SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

The Board Room
101 W. Cochran Street
Simi Valley, CA 93065

September 11, 2019
6:00 P.M.
Meeting # 851

Personnel Commission Members	Arrived
Sherida Simmons, Chairperson	6:00 P.M.
Kathleen Hobiger, Vice Chairperson	6:00 P.M.
Lori Rhoades, Member	6:00 P.M.

Staff Members	
Sophia Crocker, Director, Classified Personnel Services	6:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	6:00 P.M.

The meeting was called to order at 6:00 P.M. by Sherida Simmons, Chairperson. **Call to Order**

The flag salute was led by Ms. Simmons. **Flag Salute**

On a motion by Ms. Rhoades seconded by Ms. Hobiger and carried, the Personnel Commission approved the agenda, as presented. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Agenda** Motion #20.0911.1

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the consent agenda, as presented. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Consent Agenda** Motion #20.0911.2

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of August 14, 2019. Vote 3-0: Aye – Hobiger, Simmons, Rhoades; No-None; Abstained-None; Absent-None. **Minutes** Motion #20.0911.3

There were no commission comments. Commission Comments

There were no public comments. Public Comments

There were no public hearings. Hearings

Personnel Items

Ms. Crocker reported on the status of recruitments. There are 12 recruitments in process and 3 pending. The first Elementary and Secondary Campus Supervisor tests since the classifications became part of the classified service were administered. The tests are situational judgement tests in multiple choice format and were developed in-house by Ms. Shira Yerushalmi. We now have new eligibility lists for the Campus Supervisor classifications. Ms. Crocker presented the status of position classification studies. Six studies have been completed, one is being recommended to the Personnel Commission tonight, and three are in progress or have been initiated. Director's Report

General Items

Ms. Crocker reported on the status of the current 2019-2020 Commission budget. 2019-2020 Budget Status

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the reclassification of a position from Human Resources Assistant III to the existing classification of Human Resources Analyst, Confidential. Ms. Andrea Ingley, Senior Human Resources Analyst with the Ventura County Community College District, completed the classification study and presented her findings. The incumbent, Ms. Shira Yerushalmi, has spent a significant portion of her time performing duties outside the scope of a Human Resources III since she began in the position. The duties she performs with regard to recruitment and examination are consistent with the Human Resources Analyst, Confidential classification. An Analyst performs duties of greater complexity, responsibility, and independence than a Human Resources Assistant III in the areas of job analysis, examination development, and examination planning and administration. Ms. Hobiger asked if the position was supervisory and Ms. Crocker said it is not. Ms. Yerushalmi will be required to pass a qualifying examination prior to being reclassified since she did not gradually accrue the higher-level duties. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Request to Reclassify Human Resources Assistant III to Human Resources Analyst, Confidential Motion #20.0911.4

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the request to establish a new classification of Worker's Compensation Coordinator at classified salary schedule range 90. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Request to Establish New Classification of Worker's Compensation Coordinator Motion #20.0911.5

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the request to designate Passenger Vehicle Driver as a continuous examination. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Request to Designate Passenger Vehicle Driver as Continuous Examination Motion #20.911.6

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the request to designate Custodian I – Substitute Assignments as a 6-month eligibility list. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Request to Designate Custodian I – Substitute Assignments as 6-Month Eligibility List Motion #20.911.7

A request was made to reschedule/cancel the October 9, 2019 Personnel Commission Meeting due to the Yom Kippur holiday. The meeting was rescheduled to October 2, 2019

Re-Schedule October 9, 2019 Personnel Commission Meeting

Information

Future Commission meeting dates were announced, noting the change from October 9, 2019 to October 2, 2019.

Meeting Dates

Job opportunities were announced for: Cafeteria Assistant, Certified Educational Sign Language Interpreter; Human Resources Assistant II; Instructional Support Specialist, Intensive Behavior Intervention; Paraeducator I – Special Education; Paraeducator II – Special Education; Purchasing Technician; Student Body Account Clerk II; Translator/Interpreter

Job Opportunities

There were no items for future consideration.

Future Consideration

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:20 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None.

Adjournment
Motion #20.0911.8

Sherida Simmons, Chairperson

Kathleen Hobiger, Vice-Chairperson

Lori Rhoades, Member