PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

April 10, 2024
5:00 P.M.
Meeting # 920

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 March 21, 2024 – *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 Personnel Commission Budget – First Reading – *Information; Discussion*
- Scheduling of the 2024-2025 Personnel Commission Budget Public Hearing – *Discussion; Action*
- Revision of Classification of Payroll Specialist – *Discussion; Action*
- Resolution in Honor of Classified School Employees Week, May 19-25, 2024 - *Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : April 5, 2024

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.

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SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Training Center
101 W. Cochran St.
Simi Valley, CA 93065

March 21, 2024
5:00 P.M.
Meeting # 919

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	5:00 P.M.
Sandy Handin, Vice Chairperson	5:00 P.M.
Kathleen Hobiger, 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, Chairperson. **Call to Order**

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

Agenda

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Agenda, as presented. Motion #24.03.21.1
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 #24.03.21.2
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Minutes

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of January 17, 2024, as presented. Motion #24.03.21.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Special Meeting of February 22, 2024, as presented. Motion #24.03.21.4
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

The commissioners were thankful they attended the 2024 CSPCA Conference and found the Personnel Commission specific trainings very useful. Commission Comments

Ms. Tomaszewski presented her concerns. Public Comments

Personnel Items

Ms. Henson discussed the 2024 CSPCA Conference and upcoming trainings and job/career fairs she or staff will be attending. She mentioned that the job postings for Extended School Year have been posted and the staff have an increased level of recruitment due to upcoming retirements and resignations. Ms. Henson shared the status of lay off letters and the next steps. Director's 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 approved Minimum Qualification Revision for Clerical and Secretarial Families, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None. — Minimum Qualification Revision for Clerical and Secretarial Families Motion #24.03.21.5

Information

Future Commission meeting dates were announced: — Meeting Dates
April 10, 2024…… May 8, 2024 …..... June 12, 2024..... 5:00 p.m. Board Room

Lead Custodian; Lead Student Store Assistant; Student Body Bookkeeper-High School. — Job Opportunities

Future Consideration

Review of 2024-2025 Proposed PC Budget, renaming Lead Student Store Assistant and Student Body Bookkeeper positions.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:12 P.M. — Motion #24.03.21.6
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

_____ _____

Lori Rhoades, Chairperson — Sandy Handin, Vice Chairperson

_____

Kathleen Hobiger, Member

Simi Valley Unified **SCHOOL DISTICT**

PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR

			2023-24 Current Budget	2024-25 Proposed Budget
2000	**CLASSIFIED SALARIES**			
	2300	Administrative Personnel	155,297	162,812
		Commission Members	3,000	3,000
	2400	Clerical & Other Office	264,150	298,557
	2900	Other		
		Subtotal	**$ 422,447**	**$ 464,369**
3000	**EMPLOYEE BENEFITS**			
	3100	STRS		
	3200	PERS	111,658	118,948
	3300	OASDI & Medicare	31,627	28,481
	3400	Health & Welfare Benefits	120,384	142,674
	3500	SUI	2,068	230
	3600	Worker's Compensation	11,517	12,633
	3900	Other Benefits	2,850	2,940
		Subtotal	**$ 280,104**	**$ 305,905**
4000	**SUPPLIES**			
	4300	Other Supplies	500	500
		Literature, Periodicals		
		Office Supplies	1,248	2,200
		Examinations Purchase		
		Printing & Forms	500	500
		Other	400	750
	4400	Non-Capitalized Equipment	3,000	2,000
		Subtotal	**$ 5,648**	**$ 5,950**

[1] Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

[2] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board *(Education Code Section 45250).*

[3] Group medical benefits cannot be provided to former Personnel Commission members.

Simi Valley Unified **SCHOOL DISTICT**

PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR

			2023-24 Current Budget	2024-25 Proposed Budget
5000	**SERVICES & OTHER OPERATING EXPENSES**			
	5200	**Travel & Conference Expense**		
		Mileage (Local)	400	600
		Other		
		Conference	10,000	10,500
	5300	**Dues & Membership**	3,500	3,000
	5500	**Utilities & Operating Expenses**		
		Electricity		
		Heat		
		Water		
		Other		
	5600	**Rentals, Leases & Repairs**		
		Leasing of Equipment		
		Equipment Maintenance Contracts		
		Other		
	5800	**Other Services & Operating Expenses**		
		Advertising	5,000	5,000
		Salary Classification Surveys	6,000	6,000
		Physical Examination		
		Fingerprinting		
		Other Recruitment Expense	2,850	2,500
		Legal Expenses	50,000	50,000
		Contracted Testing	8,200	8,400
		Contracted Personnel Services	19,500	21,000
		Other	2,000	2,000
	5900	**Communications**		
		Telephone/Fax		
		Postage	500	500
		Other		
		Subtotal	**$ 107,950**	**$ 109,500**

Simi Valley Unified **SCHOOL DISTICT**
PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR

			2023-24 Current Budget	2024-25 Proposed Budget
6000	**EQUIPMENT**			
	6400	**New Equipment**		
		Office Furniture		
		Office Equipment		
		Other		
	6500	**Equipment Replacement**		
		Subtotal	**$ 0**	**$ 0**

Total Budget Designated for Personnel Commission	**$ 816,149**	**$ 885,724**

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 4-4-2024

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	
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 interview	Structured Interview	N/A	N/A	TBD	TBD	
Plant Manager I	1	School Site	3/22/2024	4/23/2024	T&E, Structured Interview	Qualifying	N/A	Week of 5/6/24	Week of 5/13/24	
Plant Manager II	1	School Site	3/22/2024	4/23/2024	T&E, Structured Interview	Qualifying	N/A	Week of 5/6/24	Week of 5/13/24	
School Office Manager I	2	Various	3/22/2024	4/23/2024	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Tentatively on 4/26/24	Week of 4/29/24	Week of 5/6/24	
School Office Manager II	1	School Site	3/22/2024	4/23/2024	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Tentatively on 4/26/24	Week of 4/29/24	Week of 5/6/24	
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	
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
Student Body Bookkeeper-Middle School	1	School Site	3/22/2024	4/23/2024	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Tentatively on 4/26/24	Week of 4/29/24	Week of 5/6/24	
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