PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

August 21, 2024
5:00 P.M.
Meeting # 924

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 July 10, 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 Budget Status – *Information; Discussion*
- 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: August 16, 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

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

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	5:00 P.M.
Sandy Handin, Vice Chairperson	ABSENT
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. Rhoades and carried, the Personnel Commission approved the Agenda, as presented. Motion #24.07.10.1
Vote 2-0; Aye-Hobiger, and Rhoades; No-None; Abstained-None; Absent-Handin.

Consent Agenda

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Consent Agenda, as amended. Motion #24.07.10.2
Vote 2-0; Aye-Hobiger, and Rhoades; No-None; Abstained-None; Absent-Handin.

Minutes

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of June 13, 2024, as presented. Motion #24.07.10.3
Vote 2-0; Aye-Hobiger, and Rhoades; No-None; Abstained-None; Absent-Handin.

Ms. Hobiger inquired was ELOP was. Commission Comments

No public comments. Public Comments

Personnel Items

Ms. Henson mentioned that the department was on track to participate in the Mega Job Fair and the status of ESY. Ms. Henson discussed the upcoming joint trainings, the current influx of resignations and CSEA and Classified Personnel department calling Paraeducators from the 39 month reinstatement list to rehire them. She also provided an update on AB 2088. Director's Report

General Items

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

Status of Paraeducator Study was discussed. Status of Paraeducator Study

Explanation of Classification Study Process was discussed.

Explanation of Classification Study Process

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Request to Reclassify 1 Position from Steno Clerk II to School Services Assistant III, as presented.
Vote 2-0; Aye-Hobiger, and Rhoades; No-None; Abstained-None; Absent-Handin.

Request to Reclassify 1 Position from Steno Clerk II to School Services Assistant III
Motion #24.07.10.4

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

Revision of Classification Cafeteria Services Specialist
Motion #24.07.10.5

Information

Future Commission meeting dates were announced:
August 21, 2024 …... September 18, 2024..... October 16, 2024…… 5:00 p.m. Board Room

Meeting Dates

Cafeteria Services Trainer; Lead Groundskeeper; Physical Therapist; Purchasing Technician; Workers' Compensation Coordinator.

Job Opportunities

Future Consideration

No items for future consideration.

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 6:14 P.M.
Vote 2-0; Aye-Hobiger, and Rhoades; No-None; Abstained-None; Absent-Handin.

Motion #24.07.10.6

Lori Rhoades, Chairperson

ABSENT
Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 8-15-2024

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	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	

Upcoming Recruitments

Classification	Location
Bus Driver	Student Safety and Transit
Paraeducator	Various sites