SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – SPECIAL MEETING
MINUTES

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

June 19, 2019
6:00 P.M.
Meeting # 848

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.
Karen Burnside, Senior Administrative Assistant	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 #19.0619.1

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 #19.0619.2

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of March 13, 2019. Vote 2-0: Aye – Hobiger, Simmons; No-None; Abstained-None; Absent-None. **Minutes** Motion #19.0619.3

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of May 8, 2019. Vote 2-0: Aye – Hobiger, Rhoades; No-None; Abstained-None; Absent-None. **Minutes** Motion #19.0619.4

The Commission welcomed Ms. Simmons back from recent absences. Commission Comments

There were no public comments. Public Comments

There were no public hearings. Hearings

Personnel Items

Ms. Crocker presented the status of position classification studies. She recognized that this is Karen Burnside's last Personnel Commission meeting as she is retiring. She added that Fransiska Priyatmo and Sallie Kleingarn are new staff in Classified Personnel. Director's Report

General Items

Ms. Crocker reported on the status of the current 2018-2019 Commission budget. 2018-2019 Budget Status

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved a new classification of Cosmetology Program Technician at salary range 60. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.	New Classification Cosmetology Program Technician Motion #19.0619.5
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved to reclassify a position from Cosmetology School Assistant occupied by Crystal Yu to the new classification of Cosmetology Program Technician and to reclassify Ms. Yu with the position after passing a qualifying examination. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.	Reclassify Cosmetology School Assistant Motion #19.0619.6
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved to reclassify a position from Vehicle Servicing Mechanic occupied by Allan Dunk to the existing classification of Senior Mechanic and to reclassify Mr. Dunk with the position. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.	Reclassify Vehicle Servicing Mechanic Motion #19.0619.7
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved a classification specification revision of Technical Support Specialist I. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.	Revision Technical Support Specialist I Motion #19.0619.8
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved a classification specification revision of Technical Support Specialist II. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.	Revision Technical Support Specialist II Motion #19.0619.9
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved a classification specification revision and title change from Van Driver to Passenger Vehicle Driver. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.	Revision & Title Change Van Driver Motion #19.0619.10.
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved a request to reallocate the classification of Student Data System Specialist on the salary schedule from Range 134 ($5,336.67-$6,574.42/mo) to Range 118 ($4,603.04-$5,647.94/mo). Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.	Reallocate Student Data System Specialist Motion #19.0619.11
	Information
Future Commission meeting dates were announced.	Meeting Dates
Job opportunities were announced for: Administrative Services Assistant I; Adult Education Instructional Assistant, Business & Computer Technology; Adult Education Instructional Assistant, Welding; Director, Child Nutrition; Groundskeeper I; Instructional Support Specialist, Intensive Behavior Intervention; Paraeducator-Spanish; Paraeducator I, Special Education; Translator/Interpreter.	Job Opportunities
The Commission requested new Merit System Rules binders containing the current Personnel Commission rules. Defining "gradual accretion of duties" in the Personnel Commission rules was discussed.	**Future Consideration**

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 7:17 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None.

Adjournment
Motion #19.0619.12

Sherida Simmons, Chairperson

Kathleen Hobiger, Vice-Chairperson

Lori Rhoades, Member