PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

May 21, 2025
5:00 P.M.
Meeting # 934

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 April 9, 2025 – *Action*
Special Meeting April 28, 2025– *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Service Awards - *Information*

GENERAL ITEMS

- 2024-2025 Budget Status – *Information; Discussion*
- 2025-2026 Personnel Commission Budget – Final Reading and Adoption - *Discussion; Action*
- Revision of Classification Specification of Benefit Plans Coordinator – *Discussion; Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: May 16, 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

April 9, 2025
5:00 P.M.
Meeting # 932

Personnel Commission Members	Arrived
Sandy Handin, Chairperson	5:00 P.M.
Kathleen Hobiger, Vice Chairperson	5:00 P.M.
Lori Rhoades, Member	ABSENT

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 5:03 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. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Agenda, as presented. Motion #25.0409.1
Vote 2-0; Aye- Handin and Hobiger; 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 presented. Motion #25.0409.2
Vote 2-0; Aye- Handin and Hobiger; 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 March 12, 2025, as presented. Motion #25.0409.3
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent- Rhoades.

Commission Comments
The commissioners discussed insights from CSPCA Conference.

Public Comments
No comments.

Personnel Items
Director's Report
Ms. Henson discussed recent passings, CSPCA Conference, recruitment trends and challenges especially when the number of candidates qualified for multiple steps of recruitment is high, Extended School Year (ESY), and recent career fairs at CLU and Moorpark College.

Approval of a Resolution in Honor of Classified School Employees Week
On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved a Resolution in Honor of Classified Employees Week, May 18-24, 2025, as presented. Motion #25.0409.4
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

General Items

The 2024-2025 Budget Status was reviewed and discussed. — 2024-2025 Budget Status

The 2025-2026 Personnel Commission Budget was reviewed and discussed. — 2025-2026 Personnel Commission Budget-First Reading

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the 2025-2026 Personnel Commission Budget Public Hearing to be held on May 21, 2025 in conjunction with the Regular PC Meeting on that date.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Scheduling of the 2025-2026 PC Budget Public Hearing Motion #25.0409.5

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved Revision of Classification of Maintenance Manager, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Revision of Classification of Maintenance Manager Motion #25.0409.6

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved Adoption of Classification of Bus Driver Trainee, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Adoption of Classification of Bus Driver Trainee Motion #25.0409.7

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved Adoption of Classification of Data Systems Analyst, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Revision of Classification of Data Systems Analyst Motion #25.0409.8

Information

Future Commission meeting dates were announced:
May 21, 2025 ..... June 11, 2025..... July 16, 2025..... 5:00 p.m. Board Room — Meeting Dates

Occupational Therapist; Physical Therapist. — Job Opportunities

Future Consideration

Budget.

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:59 P.M.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades. — Motion #25.0409.9

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

ABSENT
Lori Rhoades, Member

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – SPECIAL MEETING
MINUTES

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

April 28, 2025
5:00 P.M.
Meeting # 933

Personnel Commission Members	Arrived
Sandy Handin, Chairperson	5:00 P.M.
Kathleen Hobiger, Vice Chairperson	5:00 P.M.
Lori Rhoades, Member	ABSENT

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 5:10 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. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Agenda, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent- Rhoades.
Motion #25.0428.1

No comments. Commission Comments

No comments. Public Comments

Personnel Items

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Revision of Classification Specification Technical Support Specialist I, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent- Rhoades.
Revision of Classification Specification Technical Support Specialist I
Motion #25.0428.2

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Creation of Classification Specification Associate Clinician, as amended.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent- Rhoades.
Creation of Classification Specification for Associate Clinician
Motion #25.0428.3

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Creation of Classification Specification ERSES Clinician I, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent- Rhoades.
Creation of Classification Specification for ERSES Clinician I
Motion #25.0428.4

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Creation of Classification Specification ERSES Clinician II, as amended.
Creation of Classification

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent- Rhoades.

Specification for
ERSES Clinician II
Motion #25.0428.5

Information
Meeting Dates

Future Commission meeting dates were announced:
May 21, 2025.....June 11, 2023..... July 16, 2025..... 5:00 p.m. Board Room

Future Consideration

None.

Adjournment
Motion #25.0428.6

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:56 p.m.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent- Rhoades.

