PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

August 19, 2026
5:00 P.M.
Meeting # 951

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 July 15, 2026 – Action

COMMENT, PRESENTATIONS AND HEARINGS

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

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Revision of Classification Specification Associate Superintendent – Business & Facilities – *Information, Action*
- Revision of Classification Specification Assistant Superintendent – Business & Facilities – *Information, Action*
- Revision of Classification Specification Paraeducator, Deaf or Hard of Hearing – *Information, Action*
- Revision of Classification Specification Payroll Specialist – *Information, Action*
- Reestablishment of Classification Specification Payroll Technician - *Information, Action*
- Request to Reclassify One Position from Purchasing Technician to Buyer I - *Information, Action*

GENERAL ITEMS

- 2026-2027 Budget Status – *Information; Discussion*

INFORMATION

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

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated: August 7, 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

July 15, 2026
5:00 P.M.
Meeting # 950

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. Rhoades, seconded by Ms. Handin, and carried, the Personnel Commission approved the Agenda, as presented. Motion #26.0715.1
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 #26.0715.2
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Minutes
On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Regular Meeting of May 20, 2026, as presented. Motion #26.0715.3
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Commission Comments
Ms. Hobiger mentioned passing of a long time employee.

Public Comments
No comments.

Personnel Items
Director's Report
Ms. Henson notified the Personnel Commission that the HR Technician position has been filled and updated them in regards to current Associate Clinician onboarding, resignation trends, upcoming selection interview scheduling, trainings, team building, and future family studies as well as job description updates.

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

2026-2027 Budget Status
The 2026-2027 Budget Status Update was discussed.

Information

Future Commission meeting dates were announced: Meeting Dates
August 19, 2026 ….. September 16, 2026..... October 21, 2026…….. 5:00 p.m. Board Room

Adult Education Instructional Assistant, Medical Assistant. Job Opportunities

Future Consideration

Driver's License requirement verbiage, Meril Rules, revision of Paraeducator DHH classification, new leave law updates.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:43 P.M. Motion #26.0715.4
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 8-13-2026

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
Administrative Services Assistant II	1	District Office	8/3/2026	8/24/2026	Multiple Choice Test, Structured Interview	N/A	Week of 8/31/26	Week of 9/7/26	Week of 9/16/26	
Adult Education Instructional Assistant, ESL	1	SICE	8/12/2026	9/2/2026	Multiple Choice Test, Structured Interview	N/A	Week of 9/7/26	Week of 9/14/26	Week of 9/21/26	
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	
Instructional Support Specialist, IBI	1	Various	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	Ongoing	
Lead Custodian	1	Atherwood Elementary	7/24/2026	8/14/2026	Multiple Choice Test; Structured Interview	N/A	Week of 8/24/26	Week of 8/31/26	Week of 9/6/26	
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

Current Classified Recruitments as of 8-13-2026										
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**								
Payroll Assistant or Technician		District Office								