SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

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

February 13, 2019
6:00 P.M.
Meeting # 843

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.

The meeting was called to order at 6:04 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 #19.213.1

On a motion by Ms. Rhoades seconded by Ms. Hobiger 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 #19.213.2

On a motion by Ms. Rhoades seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of January 16, 2019, as presented. Vote 2-0; Aye-Hobiger, Rhoades; No-None; Abstained-Simmons; Absent-None. **Minutes** Motion #19.213.3

The Commission acknowledged the passing of Martha 'Marti" Storie.

Commission Comments

Karen Linn inquired about keyboarding requirements.

There were no public hearings. Public Comments

Hearings

Ms. Crocker reported that (1) The Classified Personnel team has done a tremendous job conducting the Campus Supervisor transition, from collecting and screening applications, to creating the eligibility list, to scheduling selection interviews, to inputting the new positions into the position control system. There is still a significant amount of work to be done, but we are nearing the end of the process. (2) The Elementary and Secondary Campus Supervisor eligibility lists have been established. Selection interviews have been scheduled for the week of February 19. (3) We currently have two temporary employees in the department to assist us while Joanne and Shira are out. (4) I have taken over recruitments in Shira's absence. I am keeping all current recruitment processes on schedule and have opened/will open three new recruitments. I do not have the capacity to open all requested recruitments at this time, so some will have to wait until Shira returns at the end of the month. **Personnel Items** Director's Report

General Items

Ms. Crocker reported on the budget status as of January 31, 2019.

2018-2019 Budget Status

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Commission established a new classification of Systems Administrator, at salary Range 135. Vote: 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Systems Administrator New Classification Motion # 19.213.4

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved a revision of the minimum qualifications in the job description for Credential Technician. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None

Credential Tech Revision Motion # 19.213.5

The Commission met in Closed Session at 6:25 P.M., in accordance with provisions in Gov. Code 54957:

Closed Session

A. Public Employment Matters – Performance Evaluation, Director of Classified Personnel Services; and
B. Public Employment Matters – Classified Personnel Department Staff

The Commission returned to Open Session at 7:30 PM. There was no action to report.

Return to Open Session

Information

Future meeting dates were announced.

Meeting Dates

Job opportunities were announced for: Administrative Services Assistant II; Budget & Finance Supervisor; Certified Eductional Sign Language Interpreter; Paraeducator-Deaf or Hard of Hearing; Senior Administrative Assistant, Confidental.

Job Opportunities

There were no items for consideration at a future meeting.

Future Consideration

On motion of Ms. Rhoades, seconded by Ms. Hobiger and carried, the meeting was adjourned at 7:32 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None

Adjournment Motion #19.213.6

Sherida Simmons, Chairperson

Kathleen Hobiger, Vice-Chairperson

L. Rhoades

Lori Rhoades, Member