PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

March 18, 2026
5:00 P.M.
Meeting # 946

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 February 18, 2026 – 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*
- Driver's License Requirement Verbiage in Classification Specifications Update – *Information*
- Abolishment of an Unused Classification- Steno Clerk II – *Action*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: March 13, 2026

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.

Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight (48) hours advance notice is required to meet special needs for public meetings. Upon written request, materials in alternative formats will be provided for individuals with disabilities. Please contact Classified Personnel Services, 805.306.4500, ext. 4062.

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

February 18, 2026
5:00 P.M.
Meeting # 945

Personnel Commission Members	Arrived
Kathleen Hobiger, Chairperson	5:00 P.M.
Lori Rhoades, Vice Chairperson	5:00 P.M.
Sandy Handin, 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 Kathleen Hobiger, Chairperson. **Call to Order**

The flag salute was led by Ms. Hobiger. **Flag Salute**

Agenda

On a motion by Ms. Handin, seconded by Ms. Rhoades, and carried, the Personnel Commission approved the Agenda, as presented. Motion #26.0218.1
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Consent Agenda

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #26.0218.2
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Minutes

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of January 14, 2026, as presented. Motion #26.0218.3
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Special Meeting of January 30, 2026, as presented. Motion #26.0218.4
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 Simi Mega Job Fair, California Lutheran University and Moorpark College Career Fair dates and current promotions and recruitments as well as total CSESAP submission rate. Director's Report

General Items

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

2026-2027 Calendar of Regular Meetings was shared. — 2026-2027 Calendar of Regular Meetings

Upcoming 2026 CSPCA Conference was discussed. — 2026 CSPCA Conference

Information

Future Commission meeting dates were announced: — Meeting Dates
March 18, 2026..... April 15, 2026……. May 20, 2026 ….. 5:00 p.m. Board Room

Director of Information Technology; Food Services Manager I; School Services Assistant III; Senior Budget Analyst; Senior Mechanic; Technical Support Specialist III. — Job Opportunities

Future Consideration

Merit Rule updates.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:18 P.M. — Motion #26.0218.5
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice Chairperson

Sandy Handin, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 3-11-2026

Classification Title	Number of Vacancies	Vacancy Location(s)	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	
Associate Clinician	Multiple	Student Support Services	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview/Performance Exercise	Qualifiying	N/A	Week of 3/23/26	Week of 3/30/26	
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
Cosmetology School Assistant	1	SICE	3/4/2026	3/25/2026	Multiple Choice Test; Structured Interview	N/A	Week of 4/6/26	Week of 4/13/26	Week of 4/20/26	
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	

Current Classified Recruitments as of 3-11-2026

Classification Title	Number of Vacancies	Vacancy Location(s)	Open Date	Closing Date	Type of Exam	T&E Completed By	Test Date	Structured Interview Date	Eligibility List Established By	Comments
School Office Manager II	1	School Site	2/25/2026	3/18/2026	Multiple Choice Test; Structured Interview	N/A	Week of 3/23/26	Week of 4/6/26	Week of 4/13/26	
School Services Assistant I	1	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test, Structured Interview	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Warehouse and Distribution Specialist I	1	Warehouse	2/24/2026	3/17/2026	Multiple Choice Test; Structured Interview	N/A	3/26/2026	Week of 4/6/26	Week of 4/13/26	
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	TBD	

Upcoming Recruitments		
Classification	**Location**	
HR Specialist	Classified Personnel	