SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

Floyd Binns Room
875 E. Cochran Street
Simi Valley, CA 93065

November 8, 2017
6:00 P.M.
Meeting # 827

Personnel Commission Members	Arrived
Kathleen Hobiger, Chairperson	6:00 P.M.
Lori Rhoades, Vice Chairperson	6:00 P.M.
Sherida Simmons, 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 6:00 P.M. by Kathleen Hobiger, Chairperson. **Call to Order**

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

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Agenda** Motion #17.11.8-1

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Consent Agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Consent Agenda** Motion #17.11.8-2

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of August 9, 2017, as presented, by a vote of 2-0 as follows: Aye-Hobiger, Simmons; No-None; Abstained-Rhoades (due to absence for 8/9/17 meeting); Absent-None. **Minutes - 8/9/17** Motion #17.11.8-3

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of October 11, 2017, as presented, by a vote of 2-0 as follows: Aye-Rhoades, Simmons; No-None; Abstained-Hobiger (due to absence for 10/11/17 meeting); Absent-None. **Minutes – 10/11/17** Motion # 17.11.8-4

Ms. Simmons and Ms. Rhoades welcomed back Ms. Hobiger. The Commission welcomed SVUSD retiree, Georgienne Hargraves, to the meeting. They also acknowledged the passing of SVUSD retiree, Mary Hartman. Commission Comments

There were no public comments. Public Comments

There were no public hearings. Hearings

Personnel Items

Ms. Crocker reported that (1) Ms. Simmons and Ms. Hobiger will be honored with the Distinguished Personnel Commissioner Award at the 2018 CSPCA Annual Conference business luncheon on Saturday, February 3, 2018. This award is given when personnel commissioners reach 15 years of distinguished service at their district. Congratulations, Sherida and Kathy. (2) Classification study update: Director's Report

Director's Report, continued

Supervisor Validation meetings have been scheduled for November 29 and 30. EMS will be on site conducting the meetings. During the meetings, representative supervisors will review draft job descriptions for classifications they supervise. They will review for accuracy and appropriateness and indicate their feedback directly on the job descriptions. The Stakeholder Committee will hold their second meeting during this time, as well, to discuss the next phase of the classification study.

General Items

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

2017-2018 Budget Status

On a motion by Ms. Simmons, seconded by Ms. Rhoades carried, the Personnel Commission approved the new classification and job description for Risk Manager, at a salary range of 151, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Risk Manager Job Description Salary Range Motion #17.11.8-5

Information

Future Commission meeting dates were announced.

Meeting Dates

Job opportunities were announced for: Paraeducator, Deaf or Hard of Hearing; Maintenance Specialist, Plumber; School Office Manager I.

Job Opportunities

There were no items for consideration at a future meeting.

Future Consideration

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 6:25 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Adjournment Motion #17.11.8-6

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice-Chairperson

Sherida Simmons, Member