standards. Monitor budget documents, including revenues and expenditures, and make difficult arithmetic and statistical calculations. Read, interpret and work from drawings and blueprints. Achieve cooperation in communications with others.

- **Physical Abilities**

Requires: ability to function indoors engaged in work of primarily a sedentary nature; near visual acuity to write and read printed materials and computer screens; sufficient auditory ability to carry on conversations in person and over the phone, and to hear sound prompts from equipment; ability to sit, often for long periods of time, to accomplish desk work, turn head and trunk to greet visitors, and to stoop, push, pull and reach to retrieve work materials; manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

- **Education and Experience**

Requires an Associate's degree in a business curriculum or related field, plus two years of progressively responsible experience in construction project accounting, a work order or production control capacity, or as a project coordinator in a related environment. Additional related experience may substitute for some higher education based on two years of experience for one year of college.

- **Licenses and Certificates**

Requires a valid California driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Work Control Specialist

Purpose Statement

Under the general supervision of the Maintenance Manager, plans, schedules, and coordinates completion of work orders and related services for the Maintenance and Operations Department.

Essential Functions

- Coordinates the completion of work orders and other related maintenance and operations requests to ensure that work requests are received, recorded, evaluated, and scheduled for completion on a timely basis.
- Estimates cost, time, materials, skills, and other resources required to complete work requests and projects outcomes.
- Plans, prioritizes, and schedules work to optimize resources; schedules urgent and preventative maintenance work and develops calendars for completion; prepares work assignments and schedules of maintenance staff to ensure timely job completion; coordinates outside contract services for the completion of maintenance work.
- Collaborates with department management and site administrators to prioritize work to be completed; keeps requesters apprised of work status and responds to inquiries and concerns.
- Enters, retrieves, gathers, and compiles data and information (e.g. labor, material, cost information) and prepares reports (e.g. cost, work priority, progress, and summary reports) for requester and administrative review.
- Maintains an automated work order system; coordinates with the Information Technology Department to resolve issues and address system updates and other needs; trains maintenance staff on use of the system.
- Maintains contact with maintenance staff in the field via radio and other communications devices to exchange information; trains maintenance staff on use of communications devices; conducts radio checks; troubleshoots and resolves minor issues and refers complex issues to the Information Technology Department.
- Oversees and participates in preparing and submitting invoices, purchase orders, and other documents to ensure the timely receipt of and payment for services.
- Coordinates with maintenance staff to determine inventory levels of supplies, parts, and materials; monitors inventory and accounts for overages and shortages; orders equipment and supplies to maintain adequate inventory levels and availability of materials.
- Performs a variety of special projects in support of the Maintenance and Operations Department.

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
- Operate communications devices, including two-way radios
- Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios

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

Knowledge of:

- Maintenance work and project planning, including associated costs and resources
- Practices, terminology, and materials used in the maintenance trades
- Radio and telephone communication techniques and etiquette
- Automated work order systems
- Principles and practices of report preparation
- Principles and procedures of records management

Ability to:

- Plan and coordinate maintenance work among a variety of individuals, including staff, contractors, and customers
- Plan, schedule, and assign work to maintenance staff and teams
- Project cost and resources associated with maintenance work
- Read, interpret, and work from drawings and blueprints
- Gather, compile, and maintain information and data from a variety of sources to track information and prepare records and reports
- Manage multiple assignments simultaneously
- Analyze situations and adopt effective courses of action
- Organize and prioritize work to meet changing priorities and deadlines
- 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, guidance, and work direction to others

Education and Experience

A high school diploma or equivalent AND three years of experience coordinating or performing work orders, services, or projects pertaining to maintenance and operations

OR

An associate degree in business administration, construction management, or a related field AND two years of experience coordinating or performing work orders, services, or projects pertaining to maintenance and operations

OR

A bachelor's degree in business administration, construction management, or a related field AND one year of experience coordinating or performing work orders, services, or projects pertaining to maintenance and operations

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/95	Non Exempt	July 2007	

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 change of classification title is recommended:

From: Secretary To: Administrative Assistant

BASIS OF RECOMMENDATION:

The above change of classification title is recommended to reflect current terminology.

A revised classification specification containing updated language and the title change is presented for approval in conjunction with this report.

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Presented to the Personnel Commission on January 13, 2021

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

November 1997
August 1985

SECRETARY

DEFINITION
Performs skilled secretarial services and assists an administrator or department head by relieving him/her of clerical and routine administrative detail.

EXAMPLES OF DUTIES
Receives visitors, answers inquiries and gives out information; coordinates appointments and reservations.
Receives, sorts, edits and routes mail; composes correspondence, letters of transmittal, requests for information and other materials from marginal notes or oral or written directions.
Operates a computer and designated software.
Inputs data into a database or District computer system.
Arranges and attends meetings, prepares agenda and minutes and makes adjustments as necessary in scheduled meeting times.
May assign and check the work of clerical personnel.
Maintains confidential and administrative files; keeps financial time and statistical records and prepares reports.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Secretary performs skilled secretarial services and assists an administrator or department head by relieving him/her of clerical and routine administrative detail.

A Secretary, Adult Education performs secretarial services and provides administrative assistance to the Director and relieves him/her of clerical and program detail.

A School Secretary II performs secretarial services and assists the principal of a secondary high school level continuation school by relieving him/her of clerical and routine administrative detail.

SUPERVISION
General supervision is received from an administrator or department head. Supervision may be exercised over clerical personnel.

