PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

November 8, 2023
5:00 P.M.
Meeting # 914

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 October 11, 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*
- Introduction of Julie Ellis, Assistant Superintendent of Personnel Services – *Information*
- New Classification LVN – *Information; Discussion; Action*
- Request to Reclassify 1 Position from School Services Assistant II to School Services Assistant III - *Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : November 3, 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

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

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 Lori Rhoades, Vice Chairperson. **Call to Order**

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

Agenda

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #23.10.11.1
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. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #23.10.11.2
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Closed Session

The Commission met in Closed Session at 5:03 p.m., in accordance with provisions in Government Code Section 54957, Public Employment: Matters Appointment, Employment, Performance Evaluation, Discipline, Dismissal, Release-Candidate Appeal from Disqualification for Professional Expert.

The Commission returned to Open Session at 5:10 p.m.
Public Employment Matters: Public Employment Matters: Appointment, Employment, Performance Evaluation, Discipline, Dismissal, Release-Candidate Appeal from Disqualification for Professional Expert. No action was taken in Closed Session.

Minutes

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of September 13, 2023, as presented. Motion #23.10.11.3
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Ms. Hobiger announced the passing of Nancy Rose Brown who worked for SVUSD from 1996-2019. She was a campus supervisor at Valley View Middles School. Commission Comments

Mr. Rubino shared how beautiful, clean and functionally arranged the library at Sycamore Elementary was when he visited the school. Public Comments

Personnel Items

Ms. Henson reported that AB 1699 was vetoed by Gov. Newsom. She thanked her team who had hired 17 Paraeducator I, Sp Ed and 21 Campus Supervisors since the beginning of the Director's Report

school year and was working diligently to onboard more. There had been an unusually high level of desk study requests of which three have been completed and three are being conducted with others on the waiting list. Ms. Henson mentioned legislative concerns with fast food industry increasing salaries. She discussed the collaboration with Certificated Personnel Department on marketing projects, digitizing the onboarding packets, and RFP's.

General Items

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 Request to Reappoint Kathleen Hobiger as Personnel Commission Joint Appointee for three-year term beginning December 1, 2023.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Request to Reappoint Kathleen Hobiger as Personnel Commission Joint Appointee
Motion #23.10.11.4

Request to Reclassify 2 Positions from Steno Clerk II to School Services Assistant III tabled until further date.

Request to Reclassify 2 Positions from Steno Clerk II to School Services Assistant III

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Request to Reclassify 1 Position from HR Assistant II to HR Technician, as presented.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Request to Reclassify 1 Position from HR Assistant II to HR Technician
Motion #23.10.11.5

Personnel Commission reviewed the Personnel Commission Annual Report 2022-2023.

Personnel Commission Annual Report 2022-2023

Information

Future Commission meeting dates were announced:
November 8, 2023…...December 13, 2023..... January 17, 2024…… 5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Accounting Technician-Special Funds.

Job Opportunities

Future Consideration

CSPCA Conference. Flights from Santa Barbara to Monterey.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:16 P.M.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Motion #23.10.11.6

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice Chairperson

Sandy Handin, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 11-2-2023

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	
Instructional Support Specialist, IBI	2	Various	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	Ongoing	
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