PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

July 10, 2024
5:00 P.M.
Meeting # 923

Personnel Commission Members

Lori Rhoades, Chairperson
Sandy Handm, 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 June 13, 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*
- Status of Paraeducator Study– *Information; Discussion*
- Explanation of Classification Study Process – *Information; Discussion*
- Request to Reclassify 1 Position from Steno Clerk II to School Services Assistant III – *Action*
- Revision of Classification Cafeteria Services Specialist– *Information; Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: July 5, 2024

Pursuant to Government Code Section 54957.5, any document, that is public record, and relates to an open session aganda 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

June 13, 2024
5:00 P.M.
Meeting # 922

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. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #24.06.13.1
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 amended. Motion #24.06.13.2
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 May 8, 2024, as presented. Motion #24.06.13.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

No commission comments. Commission Comments

Ms. Johnson discussed paraeducator pay. Public Comments

Personnel Items

Ms. Henson mentioned that the department will be attending the Mega Job Fair that is organized by the Chamber of Commerce and discussed the status of ESY as well as how recent shifts and promotions in clerical and custodial job families along with resignations have increased recruitment for entry level positions in those job families. Ms. Henson also discussed upcoming department projects and informed the Personnel Commission that the county approved SVUSD 2024-2025 PC Budget. 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 the Revision of Classification Purchasing Technician, as amended.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Revision of Classification Purchasing Technician
Motion #24.06.13.4

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Revision of Classification Workers' Compensation Coordinator, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Revision of Classification Workers' Compensation Coordinator
Motion #24.06.13.5

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Creation of Classification Cafeteria Services Trainer, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Creation of Classification Cafeteria Services Trainer
Motion #24.06.13.6

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Creation of Classification Physical Therapist, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Creation of Classification Physical Therapist
Motion #24.06.13.7

Information

Future Commission meeting dates were announced:
July 10, 2024…… August 21, 2024 …... September 18, 2024..... 5:00 p.m. Board Room

Meeting Dates

Occupational Therapist.

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 5:47 P.M.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Motion #24.06.13.8

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 7-3-2024

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
Cafeteria Services Trainer	1	Child Nutrition Department	6/18/2024	7/11/2024	Multiple Choice Test, Structured Interview	N/A	Week of 7/18/24	Week of 7/22/24	Week of 7/29/24	
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	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	
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
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	TBD	
Workers' Compensation Coordinator	1	District Office	6/18/2024	7/11/2024	T&E Evaluation, Structured Interview	Qualifying (pass/fail)	N/A	Week of 7/22/24	Week of 7/29/24	

Upcoming Recruitments

Classification	Location
Bus Driver	Student Safety and Transit