Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

## *History of the Simi Valley Unified Personnel Commission*

In 1965, the California State Legislature added Section 45221 to the Education Code. This law permitted classified employees to petition school boards to call elections and submit to election the question of whether or not Merit Systems (civil service) should become applicable to districts.

On November 20, 1967, on motion of Trustee Hallett, seconded by Trustee Binns and carried, the petition from local CSEA Chapter 310 to hold an election to determine whether or not the classified employees desired the Merit System (civil service) was accepted and the Superintendent was authorized to proceed with an election as provided in the Education Code.

On February 5, 1968, on motion of Trustee Binns, seconded by Trustee Tomlin and carried, results of the Merit System election were officially certified. The election carried by 204 "yes" votes to 100 "no" votes. The Simi Valley Unified School District officially came under the Merit System Law on February 5, 1968.

The original members of the Personnel Commission were Robert Bloch, Gordon Lindeen and Glen Schmidt. The Personnel Director and Secretary to the Personnel Commission was Ina Thompson.

The Merit System for the Simi Valley Unified School District is entered into force in a spirit of cooperation, is based upon the principle of equality, and is intended to pervade the performance of the Classified Personnel, the Personnel Commission, and the Board of Education throughout the life of the system. On the basis of this spirit and principle, any reasonable request of the Classified Personnel, Personnel Commission, or Board of Education shall be duly considered and acted upon by the other parties providing it is mutually acceptable.

**Simi Valley Unified School District**
**PERSONNEL COMMISSION**
**101 West Cochran Street**
**Simi Valley, CA 93065**

**805.306.4500 (Ext. 4062)**
**www.simivalleyusd.org**

# Simi Valley Unified School District

# The Personnel Commission ANNUAL REPORT

## 2023-2024

*SVUSD: From Here To Anywhere*

## *The Personnel Commission*

Incorporating a system of rules and procedures, similar to civil service, the Personnel Commission is the mainstay of the merit system. The fundamental purpose of the merit system and the Personnel Commission is to insure that Classified employees are selected, promoted and retained without favoritism or prejudice, but rather on the basis of merit and fitness. The California Education Code empowers and sets forth the responsibilities of Personnel Commissions.

Under State law, the Personnel Commission is charged with the responsibility to establish rules to administer the classified (non-teaching) service which promotes the selection and retention of employees based on merit. Its guiding principle is to serve as an impartial body free from bias or the influence of any special interest group and which is ultimately responsible to see that all matters affecting the work lives of employees in the classified service are handled in a just manner. The Commission meets regularly, publishing its agendas and minutes.

The Personnel Commission is an independent body composed of three persons appointed for three-year, staggered terms, with the term of one member expiring each year. The Commission is composed of a member appointed by the District's Board of Education, and a member recommended by the classified employees of the district (CSEA Local Chapter #310) and approved by the Board of Education. Those two appointees, in turn, appoint the third member.

At its first meeting following December 1st of each year, the Commission elects one of its members as Chairperson, and another member as Vice Chairperson, to serve a term of one year or until their successors are duly elected.

## Special Thanks...

**With the input and support of classified employees, CSEA Chapter #310, the Management Team and the Board of Education, we thank you for supporting the Commission's activities during the past fiscal year. More importantly, we recognize and thank each classified employee for their continued commitment to the students of Simi Valley Unified School District, and the contributions each of you have made to their educational successes. Our appreciation is extended to all for their teamwork and collaborative efforts.**

The Personnel Commission regularly meets on the second Wednesday of each month at 5:00 p.m., unless otherwise posted. Meetings are held at the District Office, located at 101 W. Cochran Street, Simi Valley. Classified employees, as well as all other district employees and the public, are encouraged to attend.



**Lori Rhoades, Vice Chairperson**

Ms. Rhoades has served on the Commission since December 2015. She was appointed as the classified employees' appointee until December 1, 2024.



**Kathleen Hobiger, Chairperson**

Ms. Hobiger has served on the Commission since December 2002. She was reappointed as the joint appointee until December 1, 2026.



