PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

June 11, 2025
5:00 P.M.
Meeting # 935

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 May 21, 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*
- Request for Advanced Step Placement for Occupational Therapist - *Discussion; Action*
- Request for Advanced Step Placement for ERSES Clinician II – *Discussion; Action*
- Request for Advanced Step Placement for ERSES Clinician II – *Discussion; Action*
- Request for Advanced Step Placement for ERSES Clinician II – *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: June 6, 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

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

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 #25.0521.1
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Consent Agenda

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #25.0521.2
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 April 9, 2025, as presented. Motion #25.0521.3
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Special Meeting of April 28, 2025, as presented. Motion #25.0521.4
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Commission Comments

Ms. Hobiger mentioned recent passings. Public Comments

No comments.

Personnel Items

Ms. Henson discussed current recruitments and upcoming interviews as well as testing changes. She wanted to acknowledge her staff's hard work especially with it being Classified School Employees' Week. Director's Report

Service Awards were presented. Service Awards

General Items

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

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved 2025-2026 Personnel Commission Budget, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None. — 2025-2026 Personnel Commission Budget-Final Reading and Adoption Motion #25.0521.5

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved Revision of Classification of Benefit Plans Coordinator, as amended.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None. — Revision of Classification of Benefit Plans Coordinator Motion #25.0521.6

Information

Future Commission meeting dates were announced: — Meeting Dates
June 11, 2025..... July 16, 2025…… August 20, 2025 ….. 5:00 p.m. Board Room

Data Systems Analyst; ERSES Clinician I; ERSES Clinician II; Maintenance Manager; School Office Manager I; School Office Manager II; School Services Assistant II; School Services Assistant II; Senior Mechanic; Technical Support Specialist I. — Job Opportunities

Future Consideration

July PC Meeting date.

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Rhodes and carried, the Personnel Commission adjourned the meeting at 5:40 P.M. — Motion #25.0521.7
Vote 3-0; Aye- Handin, Hobiger, and Rhodes; 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 6-4-2025

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	2	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
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 interview	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
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	TBD	

Upcoming Recruitments

Classification	Location
Benefit Plans Coordinator	District Office
Library Assistant	Various