PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

November 13, 2024
5:00 P.M.
Meeting # 927

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 October 23, 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

- 2024-2025 Budget Status – *Information; Discussion*
- 2025 Annual CSPCA Conference- *Discussion*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: November 8, 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

October 23,2024
5:00 P.M.
Meeting # 926

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 amended. Motion #24.10.23.1
Vote 2-0; Aye-Hobiger and Handin; 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 #24.10.23.2
Vote 2-0; Aye-Hobiger and Handin; 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 September 27, 2024, as presented. Motion #24.10.23.3
Vote 2-0; Aye-Hobiger and Handin; No-None; Abstained-None; Absent- Rhoades.

Ms. Hobiger spoke about CSPCA Annual Conference Save the Date notice. Commission Comments

Ms. Smith expressed some concerns. Public Comments

Personnel Items

Ms. Henson discussed staffing changes in the Classified Personnel department, the upcoming Simi Valley Street Fair, and the new location for 2025 CSPCA Annual Conference. She mentioned the current resignation, retirements, hiring, and leaves trends. Ms. Henson shared the total number of employees approved for Professional Growth and introduced to the Personnel Commission the new CSEA liaison for the meetings. Director's Report

The 2023-2024 Annual Report was reviewed and discussed. 2023-2024 Annual Report

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

Revision of Classification Senior Mechanic Motion #24.10.23.3

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Request to Extend Eligibility List for HR Technician for Additional Six Months, as presented.
Vote 2-0; Aye-Hobiger and Handin; No-None; Abstained-None; Absent- Rhoades.

Request to Extend Eligibility List for HR Technician for Additional Six Months Motion #24.10.23.4

General Items

The 2024-2025 Budget Status was reviewed and discussed.

2024-2025 Budget Status

Additional Education Post Hire and Effect on Pay was discussed.

Additional Education Post Hire and Effect on Pay

Information

Future Commission meeting dates were announced:
November 13, 2024 ….. December 11, 2024..... January 15, 2025…… 5:00 p.m. Board Room

Meeting Dates

Lead Student Store Assistant; Student Store Assistant.

Job Opportunities

Future Consideration

Updating Merit Rules.

Adjournment

On a motion by Ms. Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 6:05 P.M.
Vote 2-0; Aye-Hobiger and Handin; No-None; Abstained-None; Absent- Rhoades.

Motion #24.10.23.5

_____
Lori Rhoades, Chairperson

_____
Sandy Handin, Vice Chairperson

_____
Kathleen Hobiger, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 11-6-2024

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	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
Senior Mechanic	1	Student Safety & Transit	10/24/2024	11/14/2024	T&E, Structured Interview	Qualifying (pass/fail)	N/A	Week of 11/18/24	Week of 11/25/24	
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