PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

January 17, 2024
5:00 P.M.
Meeting # 916

Personnel Commission Members

Lori Rhoades, Chairperson
Sandy Handin, Vice Chairperson
Kathleen Hobiger, 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 December 14, 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*
- 2024-2025 Calendar of Regular Meetings – *Information; Discussion*
- CSPCA Conference – *Discussion*
- Revision of Personnel Commission Rules Article 6 Section 90.1- Final Reading and Adoption – *Discussion, Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : January 12, 2024

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SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

December 14, 2023
5:00 P.M.
Meeting # 915

Personnel Commission Members	Arrived
Kathleen Hobiger, Chairperson	5:00 P.M.
Lori Rhoades, Vice Chairperson	ABSENT
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. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #23.12.14.1
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Consent Agenda
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #23.12.14.2
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Minutes
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of November 8, 2023, as presented. Motion #23.12.14.3
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Ms. Hobiger announced the passing of Mark Zorick. Commission Comments

No public comments. Public Comments

Personnel Items
Director's Report

Ms. Henson introduced the new HR Technician and discussed the soft roll out of the digitized onboarding packet and collaboration with IT department to develop a slide deck or an onboarding video that would provide more initial training during orientation in regards to Frontline, Employee Portal, etc. Ms. Henson also emphasized the need for extra initial training for some of the classification and provided information on upcoming events that Classified Personnel Department representatives will attend like CLU Career Expo and similar events at Moorpark College and CSUN. She is also working with the Risk Department on essential job functions of certain classifications. Clerical desk studies are being conducted to present a thorough report.

General Items

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

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission elected Ms. Rhoades as Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2024.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Annual Election of Officers – Chairperson Motion #23.12.14.4

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission elected Ms. Handin as Vice Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2024.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Annual Election of Officers – Chairperson Motion #23.12.14.5

CSPCA Conference was discussed. — CSPCA Conference

Revision of Personnel Commission Rules Article 6 Section 90.1- First Reading was discussed. — Revision of Personnel Commission Rules Article 6 Section 90.1- First Reading

Information

Future Commission meeting dates were announced:
January 17, 2024…… February 14, 2024…..... March 13, 2024..... 5:00 p.m. Board Room — Meeting Dates

Food Services Delivery Specialist; Library Assistant; Licensed Vocational Nurse. — Job Opportunities

Future Consideration

No items for future consideration.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:42 P.M. — Motion #23.12.14.6
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Kathleen Hobiger, Chairperson

ABSENT
Lori Rhoades, Vice Chairperson

Sandy Handin, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 1-10-2024

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	1	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	1	Various	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	Ongoing	
Licensed Vocational Nurse	Future vacancies	Student Support Services	1/4/2024	1/26/2024	Structured Interview	N/A	N/A	Week of 1/29/24	Week of 2/5/24	
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	1	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	TBD	TBD	Ongoing	
School Services Assistant II	Future vacancies	Various	12/21/2023	1/18/2024	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Week of 1/29/24	Week of 2/5/24	Week of 2/12/24	
School Services Assistant III	1	Simi Valley High School	12/8/2023	1/12/2024	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Week of 1/22/24	Week of 1/29/24	Week of 2/5/24	
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	

Current Classified Recruitments as of 1-10-2024										
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**
Upcoming Recruitments										
Classification		**Location**								
TBD		TBD								