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

ABSENT
Lori Rhoades, Member

Simi Valley Unified **SCHOOL DISTICT**

PERSONNEL COMMISSION
ANNUAL BUDGET
2025-26 FISCAL YEAR

			2024-25 Current Budget	2025-26 Proposed Budget
2000	**CLASSIFIED SALARIES**			
	2300	Administrative Personnel	162,812	185,779
		Commission Members	3,000	2,700
	2400	Clerical & Other Office	300,608	301,524
	2900	Other		
		Subtotal	**$ 466,420**	**$ 490,003**
3000	**EMPLOYEE BENEFITS**			
	3100	STRS		
	3200	PERS	119,518	128,041
	3300	OASDI & Medicare	33,360	36,164
	3400	Health & Welfare Benefits	142,674	123,040
	3500	SUI	231	243
	3600	Worker's Compensation	12,689	8,488
	3900	Other Benefits	2,940	450
		Subtotal	**$ 311,412**	**$ 296,426**
4000	**SUPPLIES**			
	4300	Other Supplies	500	100
		Literature, Periodicals		
		Office Supplies	2,200	2,000
		Examinations Purchase		
		Printing & Forms	500	450
		Other	750	500
	4400	Non-Capitalized Equipment	2,000	1,750
		Subtotal	**$ 5,950**	**$ 4,800**

[1] Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

[2] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board *(Education Code Section 45250)*.

[3] Group medical benefits cannot be provided to former Personnel Commission members.

Simi Valley Unified SCHOOL DISTICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2025-26 FISCAL YEAR

			2024-25 Current Budget	2025-26 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES			
	5200	**Travel & Conference Expense**		
		Mileage (Local)	600	600
		Other		
		Conference	10,500	10,500
	5300	**Dues & Membership**	3,000	2,500
	5500	**Utilities & Operating Expenses**		
		Electricity		
		Heat		
		Water		
		Other		
	5600	**Rentals, Leases & Repairs**		
		Leasing of Equipment		
		Equipment Maintenance Contracts		
		Other		
	5800	**Other Services & Operating Expenses**		
		Advertising	5,000	4,000
		Salary Classification Surveys	6,000	4,000
		Physical Examination		
		Fingerprinting		
		Other Recruitment Expense	2,500	2,250
		Legal Expenses	50,000	50,000
		Contracted Testing	8,400	9,704
		Contracted Personnel Services	21,000	22,100
		Other	2,000	2,000
	5900	**Communications**		
		Telephone/Fax		
		Postage	500	200
		Other		
		Subtotal	**$ 109,500**	**$ 107,854**

Simi Valley Unified SCHOOL DISTICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2025-26 FISCAL YEAR

			2024-25 Current Budget	2025-26 Proposed Budget
6000	**EQUIPMENT**			
	6400	**New Equipment**		
		Office Furniture		
		Office Equipment		
		Other		
	6500	**Equipment Replacement**		
	Subtotal		**$ 0**	**$ 0**

Total Budget Designated for Personnel Commission	**$ 893,282**	**$ 899,082**

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 5-14-2025

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
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	1	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
ERSES Clinician I	Multiple	Student Support Services	4/30/2025	5/21/2025	T&E, Structured Interview	Qualifying (pass/fail)	N/A	Week of 5/29/25	Week of 6/5/25	
ERSES Clinician II	Multiple	Student Support Services	4/30/2025	5/22/2025	T&E, Structured Interview	Qualifying (pass/fail)	N/A	Week of 5/26/26	Week of 6/4/26	
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 Office Manager I	2	Sycamore, Crestview	5/2/2025	5/23/2025	Multiple Choice Test; Structured Interview	N/A	Week of 5/27/25	Week of 6/2/25	Week of 6/7/25	
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	
School Services Assistant II	1	SICE	5/2/2025	5/23/2025	Multiple Choice Test; Structured Interview	N/A	Week of 5/30/25	Week of 6/2/25	Week of 6/9/25	
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	4/14/2025	5/28/2025	T&E, Structured Interview	Qualifying (pass/fail)	N/A	Week of 6/9/2025	Week of 6/16/2025	
Technical Support Specialist I	1	Information Technology	5/12/2025	6/3/2025	Multiple Choice Test; Structured Interview	N/A	Week of 6/9/25	Week of 6/16/25	Week of 6/23/25	
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	TBD	

Upcoming Recruitments

Classification	Location
Library Assistant	Various