PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

October 11, 2023
5:00 P.M.
Meeting # 913

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

CLOSED SESSION

• In accordance with provisions in Gov. Code Sec 54957; Public Employment Matters: Appointment, Employment, Performance Evaluation, Discipline, Dismissal, Release-Candidate Appeal from Disqualification for Professional Expert

RETURN TO OPEN SESSION

APPROVAL OF MINUTES – Regular Meeting September 13, 2023 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)
- Public Hearing – Appointment of the Personnel Commission Joint Appointee. The appointee of the Governing Board and the appointee nominated by the classified employees shall, in open hearing, provide the public, employees, and the employee organizations the opportunity to express their views on the qualifications of the recommended appointment of the joint appointee.

PERSONNEL ITEMS

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

GENERAL ITEMS

- 2023-2024 Budget Status – *Information; Discussion*
- Reappointment of Kathleen Hobiger as Personnel Commission Joint Appointee – *Action*
- Request to Reclassify 2 Positions from Steno Clerk II to School Services Assistant III - *Action*
- Request to Reclassify 1 Position from HR Assistant II to HR Technician – *Action*
- Personnel Commission Annual Report 2022-2023 – *Information; Discussion*

INFORMATION

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

Pursuant to Government Code Section 54957.5, any document, that is public record, and relates to an open session agenda item of a regular meeting of the PC, is available for public review at the Educational Service Center, Classified Personnel Services, 101 W. Cochran Street, Simi Valley, CA 93065.

Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight (48) hours advance notice is required to meet special needs for public meetings. Upon written request, materials in alternative formats will be provided for individuals with disabilities. Please contact Classified Personnel Services, 805.306.4500, ext. 4062.

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT



Ginan Henson, Director of Classified Personnel Services

Dated : October 6, 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

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

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. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the Agenda, as presented. Motion #23.09.13.1
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Consent Agenda
On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #23.09.13.2
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Minutes
On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Regular Meeting of August 23, 2023, as presented. Motion #23.09.13.3
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Ms. Hobiger inquired about ClassLink MFA. Commission Comments

Mr. Rubino discussed School Librarians and ASB Clerks. Public Comments

Personnel Items

Ms. Henson reported that Classified Personnel Department is working on a desk audit for Steno Clerk II positions and recommendations will be presented at the next meeting and has started the recruitment for the HR Technician position. She discussed that some classified employees have contacted her regarding needing time during their regular shifts to complete mandatory training. Ms. Henson mentioned that Classified Personnel will participate in Simi Valley Street Fair on October 28, 2023 and is working on electronic document projects to digitize the RFP process and well as onboarding packets. The latest news on AB 1699 were presented. Director's Report

General Items

The 2023-2024 Budget was reviewed and discussed. 2023-2024 Budget Status

Revision of Personnel Commission Rules Article 5 Section 5.20 was discussed.

Revision of Personnel Commission Rules Article 5 Section 5.20

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission made the Announcement of Joint Appointee to Personnel Commission as Kathleen Hobiger for three-year term beginning December 1, 2023. The Hearing for Public Comment of the Appointee will be held in conjunction with the Regular Meeting on Wednesday, October 11, 2023.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Announcement of Joint Appointee to the Personnel Commission Motion#23.09.13.4

Information

Future Commission meeting dates were announced:
October 11, 2023…… November 8, 2023…...December 13, 2023..... 5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Human Resources Technician.

Job Opportunities

Future Consideration

Ms. Rhoades requested continuation of Custodian and Merit Rules discussion.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 6:31 P.M.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Motion #23.09.13.5

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice Chairperson

Sandy Handin, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 10-5-2023

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
Accounting Technician-Special Funds	1	Ed Services	10/2/2023	10/23/2023	Multiple Choice Test, Structured Interview	N/A	10/27/2023	Week of 10/30/23	Week of 11/6/23	
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	
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