SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

Board Room
875 E. Cochran Street
Simi Valley, CA 93065

April 18, 2018
6:00 P.M.
Meeting # 832

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

**Call to Order**

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

**Flag Salute**

The flag salute was led by Ms. Simmons.

**Agenda**
Motion #18.418.1

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission approved the agenda, as presented. Vote: 2-0 as follows Aye-Hobiger, Simmons; Absent- Rhoades; No-None; Abstained-None.

**Consent Agenda**
Motion #18.418.2

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission approved the consent agenda, as presented. Vote: 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None.

**Minutes**
Motion #18.418.3

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission approved the Minutes of the Regular Meeting of March 14, 2018, as presented. Vote: 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None.

Commission Comments

Ms. Hobiger complimented Ginan Henson on the Classified Activity Report.

Public Comments

There were no public comments.

Hearings

There were no public hearings.

**Personnel Items**

Director's Report

Ms. Crocker reported on (1) the Classification Study. She has received the draft job descriptions from EMS who told her that the reason for the delay was that they had two months of vacations. The drafts do not include updated minimum qualifications; therefore, she is going through each job description and is about half way through updating the minimum qualifications. Once that is complete, she will send them out to supervisors and employees for review. (2) Classified Retirees – We have approximately twenty-five classified employees retiring from now through the end of the fiscal year, so there will be a lot of personnel changes throughout the district in the next few months. She has been working with managers to clarify their needs and strategize as to how to best fill their vacancies. We are in full-on recruiting and hiring mode between filling the upcoming retirement vacancies and hiring for ESY.

**General Items**

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Commission approved revision to the job description and title change from Job Developer to Job Developer/Coach, as amended. Vote: 2-0 as follows: Aye: Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None.

Job Developer/ Coach Revised Job Description & Title

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Commission approved revision to the job description for Maintenance Specialist, Plumber, as amended. Vote: 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None.

Maintenance Specialist, Plumber Revised Job Description

Ms. Crocker reported on the status of the 2017-2018 Commission Budget.

2017-2018 Budget Status

First reading of the 2018-2019 Commission budget. Ms. Crocker provided a line-by-line review of the preliminary budget, answered questions and clarified increases/decreases to the accounts.

First Reading of the 2018-2019 Budget

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Commission scheduled a Public Hearing of the 2018-2019 Commission Budget to be held in conjunction with the Regular Meeting of the Personnel Commission on May 9, 2018. Vote: 2-0 as follows: Aye: Hobiger, Simmons, Absent-Rhoades; No-None; Abstained-None.

Schedule Public Hearing for 2018-2019 Budget Motion #18.418.4

Ms. Crocker reported on position classification study requests. It was agreed that requests be held until after the EMS study is finalized.

Classification Studies Discussion

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Commission approved a Resolution honoring Classified School Employees Week, May 20-26, 2018. Vote: 2-0 as follows: Aye: Hobiger, Simmons, Absent-Rhoades; No-None; Abstained-None.

Resolution Classified School Employees Week Motion # 18.418.5

**Information**

Future Commission meeting dates were announced.

Meeting Dates

Job opportunities were announced for: Custodian I-Substitute Assignments; Occupational Therapist; Paraeducator II, Special Education; Purchasing Assistant.

Job Opportunities

Items for consideration at a future meeting include scheduling a special meeting in late May, 2018 for purpose of replacing the canceled June 13, 2018 regular meeting.

**Future Consideration**

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission adjourned the meeting at 7:25 P.M., by a vote of 2-0 as follows: Aye: Hobiger, Simmons, Absent-Rhoades; No-None; Abstained-None.

**Adjournment** Motion #18.418.6

*Absent*
Lori Rhoades, Chairperson

Sherida Simmons, Vice-Chairperson

Kathleen Hobiger, Member