PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

May 8, 2024
5:00 P.M.
Meeting # 921

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 April 10, 2024 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)
- Public Hearing – Final Reading Proposed Annual Budget of the Personnel Commission for Fiscal Year 2024-2025

PERSONNEL ITEMS

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

GENERAL ITEMS

- 2023-2024 Budget Status – *Information; Discussion*
- 2024-2025 Personnel Commission Budget – 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: May 3, 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

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

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

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	Absent
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 Sandy Handin, Vice Chairperson. **Call to Order**

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

Agenda
On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Agenda, as presented. Motion #24.04.10.1
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Consent Agenda
On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Consent Agenda, as amended. Motion #24.04.10.2
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Minutes
On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Regular Meeting of March 21, 2024, as presented. Motion #24.04.10.3
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Ms. Hobiger mentioned the passing of Beverly Staples, retired SVUSD Paraeducator I, Special Education. Commission Comments

No public comments. Public Comments

Personnel Items
Ms. Henson mentioned the passing of Steven Wayne Miller (long time Knolls Elementary custodian). She also discussed AB2088, what it entails, and how it has progressed, as well as the CSUN Job Fair, current department's areas of focus and the status of recent SVUSD and CSEA calls. Director's Report

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

The 2024-2025 Personnel Commission Budget was reviewed and discussed.

2024-2025 Personnel Commission Budget-First Reading

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the 2024-2025 Personnel Commission Budget Public Hearing to be held on May 8, 2024 in conjunction with the Regular PC Meeting on that date.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Scheduling of the 2024-2025 PC Budget Public Hearing
Motion #24.0410.4

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved Revision of Classification of Payroll Specialist, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Revision of Classification of Payroll Specialist

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved a Resolution in Honor of Classified Employees Week, May 19-25, 2024, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Approval of a Resolution in Honor of Classified School Employees Week
Motion #24.0410.6

Information

Future Commission meeting dates were announced:
May 8, 2024 ..... June 13, 2024..... July 10, 2024..... 5:00 p.m. Board Room

Meeting Dates

Plant Manager I; Plant Manager II; Student Body Bookkeeper-Middle School; School Office Manager I; School Office Manager II.

Job Opportunities

Future Consideration

No items for future consideration.

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 6:17 P.M.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Motion #24.04.10.7

ABSENT
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	300,608
	2900	Other		
		Subtotal	**$ 422,447**	**$ 466,420**
3000	**EMPLOYEE BENEFITS**			
	3100	STRS		
	3200	PERS	111,658	119,518
	3300	OASDI & Medicare	31,627	33,360
	3400	Health & Welfare Benefits	120,384	142,674
	3500	SUI	2,068	231
	3600	Worker's Compensation	11,517	12,689
	3900	Other Benefits	2,850	2,940
		Subtotal	**$ 280,104**	**$ 311,411**
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**	**$ 893,281**

Simi Valley Schools

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 5-8-2024

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	Structured Interview	N/A	N/A	TBD	TBD	
Payroll Specialist	1	District Office	4/17/2024	5/8/2024	Multiple Choice Test; Structured Interview, Excel Exercise	N/A	Week of 5/15/24	Week of 5/20/24	Week of 5/27/24	
Purchasing Assistant	1	Purchasing Department	4/26/2024	5/17/2024	Multiple Choice, Structured Interview	N/A	Week of 5/20/24	Week of 5/28/24	Week of 6/3/24	
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
Skilled Maintenance Specialist	1	School Site	3/22/2024	4/23/2024	Multiple Choice Test; Structured Interview	N/A	Tentatively on 5/15/24	Week of 5/20/24	Week of 5/27/24	
Special Education Data Technician	1	Student Support Services	4/23/2024	5/14/2024	T&E; Multiple Choice Test; Structured Interview	N/A	Tentatively on 5/22/24	Week of 5/28/24	Week of 6/3/24	
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