**Sandy Handin, Member**

Ms. Handin has served on the Commission since December 2019. She was appointed by the Board of Education until December 1, 2025.

# *Personnel Commission Annual Report*

**This report describes the functions and activities of the Personnel Commission and the Classified Personnel Services Department of the Simi Valley Unified School District.**

**2023 - 2024**

*SVUSD Motto:*
*"From Here to Anywhere"*

Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION ACTIVITY REPORT

### Personnel Commission Meetings

**Regular Meetings ..... 11**
**Special Meetings ..... 1**

### Recruitment Services

**Position Announcements ..... 25**
**Continuous Recruitment Announcements ..... 74**
**Applications Received ..... 1657**
**Applicants Qualified & Invited to Written Exam or T&E Evaluation ..... 1349**
**Applicants who Attended Written Exam ..... 736**
**Applicants who Passed Written Exam or T&E Evaluation ..... 603**
**Applicants Invited to Oral Appraisal ..... 364**
**Applicants who Passed Oral Appraisal ..... 292**

**Eligibility Lists Established ..... 95**
**Eligibles Placed on Lists ..... 470**

## CLASSIFIED PERSONNEL ACTIVITY SUMMARY REPORT

### Position Activity

New, Regular ..... 66
New, Limited Term ..... 62
Increase to Existing Positions ..... 46
Decrease to Existing Positions ..... 20
Abolished ..... 83

### New Employees

Regular ..... 158
Substitutes ..... 155
Professional Experts ..... 3
Community Aide Resource ..... 1
Other Exempt ..... 294

### Appointments

Promotions ..... 25
Transfers ..... 93
Reinstatements ..... 8
Rehires ..... 34

### Separations

Resignations ..... 138
Retirements (Regular & Early) ..... 27
Layoffs
Medical ..... 4
Lack of Work/Funds ..... 12

### Disciplinary Action

Suspension ..... 0
Dismissals ..... 4

### CLASSIFIED EMPLOYEES

as of June 30, 2024

**Regular ..... 1016**
**Confidential ..... 11**
**Management ..... 48**
**Substitutes ..... 164**
**Exempt ..... 226**

## *Meet the Staff...*

**Ginan Henson, Director of Classified Personnel:** Administers the classified employee personnel function in conformity with merit system laws and rules of the Personnel Commission, and assures compliance with District policies and procedures, and applicable federal, state and local laws; plans, organizes and directs the personnel program for classified employees, including recruitment, examination, selection, position control, classification, compensation, performance management, and employee relations; supervises the operations of the Classified Personnel Services Department; serves as advisor to the negotiations team; and acts as secretary to the Personnel Commission.

**Irma Flynn, Senior Administrative Assistant:** Assists the Classified Personnel department and Personnel Commission by planning, organizing, coordinating, and serving as the primary resource for the support activities of the department..

**Shira Yerushalmi, Human Resources Analyst:** Performs advanced technical and analytical human resources work in the design, development, and administration of classified recruitment and examination processes and provides procedural guidance to staff and applicants.

**Elaheh "Ellie" Hossain, Human Resources Representative:** Administers the classified personnel information system, position control system, and a variety of personnel transactions, including employee assignments. She also prepares the Board reports and serves as an information source regarding a variety of classified personnel matters, such as unemployment claims, PERS questions, and the District's personnel rules, policies, and procedures.

**Marissa Jenson, Human Resources Specialist:** Specializes in recruitment and examinations ( e.g. application and testing process, structured interviews), creation of eligibility lists, job postings, and job fairs/marketing.

**Sasha Wade Human Resources Technician:** Performs a variety of technical and advanced clerical support duties involved in the processing and maintenance of classified personnel transactions, records, files, and reports. She is also responsible for new employee processing - permanent and substitute employees, employment verifications, and Frontline (previously Sub Finder).

**Debbie Schott, Human Resources Assistant II:** Responsible for processing new substitute and exempt employees and other HR clerical duties.