November 8, 2017
6:00 P.M.
Meeting # 827

Floyd Binns Room
875 E. Cochran Street
Simi Valley, CA 93065

Personnel Commission Members
Kathleen Hobiger, Chairperson
Lori Rhoades, Vice Chairperson
Sherida Simmons, Member

Staff Members
Sophia Crocker, Director, Classified Personnel Services
Karen Burnside, Senior Administrative Assistant

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

Call to Order

The flag salute was led by Ms. Hobiger.

Flag Salute

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

Agenda

Motion #17.11.8-1

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

Consent Agenda

Motion #17.11.8-2

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel
Commission approved the Minutes of the Regular Meeting of August 9, 2017, as
presented, by a vote of 2-0 as follows: Aye-Hobiger, Simmons; No-None;
Abstained-Rhoades (due to absence for 8/9/17 meeting); Absent-None.

Minutes - 8/9/17

Motion #17.11.8-3

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel
Commission approved the Minutes of the Regular Meeting of October 11, 2017, as
presented, by a vote of 2-0 as follows: Aye-Rhoades, Simmons; No-None;
Abstained-Hobiger (due to absence for 10/11/17 meeting); Absent-None.

Minutes – 10/11/17

Motion # 17.11.8-4

Ms. Simmons and Ms. Rhoades welcomed back Ms. Hobiger. The Commission
welcomed SVUSD retiree, Georgienne Hargraves, to the meeting. They also
acknowledged the passing of SVUSD retiree, Mary Hartman.

Commission Comments

There were no public comments.

Public Comments

There were no public hearings.

Hearings

Personnel Items

Ms. Crocker reported that (1) Ms. Simmons and Ms. Hobiger will be honored with
the Distinguished Personnel Commissioner Award at the 2018 CSPCA Annual
Conference business luncheon on Saturday, February 3, 2018. This award is given
when personnel commissioners reach 15 years of distinguished service at their
district. Congratulations, Sherida and Kathy. (2) Classification study update:

Director’s Report
Supervisor Validation meetings have been scheduled for November 29 and 30. EMS will be on site conducting the meetings. During the meetings, representative supervisors will review draft job descriptions for classifications they supervise. They will review for accuracy and appropriateness and indicate their feedback directly on the job descriptions. The Stakeholder Committee will hold their second meeting during this time, as well, to discuss the next phase of the classification study.

Ms. Crocker reported on the status of the 2017-2018 Commission Budget.

On a motion by Ms. Simmons, seconded by Ms. Rhoades carried, the Personnel Commission approved the new classification and job description for Risk Manager, at a salary range of 151, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Future Commission meeting dates were announced.

Job opportunities were announced for: Paraeducator, Deaf or Hard of Hearing; Maintenance Specialist, Plumber; School Office Manager I.

There were no items for consideration at a future meeting.

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 6:25 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.