PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

September 13, 2023
5:00 P.M.
Meeting # 912

Personnel Commission Members
Kathleen Hobiger, Chairperson
Lori Rhoades, Vice Chairperson
Sandy Handin, Member

Staff Members
Ginan Henson, Director of Classified Personnel Services
Irma Flynn, Senior Administrative Assistant

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting August 23, 2023 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*

GENERAL ITEMS

- 2023-2024 Budget Status – *Information; Discussion*
- Revision of Personnel Commission Rules Article 5 Section 5.20– *Information, Discussion*
- Announcement of Joint Appointee to the Personnel Commission - *Action*

INFORMATION

- Calendar of Personnel Commission Meetings – *Information*
- Job Opportunities – *Information*

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : September 8, 2023

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SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room
101 W. Cochran St.
Simi Valley, CA 93065

August 23, 2023
5:00 P.M.
Meeting # 911

Personnel Commission Members	Arrived
Kathleen Hobiger, Chairperson	5:00 P.M.
Lori Rhoades, Vice Chairperson	5:00 P.M.
Sandy Handin, Member	5:00 P.M.

Staff Members	
Ginan Henson, Director, Classified Personnel Services	5:00 P.M
Irma Flynn, Senior Administrative Assistant	5:00 P.M

The meeting was called to order at 5:00 P.M. by Kathleen Hobiger, Chairperson. **Call to Order**

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

Agenda
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Agenda, as presented. Motion #23.0823.1
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Consent Agenda
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #23.0823.2
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Minutes
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of July 12, 2023, as presented. Motion #23.0823.3
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Ms. Hobiger mentioned the passing of John Wood, former custodian. Ms. Henson added that Steven Dion, former campus supervisor at Royal High School had passed away as well. Commission Comments

No comments. Public Comments

Personnel Items

Ms. Henson reported that Classified Personnel had conducted 65 new hire orientations during July and August and 8 were set up for September 1st. There has been an increase in candidates for M&O and Paraeducator I, Special Ed classifications and greater attendance for testing. The department will be attending Simi Valley Job Fair on August 29. She discussed a desk study that was completed as well as the new digitized RFP and onboarding packet project status. Director's Report

General Items

The 2022-2023 Budget was reviewed and discussed. 2022-2023 Budget Status

The 2023-2024 Budget was reviewed and discussed.	2023-2024 Budget Status
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of PC Rules Article 5 Section 5.10, as presented. Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.	Revision of PC Rules Article 5 Section 5.10-Final Reading and Adoption Motion #23.08.23.4
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Establishment of Classification Specification HR Technician, as amended. Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.	Establishment of Classification Specification HR Technician Motion #23.08.23.5
Item was tabled for another meeting pending comparison with other districts.	Revision of Classification Specification Custodian
CA Assembly Bill AB 1699 was discussed.	CA Assembly Bill AB 1699
The Commission met in Closed Session at 6:31 p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters- Performance Evaluation, Director of Classified Personnel Services The Commission returned to Open Session at 7:16 p.m. Public Employment Matters: Public Employment Matters- Performance Evaluation, Director of Classified Personnel Services. No action was taken in Closed Session.	**Closed Session**
Future Commission meeting dates were announced: September 13, 2023..... October 11, 2023…… November 8, 2023 ...…...5:00 p.m. Board Room	**Information** Meeting Dates
Job Opportunities were announced for: Library Assistant; Maintenance Technician; Senior Administrative Assistant, Confidential.	Job Opportunities
Joint Appointee announcement and more info on the Custodian minimum qualifications.	**Future Consideration**
On a motion by Ms. Handin, seconded by Ms. Rhodes and carried, the Personnel Commission adjourned the meeting at 7:19 P.M. Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.	**Adjournment** Motion #23.08.23.6

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice Chairperson

Sandy Handin, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 9-7-2023

Classification Title	Number of Vacancies	Vacancy Locations	Open Date	Closing Date	Type of Exam	T&E Completed By	Test Date	Structured Interview Date	Eligibility List Established By	Comments
Adult Education Instructional Assistant, Machine Shop	1	SICE	Continuous	One week prior to test date	Multiple Choice Test, Structured Interview	N/A	TBD	TBD	TBD	
Adult Education Instructional Assistant, Welding	1	SICE	Continuous	One week prior to test date	Multiple Choice Test, Structured Interview	N/A	TBD	TBD	TBD	
Bus Driver	1	Student Safety & Transit	Continuous	One week prior to test date	Structured Interview	N/A	N/A	TBD	TBD	
Cafeteria Assistant	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Certified Educational Sign Language Interpreter	1	RHS	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Community Liaison	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Custodian	2	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	Processing Provisional Substitutes
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Groundskeeper	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Human Resources Technician	1	District Office	9/7/2023	9/29/203	T&E; Multiple Choice Test; Structured Interview and Performance Exercise	Qualifying (pass/fail)	Week of 10/9/23	Week of 10/16/23	Week of 10/23/23	
Instructional Support Specialist, IBI	2	Various	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	Ongoing	
Library Assistant	Multiple	Various	8/14/2023	9/5/2023	Multiple Choice Test, Structured Interview	N/A	Week of 9/11/23	Week of 9/18/23	Week of 9/25/23	
Machine Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	N/A	TBD	TBD	
Paraeducator	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	
Paraeducator Spanish	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Paraeducator - Visually Impaired	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Monthly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Paraeducator II, Special Education	1	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	Monthly (approx)	TBD	Ongoing	Processing Substitutes
Paraeducator, Deaf or Hard of Hearing	1	Student Support Services	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	Processing Substitutes
Passenger Vehicle Driver	1	Student Safety & Transit	Continuous	One week prior to the structured	Structured Interview	N/A	N/A	TBD	TBD	
School Services Assistant I	4	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	TBD	TBD	Ongoing	
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	TBD	

Upcoming Recruitments

Classification	Location
TBD	TBD