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.

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.

Classification Specification Revision and Title Change from Secretary to Administrative Assistant
Motion #21.1113.9

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

Information

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

Meeting Dates

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

Job Opportunities

Future Consideration

Items for future consideration include: Tabled items from this meeting

Adjournment

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

Motion #21.1113.10

L Rhoades

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger

Kathleen Hobiger, Member