PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

January 14, 2026
5:00 P.M.
Meeting # 943

Personnel Commission Members

Kathleen Hobiger, Chairperson
Lori Rhoades, Vice Chairperson
Sandy Handin, 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 December 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*

GENERAL ITEMS

- 2025-2026 Budget Status – *Information; Discussion*
- 2026-2027 Calendar of Regular Meetings – *Information; Discussion*
- Request to Reclassify One Community Liaison Position – *Information; Discussion; Action*
- Request for Creation of Classification Specification Educational Programs Facilitator – *Information; Discussion; Action*

CLOSED SESSION

- In accordance with provisions in Gov. Code Sec 54957; Public Employment Matters – Performance Evaluation, Director of Classified Personnel Services

RETURN TO OPEN SESSION

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: January 9, 2026

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SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

December 17, 2025
5:00 P.M.
Meeting # 942

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 5:01 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 amended. Motion #25.1217.1
Vote 3-0; Aye-Handin, Hobiger 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 #25.1217.2
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 Commission approved the Minutes of the Regular Meeting of November 19, 2025, as presented. Motion #25.1217.3
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Commission Comments
No comments.

Public Comments
CSEA Chapter 310 president gave an update on CSEA negotiations.

Personnel Items
Director's Report
Ms. Henson discussed the current trends in resignations, retirements and leaves, updates to some classification requirements, as well as upcoming recruitments and trainings that have been completed.

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

Annual Election of Officers – Chairperson
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission elected Ms. Hobiger as Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2026. Motion #25.1217.4
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission elected Ms. Rhoades as Vice Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2026. Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.	Annual Election of Officers – Vice Chairperson Motion #25.1217.5
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Revision of Classification HR Representative, Planning and Recruitment, as amended. Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.	Revision of Classification HR Representative, Planning and Recruitment Motion #25.1217.6
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of Personnel Commission Rules Article V Rule 5.20.1-4, as presented. Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.	Revision of Personnel Commission Rules Article V Rule 5.20.1-4-Second Reading and Adoption Motion #25.1217.7
Closed Session was tabled.	**Closed Session**
Future Commission meeting dates were announced: January 14, 2026…… February 18, 2026 ….. March 18, 2025..... 5:00 p.m. Board Room	**Information** Meeting Dates
Lead Custodian; School Services Assistant II.	Job Opportunities
2026 CSPCA Conference, Director Evaluation.	**Future Consideration**
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:49 P.M. Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.	**Adjournment** Motion #25.1217.8

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 1-7-2026

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
Cafeteria Services Specialist	1	Wood Ranch	12/19/2025	1/26/2026	Multiple Choice Test; Structured Interview	N/A	1/30/2026	Week of 2/2/26	Week of 2/9/26	
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	
HR Representative, Planning & Recruitment	1	Personnel	12/19/2025	1/26/2026	T&E; Structured Interview	Week of 1/26/26	N/A	Week of 2/2/26	Week of 2/9/26	
Lead Groundskeeper	1	M&O	12/18/2025	1/23/2026	Multiple Choice Test; Structured Interview	N/A	1/30/2026	Week of 2/2/26	Week of 2/9/26	
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
Senior Accounting Technician	1	Fiscal Services	12/17/2025	1/22/2026	Multiple Choice Test; Structured Interview	N/A	1/29/2026	Week of 2/2/26	Week of 2/9/26	
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	