PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

October 22, 2025
5:00 P.M.
Meeting # 940

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 Meetmg September 17, 2025 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

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

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Request to Reclassify One Accounting Technician-Special Funds Position – *Action*
- 2024-2025 Annual Report – *Information*

GENERAL ITEMS

- 2025-2026 Budget Status – *Information; Discussion*
- Revision of Classification Specification Technical Support Specialist I – *Action*
- Revision of Classification Specification Technical Support Specialist II – *Action*
- Revision of Classification Specification Technical Support Specialist III - *Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: October 17, 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

September 17,2025
5:00 P.M.
Meeting # 939

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 Commissio Motion #25.0917.1
approved the Agenda, as presented.
Vote 3-0; Aye-Handin, Hobiger 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 Motion #25.0917.2
approved the Consent Agenda, as presented.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Minutes

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Motion #25.0917.3
Commission approved the Minutes of the Regular Meeting of August 20, 2025, as presented.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

No comments. Commission Comments

No comments. Public Comments

Personnel Items

Ms. Henson discussed upcoming trainings, job fairs, new testing platform, and other projects Director's Report
Classified Personnel Department is working on, as well as, Annual Report trends.

2024-2025 Annual Report was reviewed and discussed. 2024-2025 Annual Report

General Items

The 2025-2026 Budget Status was reviewed and discussed. 2025-2026 Budget Status

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of Classification Specification Maintenance Specialist, HVAC, as amended.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Revision of Classification Specification Maintenance Specialist, HVAC
Motion #25.0917.4

Information

Future Commission meeting dates were announced:
October 22, 2025……November 19, 2025 ….. December 17, 2025.....5:00 p.m. Board Room

Meeting Dates

Athletic Trainer; Transitional Assistant.

Job Opportunities

Future Consideration

New Annual Report format.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:17 P.M.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Motion #25.0917.5

_____
Sandy Handin, Chairperson

_____
Kathleen Hobiger, Vice Chairperson

_____
Lori Rhoades, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 10-16-2025

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	
Maintenance Technician	1	M&O	10/1/2025	10/24/2025	Multiple Choice Test; Structured Interview	N/A	Week of 10/29/25	Week of 11/3/25	Week of 11/10/25	
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 Office Manager I	1	TBD	10/8/2025	10/29/2025	Multiple Choice Test; Structured Interview	N/A	Week of 11/3/25	Week of 11/10/25	Week of 11/17/25	
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	
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	9/30/2025	10/23/2025	T&E (Qualifying); Structured Interview	Qualifying	N/A	Week of 11/3/25	Week of 11/10/25	
Student Body Bookkeeper-Middle School	1	Hillside MS	10/13/2025	11/3/2025	Multiple Choice Test; Structured Interview	N/A	Week of 11/12/25	Week of 11/17/25	Week of 11/19/25	
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	TBD	

Upcoming Recruitments	
Classification	**Location**
TBD	