REQUIRED QUALIFICATIONS

Knowledge of:
Modern office equipment;
Computer operations, e.g., word processing, spreadsheets, database software;
Business English, including vocabulary, correct grammatical usage and punctuation;
Modern filing methods;
Standard office equipment operation;
Rules, regulations, laws and policies governing a school district.

Ability to:
Formulate written communications;
Operate standard office equipment, computer and designated software;
Input data into database with speed and accuracy;
Make arithmetical calculations with speed and accuracy;
Compile and maintain accurate and complete records;
Understand and carry out oral and written directions;
Meet the public tactfully and courteously and to answer questions over the counter and by telephone;
Establish and maintain cooperative and effective working relationships;
Type at 55 words per minute.

Experience:
Three years of increasingly responsible clerical experience involving the use of secretarial and clerical skills.

Education:
Equivalent to the completion of the twelfth grade, preferably including business background.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Administrative Assistant

Purpose Statement

Under the general supervision of an assigned supervisor, provides a variety of administrative and clerical support to an assigned administrator and coordinates the support activities of an assigned department or work unit.

Distinguishing Characteristics

An Administrative Assistant performs administrative and clerical support of a less complex and more routine nature than that performed by a Senior Administrative Assistant. A Senior Administrative Assistant provides administrative support of greater complexity and responsibility, which may include but is not limited to providing leadership and coordination over functions and activities greater in scope, scale, and complexity; resolving complex administrative issues with a high level of discretion and independence; researching, analyzing, and synthesizing information to prepare and present conclusions and recommendations; preparing complex reports requiring data interpretation; and providing support to the collective bargaining process.

Essential Functions

- Serves as liaison between the assigned department and the general public, employees, parents/families, and external agencies; provides information and assistance requiring significant judgment and interpretation of policies and procedures; resolves a variety of issues, complaints, and concerns and refers matters to appropriate parties as needed.
- Coordinates a variety of projects, functions, and support activities for the assigned administrator and department to relieve the administrator of a variety of administrative details and to ensure the smooth and efficient operation of department activities.
- Schedules, coordinates, and provides support to a variety of meetings (e.g. committee, staff meetings); prepares and distributes meeting agendas and materials; takes, transcribes, and distributes meeting minutes.
- Monitors and maintains assigned administrator and/or department calendar and keeps parties apprised of activities.
- Composes, edits, compiles, and disseminates a variety of documents (e.g. forms, correspondence, memoranda, newsletters) from rough draft, dictation, and brief verbal instructions.
- Tracks and monitors department budget and expenditures; prepares and processes routine financial transactions; prepares and maintains financial records, information, and reports.
- Gathers, organizes, and compiles data and information from a variety of sources and prepares informational materials (e.g. reports, lists, spreadsheets, graphs, charts).
- Manages attendance and payroll reporting for assigned employees and prepares, submits, and maintains related records (e.g. payroll, attendance, leave forms and supporting documentation).
- Receives and reviews materials such as applications, records, files, contracts, and reports for completeness and conformance with established regulations, policies, and procedures; processes and submits materials to other departments as appropriate.
- Establishes and maintains filing systems for assigned department/functions; maintains accurate and up-to-date files and records.

- Maintains inventory of office supplies for assigned department and orders, receives, organizes, and distributes office supplies and equipment.
- Represents assigned administrator in their absence to convey and gather information related to the administrator's functions.
- Receives, sorts, and distributes incoming and outgoing correspondence.
- Provides training, guidance, and work direction to lower-level clerical personnel.

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:

- Customer service and public relations methods and techniques
- Methods and techniques of proper phone etiquette
- Applicable District rules, policies, procedures, initiatives, goals, and objectives
- Applicable federal, state, and local laws, codes, and regulations
- Clerical practices and office procedures, methods, and equipment
- Basic mathematical principles to perform routine financial transactions
- Fundamentals of English grammar, spelling, and composition
- Principles and procedures of records management
- Principles and practices of report preparation

Ability to:

- Provide information and assistance to others in a helpful, courteous, and timely manner
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone and in person
- Learn, interpret, explain, and apply District and department organization, operations, programs, functions, policies, and procedures, as well as applicable federal, state, and local laws, codes, and regulations
- Coordinate activities among multiple parties
- Compose a variety of documents
- Manage multiple assignments simultaneously
- Plan and organize work to meet changing priorities and deadlines
- Gather and organize data from a variety of sources to prepare reports
- Exercise initiative and independence of judgment and action
- Analyze situations and adopt effective courses of action
- Accurately process routine financial transactions
- Carry out verbal and written instructions
- Learn and apply new information, skills, and technology
- Establish and maintain effective working relationships with those encountered in the course of work
- Communicate clearly and concisely, both orally and in writing

- Establish and maintain a variety of files and records
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information
- Demonstrate sensitivity to colleagues, families, and the public with diverse cultures, languages, ethnic, socioeconomic, and other backgrounds
- Provide training, guidance, and work direction to others

Education and Experience

A high school diploma or equivalent AND four years of increasingly responsible clerical or administrative support experience

OR

An associate degree with coursework in business administration, communications, a behavioral science, or a related field AND three years of increasingly responsible clerical or administrative support experience

OR

A bachelor's degree with course work in business administration, communications, a behavioral science, or a related field AND two years of increasingly responsible clerical or administrative support experience

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/89	Non Exempt	August 1985	November 1997

Previous Titles

Secretary