# PLEASE POST

## SIMI VALLEY UNIFIED SCHOOL DISTRICT
## PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

March 12, 2025
5:00 P.M.
Meeting # 931

Personnel Commission Members

Sandy Handin, Chairperson
Kathleen Hobiger, Vice Chairperson
Lori Rhoades, 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 February 12, 2025 – *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*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: March 7, 2025

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SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room
101 W. Cochran St.
Simi Valley, CA 93065

February 12, 2025
5:00 P.M.
Meeting # 930

| Personnel Commission Members | Arrived |
|---|---|
| Sandy Handin, Chairperson | 5:00 P.M. |
| Kathleen Hobiger, Vice Chairperson | 5:00 P.M. |
| Lori Rhoades, 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, Chairperson. **Call to Order**

The flag salute was led by Ms. Handin. **Flag Salute**

**Agenda**
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #25.02.12.1
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. Rhoades and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #25.02.12.2
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

**Minutes**
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of January 15, 2025, as presented. Motion #25.02.12.3
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

No comments. Commission Comments

No comments. Public Comments

**Personnel Items**
Ms. Henson discussed the number of new hires (sub and perm) since the last PC meeting and shared information regarding a new ethics training assembly bill and CalPERS retired annuitant policy update. She also provided the timeline for upcoming job fairs and filling the vacancy in the Classified Personnel Department. Director's Report

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of Classification Technical Support Specialist II, as presented. Revision of Classification Technical Support Specialist II
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None. Motion #25.02.12.4

**General Items**

2024-2025 Budget Status

The 2024-2025 Budget Status was reviewed and discussed.

Revision of Personnel Commission Rules Article I
Motion #25.02.12.5

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Revision of Personnel Commission Rules Article I, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Revision of Personnel Commission Rules Article VI Rule 6.10.1
Motion #25.02.12.6

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of Personnel Commission Rules Article VI, Rule 6.10.1, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

**Information**

Meeting Dates

Future Commission meeting dates were announced:
March 12, 2025..... April 9, 2025…… May 21, 2025 ….. 5:00 p.m. Board Room

Job Opportunities

Occupational Therapist.

**Future Consideration**

Ethics training for PC Commissioners and status of various Student Safety and Transit Department positions.

**Adjournment**

Motion #25.02.12.7

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:55 P.M.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None

_____
Sandy Handin, Chairperson

_____
Kathleen Hobiger, Vice Chairperson

_____
Lori Rhoades, Member

# Simi Valley Unified School District Personnel Commission

## Current Classified Recruitments as of 3-6-2025

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Administrative Assistant | 1 | District Office | 2/25/2025 | 3/18/2025 | Multiple Choice Test, Structured Interview | N/A | Week of 3/31/2025 | Week of 4/7/2025 | Week of 4/14/25 | |
| 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 |
| Cafeteria Services Specialist | 1 | Wood Ranch Elementary | 2/19/2025 | 3/12/2025 | Multiple Choice Test, Structured Interview | N/A | Week of 3/17/25 | Weeek of 4/1/25 | Week of 4/8/25 | |
| 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 |
| Cosmetology School Assistant | 1 | SICE | 2/24/2025 | 3/17/2025 | Multiple Choice Test; Structured Interview | N/A | Week of 3/31/25 | Week of 4/7/2025 | Week of 4/14/25 | |
| Custodian | 1 | Various | Continuous | One week prior to test date | Multiple Choice Test; Structured Interview | N/A | TBD | TBD | Ongoing | Processing Provisional Substitutes |
| Delegated Behind the Wheel Trainer | 1 | Student Safety and Transit | 2/19/2025 | 3/12/2025 | T&E (pass/fail), Structured Interview | N/A | N/A | Week of 3/17/25 | Week of 3/24/25 | |
| 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 |
| Technical Support Specialist II | 1 | Information Technology | 2/19/2025 | 3/12/2025 | Multiple Choice Test; Structured Interview | N/A | Week of 3/17/25 | Week of 4/1/25 | Week of 4/8/25 | |
| Welding Program Shop Assistant | 1 | SICE | Continuous | One week prior to test date | Structured Interview | N/A | TBD | TBD | TBD | |

**Upcoming Recruitments**

| Classification | Location |
|---|---|
| Instructional Support Specialist, IBI | SSS |