PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

May 20, 2026
5:00 P.M.
Meeting # 948

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 April 15, 2026 – Action

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)
- Public Hearing – Final Reading Proposed Annual Budget of the Personnel Commission for Fiscal Year 2026-2027

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Driver's License Requirement Verbiage in Classification Specifications Update – *Information*

GENERAL ITEMS

- 2025-2026 Budget Status – *Information; Discussion*
- 2026-2027 Personnel Commission Budget – Final Reading and Adoption - *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: May 15, 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.

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SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

April 15, 2026
5:00 P.M.
Meeting # 947

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 #26.0415.1
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 amended. Motion #26.0415.2
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 March 18, 2026, as amended. Motion #26.0415.3
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Commission Comments

Ms. Rhoades inquired about CSPCA Conference presentation copies and Ms. Hobiger mentioned the passing of A. Mc Camy.

Public Comments

Ms. LaCrosse gave CSEA update.

Personnel Items
Director's Report

Ms. Henson discussed the upcoming career and job fairs as well as the ones already attended, current status of recruitments, catastrophic leave, and an increase in desk audit requests.

Approval of a Resolution in Honor of Classified School Employees Week
Motion #26.0415.4

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved a Resolution in Honor of Classified Employees Week, May 17-23, 2026, as presented.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

General Items

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

The 2026-2027 Personnel Commission Budget was reviewed and discussed. — 2026-2027 Personnel Commission Budget-First Reading

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the 2026-2027 Personnel Commission Budget Public Hearing to be held on May 20, 2026 in conjunction with the Regular PC Meeting on that date.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None — Scheduling of the 2026-2027 PC Budget Public Hearing Motion #26.0415.5

Information

Future Commission meeting dates were announced: — Meeting Dates
May 20, 2026 ….. June 17, 2026..... July 15, 2026…….. 5:00 p.m. Board Room

Administrative Assistant; Human Resources Specialist; Lead Custodian; Physical Therapist. — Job Opportunities

Future Consideration

CalPERS Zoom meeting in May.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:43 P.M. — Motion #26.0415.6
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 5-13-2026

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	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	
HR Technician	1	Classified Personnel	5/5/2026	5/25/2026	T&E (Pass/Fail); Multiple Choice Test; Structured Interview and Performance Exercise	Qualifiying	Week of June 8, 2026	Week of June 15, 2026	Week of June 22, 2026	
Instructional Support Specialist, IBI	1	Various	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	Ongoing	
Library Assistant	2	Various	5/1/2026	5/22/2026	Multiple Choice Test; Structured Interview	N/A	Week of May 29, 2026	Week of June 1, 2026	Week of June 8, 2026	
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

Current Classified Recruitments as of 5-13-2026										
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**
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	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
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		TBD								

*** PLEASE POST ***

SIMI VALLEY UNIFIED SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

BY THE PERSONNEL COMMISSION

ANNUAL BUDGET OF THE PERSONNEL COMMISSION

FOR FISCAL YEAR 2026-2027

(Educational Code Sections 45253 and 88073)

The Public Hearing on this Proposed Budget will be held in conjunction with the Regular Meeting of the Personnel Commission:

Date:	Wednesday, May 20, 2026
Time:	5:00 p.m.
Location:	Board Room 101 W. Cochran Street Simi Valley, CA 93065

The Public is invited to attend and present their views.

By: _____

Ginan Henson, Director
Classified Personnel Services

Dated: May 6, 2026

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Simi Valley Unified SCHOOL DISTICT

PERSONNEL COMMISSION
ANNUAL BUDGET
2026-27 FISCAL YEAR

			2025-26 Current Budget	2026-27 Proposed Budget
2000	**CLASSIFIED SALARIES**			
	2300	Administrative Personnel	185,779	181,687
		Commission Members	2,700	2,500
	2400	Clerical & Other Office	301,524	304,922
	2900	Other	0	0
		Subtotal	490,003	489,109
3000	**EMPLOYEE BENEFITS**			
	3100	STRS	0	0
	3200	PERS	128,041	125,033
	3300	OASDI & Medicare	36,164	37,187
	3400	Health & Welfare Benefits	123,040	127,087
	3500	SUI	243	243
	3600	Worker's Compensation	8,488	8,507
	3900	Other Benefits	450	450
		Subtotal	296,426	298,507
4000	**SUPPLIES**			
	4300	Other Supplies	100	100
		Literature, Periodicals	0	0
		Office Supplies	2,000	1,950
		Examinations Purchase	0	0
		Printing & Forms	450	450
		Other	500	500
	4400	Non-Capitalized Equipment	1,750	1,750
		Subtotal	4,800	4,750

[1] Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

[2] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board *(Education Code Section 45250)*.

[3] Group medical benefits cannot be provided to former Personnel Commission members.

Simi Valley Unified SCHOOL DISTICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2026-27 FISCAL YEAR

			2025-26 Current Budget	2026-27 Proposed Budget
5000	**SERVICES & OTHER OPERATING EXPENSES**			
	5200	**Travel & Conference Expense**		
		Mileage (Local)	600	575
		Other	0	0
		Conference	10,500	10,500
	5300	**Dues & Membership**	2,500	2,000
	5500	**Utilities & Operating Expenses**		
		Electricity	0	0
		Heat	0	0
		Water	0	0
		Other	0	0
	5600	**Rentals, Leases & Repairs**		
		Leasing of Equipment	0	0
		Equipment Maintenance Contracts	0	0
		Other	0	0
	5800	**Other Services & Operating Expenses**		
		Advertising	4,000	4,000
		Salary Classification Surveys	4,000	2,000
		Physical Examination	0	0
		Fingerprinting	0	0
		Other Recruitment Expense	2,250	2,250
		Legal Expenses	50,000	30,000
		Contracted Testing	9,704	12,170
		Contracted Personnel Services	22,100	23,746
		Other	2,000	2,000
	5900	**Communications**		
		Telephone/Fax	0	0
		Postage	200	150
		Other	0	0
		Subtotal	107,854	89,391

Simi Valley Unified SCHOOL DISTICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2026-27 FISCAL YEAR

			2025-26 Current Budget	2026-27 Proposed Budget
6000	**EQUIPMENT**			
	6400	**New Equipment**		
		Office Furniture	0	0
		Office Equipment	0	0
		Other	0	0
	6500	**Equipment Replacement**	0	0
		Subtotal	0	0

Total Budget Designated for Personnel Commission	899,082	881,757