PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

July 24, 2025
5:00 P.M.
Meeting # 937

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 June 11, 2025 – *Action*
Special Meeting June 25, 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 Creation of Classification Adult Education Instructional Assistant, Medical Assistant-*Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: July 21, 2025

Pursuant to Government Code Section 54957.5, any document, that is public record, and relates to an open session agenda item of a regular meeting of the PC, is available for public review at the Educational Service Center, Classified Personnel Services, 101 W. Cochran Street, Simi Valley, CA 93065.

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SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

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

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 #25.0611.1
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 #25.0611.2
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Minutes

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of May 21, 2025, as presented. Motion #25.0611.3
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Commission Comments

No comments.

Public Comments

No comments.

Personnel Items

Director's Report

Ms. Henson discussed current recruitments and upcoming structured and selection interviews as well as reviewing position requests and a new upcoming position.

General Items

2024-2025 Budget Status

The 2024-2025 Budget Status was reviewed and discussed.

Request for Advanced Step Placement for

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved Request for Advanced Step Placement for Occupational Therapist, as presented.

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

Occupational Therapist
Motion #25.0611.4

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved Request for Advanced Step Placement for ERSES Clinician II, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Request for Advanced Step Placement for ERSES Clinician II
Motion #25.0611.5

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved Request for Advanced Step Placement for ERSES Clinician II, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Request for Advanced Step Placement for ERSES Clinician II
Motion #25.0611.6

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved Request for Advanced Step Placement for ERSES Clinician II, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Request for Advanced Step Placement for ERSES Clinician II
Motion #25.0611.7

Information

Meeting Dates

Future Commission meeting dates were announced:
July 24, 2025…… August 20, 2025 ….. September 17, 2025..... 5:00 p.m. Board Room

Benefit Plans Coordinator.

Job Opportunities

Future Consideration

Merit Rule updates and reclassifications.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:59 P.M.
Vote 3-0; Aye- Handin, Hobiger, and Rhodes; No-None; Abstained-None; Absent-None.

Motion #25.0611.8

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – SPECIAL MEETING
MINUTES

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

June 25, 2025
5:00 P.M.
Meeting # 936

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.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent- None.
Motion #25.0625.1

No comments. Commission Comments

No comments. Public Comments

Personnel Items

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Establishment of Classification Specification of Athletic Trainer-Classified, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent- None.
Establishment of Classification Specification of Athletic Trainer-Classified
Motion #25.0625.2

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Establishment of Classification Specification of Associated Student Body (ASB) Assistant, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-Rhoades; Absent- None.
Establishment of Classification Specification of Associated Student Body (ASB) Assistant
Motion #25.0625.3

Information

Future Commission meeting dates were announced: Meeting Dates
July 24, 2025….. August 20, 2025.....September 17, 2025….. 5:00 p.m. Board Room

None.

Future Consideration

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:04 p.m. Motion #25.0625.4
Vote 3-0; Aye- Handin, Hobiger, 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 7-21-2025

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	
Associated Student Body (ASB) Assistant	1	SVHS	7/10/2025	7/31/2025	Multiple Choice Test, Structured Interview	N/A	Week of 8/5/25	TBD	TBD	
Athletic Trainer	Multiple	Various	7/15/2025	7/31/2025	Multiple Choice Test, Structured Interview	N/A	Week of 8/12/25	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	
Lead Student Store Assistant	1	SICE	7/10/2025	7/31/2025	Multiple Choice Test; Structured Interview	N/A	Week of 8/5/25	Week of 8/11/25	Week of 8/18/25	
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
Maintenance Technician	SVHS