PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

September 16, 2026
5:00 P.M.
Meeting # 953

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 August 19, 2026 – *Action*
- Special Meeting September 9, 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

- 2026-2027 Budget Status – *Information; Discussion*
- Request for Advanced Step Placement for ERSES Clinician I – *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: September 11, 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

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

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 amended. Motion #26.0819.1
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. Handin and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #26.0819.2
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 July 15, 2026, as presented. Motion #26.0819.3
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Commission Comments
No comments

Public Comments
Ms. Farrell LaCrosse, CSEA President, shared latest CSEA news.

Personnel Items
Director's Report
Ms. Henson shared passing of a recent retiree, discussed the current status of recruitments, leaves and resignations, new hires including one in the Classified Personnel Department, and job fairs. She also gave an update on SB 848.

Revision of Classification Specification Associate Superintendent – Business & Facilities
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of Classification Specification Associate Superintendent – Business & Facilities, as presented. Motion #26.0819.4
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the Revision of Classification Specification Assistant Superintendent – Business & Facilities, as presented. Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.	Revision of Classification Specification Assistant Superintendent – Business & Facilities Motion #26.0819.5
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of Classification Specification Paraeducator, Deaf or Hard of Hearing, as presented. Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.	Revision of Classification Specification Paraeducator, Deaf or Hard of Hearing Motion #26.0819.6
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of Classification Specification Payroll Specialist, as presented. Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.	Revision of Classification Specification Payroll Specialist Motion #26.0819.7
On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Reestablishment of Classification Specification Payroll Technician, as amended in working agenda. Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.	Reestablishment of Classification Specification Payroll Technician Motion #26.0819.8
On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the Request to Reclassify One Position from Purchasing Technician to Buyer I, as presented. Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.	Request to Reclassify One Position from Purchasing Technician to Buyer I Motion #26.0819.9
	General Items
The 2026-2027 Budget Status Update was discussed.	2026-2027 Budget Status
	Information
Future Commission meeting dates were announced: September 16, 2026..... October 21, 2026…….. November 18, 2026 …..5:00 p.m. Board Room	Meeting Dates
Administrative Assistant II; Adult Education Instructional Assistant, ESL; Lead Custodian.	Job Opportunities
	Future Consideration
CSPCA Conference planning and Merit Rules updates.	

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:57 P.M.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Adjournment
Motion
#26.0819.10

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice Chairperson

Sandy Handin, Member

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – SPECIAL MEETING
MINUTES

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

September 9, 2026
5:00 P.M.
Meeting # 952

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 #26.0909.1
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent- None.

Ms. Rhoades commented in regard to the Personnel Commissioner recruitment. Commission Comments

No comments. Public Comments

Personnel Items

Personnel Commissioner recruitment steps and timeline were discussed. Personnel Commissioner Recruitment

Information

Future Commission meeting dates were announced: Meeting Dates
September 16, 2026….. October 21, 2026.....November 18, 2026….. 5:00 p.m. Board Room

Future Consideration

CSPCA Conference.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:40 p.m. Motion #26.0909.2
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 9-11-2026

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	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	
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	
Payroll Technician	1	Fiscal Services	8/26/2026	9/16/2026	Multiple Choice Test; Structured Interview	N/A	Week of 9/21/26	Week of 9/28/26	Week of 10/5/26	

Current Classified Recruitments as of 9-11-2026										
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**
Personnel Commissioner	1	Personnel Commission	9/10/2026	9/25/2026	Public Interview as early as the week of 9/28/26	N/A	N/A	N/A	N/A	
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								