PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

September 27, 2024
5:00 P.M.
Meeting # 925

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 August 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*
- 2023-2024 Annual Report – *Information; Discussion*
- SVUSD Employee Recognition Program – *Information*
- Master New Hire Orientation - *Information*

GENERAL ITEMS

- 2024-2025 Budget Status – *Information; Discussion*
- Request for Advanced Step Placement to Step 5 for Physical Therapist – *Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: September 24, 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

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

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 #24.08.21.1
Vote 3-0; Aye-Hobiger, Handin and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda
On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #24.08.21.2
Vote 3-0; Aye-Hobiger, Handin 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 July 10, 2024, as presented. Motion #24.08.21.3
Vote 3-0; Aye-Hobiger, Handin and Rhoades; No-None; Abstained-None; Absent-None.

Ms. Hobiger mentioned the passings of Barbara Jenks, Joann Lebeck, and Wilfredo Villegas. There were questions about AB 2088 and Paraeductor stipends from other districts. Commission Comments

No public comments. Public Comments

Personnel Items
Ms. Henson discussed the July 30th Simi Valley Chamber of Commerce Mega Job Fair and the increase in interest in certain classifications as well as a recent increase in last minute resignations and leave requests amongst classified employees. Ms. Henson mentioned that due to resignations and additions of new classes as well as depletion of 39 month layoff reemployment list, Classified Personnel had to open a Paraeducator recruitment. She also spoke about the first personnel joint meeting of the fiscal year and topics covered which included Personnel Recognition Program. AB 2088 and its status was discussed as well. Director's Report

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

The 2023-2024 Budget was reviewed and discussed .	2024-2025 Budget Status
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Request to Reclassify 1 Position from to School Services Assistant II to School Services Assistant III, as presented. Vote 2-0; Aye-Hobiger and Rhoades; No-None; Abstained-Handin; Absent-None.	Request to Reclassify 1 Position from to School Services Assistant II to School Services Assistant III Motion #24.08.21.4
	Information
Future Commission meeting dates were announced: September 27, 2024.....October 23, 2024…… November 13, 2024 ….. 5:00 p.m. Board Room	Meeting Dates
Construction Project Manager (Bond); Accounting Assistant II.	Job Opportunities
	Future Consideration
Personnel Commission letterhead.	
	Adjournment
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:18 P.M. Vote 3-0; Aye-Hobiger, Handin and Rhoades; No-None; Abstained-None; Absent-None.	Motion #24.08.21.5

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 9-20-2024

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	
Lead Student Store Assistant	1	SICE	9/19/2024	10/11/2024	Multiple Choice Test; Structured Interview	N/A	Week of 10/14/24	Week of 10/21/24	Week of 10/28/24	
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 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
Student Store Assistant	1	RHS	9/12/2024	10/4/2024	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	Week of 10/7/24	Week of 10/14/24	Week of 10/21/24	
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