The meeting was called to order at 6:00 P.M. by Sherida Simmons, Chairperson

The flag salute was led by Ms. Simmons

On a motion by Ms. Musselman, seconded by Ms. Hobiger and carried, the Commission approved the agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-None; No-None; Abstained-None.

On a motion by Ms. Hobiger, seconded by Ms. Musselman and carried, the Personnel Commission approved the consent agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-None; No-None; Abstained-None.

On a motion by Ms. Musselman, seconded by Ms. Hobiger and carried, with Simmons abstaining, the Personnel Commission approved the Minutes of the Regular Meeting of June 10, 2015, as presented, by a vote of 2-0 as follows: Aye-Hobiger, Musselman; Absent-Simmons; No-None; Abstained-Simmons (absent for the 6/10/15 meeting).

There were no Commission comments.

There were no Public comments.

There were no Hearings.

Dr. Spencer reported on (1) Coaches Hiring Process - Over the past several months, staff members at various high school sites, as well as Classified Personnel Dept. staff, have contributed to the development of a new and improved process for site level and Classified HR staff to follow in the hiring of walk-on coaches. A spreadsheet that was developed at Simi Valley High School has been enhanced and will be useful tool in not only identifying the steps in the hiring process, but will also be the mechanism by which the hiring process for any specific coach can be tracked. The hiring process for coaches is one in which the site staff members start the process, hand the ball off to the Classified HR Department, who in turn hands the ball back to the site staff members to finish the hiring process. Progress for each new coach with regard to the hiring
process is documented and monitored using the spreadsheet that is shared with everyone on Google Drive. Using the spreadsheet, anyone can know at any time what stage a coach is at in completing the hiring process.

(2) Hiring an additional HR Assistant II – An eligibility list has been developed for the classification of Human Resource Assistant II. The vacancy to be filled is in the Classified Human Resources office. This position is a 6 hours per day position, and the funding for the position is split equally with between the District and the PC. Interviews for this position will be held on Thursday, September 17, 2015.

On a motion by Ms. Musselman, seconded by Ms. Hobiger and carried, the Commission approved the new class description for District Registrar; by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-None; No-None; Abstained-None.

On a motion by Ms. Hobiger, seconded by Ms. Musselman and carried, the Commission approved the new class description for Systems Engineer; by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-None; No-None; Abstained-None.

Dr. Spencer reported on the status of the 2015-2106 Commission Budget.

Future Commission meeting dates were announced.

Job opportunities were announced for: Accountant; Senior Administrative Assistant Confidential; Cafeteria Assistant; Cafeteria Services Specialist; Student Body Account Clerk II; Director of Purchasing Services; Human Resources Representative-Planning & Recruitment Confidential.


The Commission return to Open Session at 6:44 PM and reported that no action was taken during Closed Session.

There were no items for future consideration.

On a motion by Ms. Hobiger, seconded by Ms. Musselman and carried, the Personnel Commission adjourned the meeting at 6:45 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-none; No-none; Abstained-none.

Sherida Simmons, Chairperson
Kathleen Hobiger, Member
Kathryn Musselman, Vice-Chairperson